

## SUPERVISOR - CENTRAL SUPPLY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the operation of the Westchester Medical Center Central Supply Unit. Responsibilities include the implementation of established procedures for cleaning, sterilizing, assembling and storing medical supplies and equipment, including dressings, packs, and trays required for the treatment of patients. This is a staff function providing support services to all hospital units and services requiring the establishment of cooperative working relations. Supervision is exercised over subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and trains staff in decontamination and sterilization techniques;

Cleans and terminally decontaminates surgical instruments and other reusable equipment, in accordance with established policies and procedures;

Assembles, wraps, and sterilizes packs, treatment and dressing trays in accordance with established procedures;

Prepares and makes available sterile supplies such as dressings, towels, rubber tubing, and instruments for hospital staff;

Maintains an adequate stock of supplies and requisitions additional supplies when necessary;

Monitors infection control, JCAHO standards and safety practices;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods, practices and various techniques of sterilization; thorough knowledge of the prescribed methods for preparing sterile equipment and supplies; good knowledge of hospital procedures for requisitioning, issuing and controlling supplies; good supervisory skills; accuracy; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years experience in a hospital or healthcare facility where the primary function of the position was working in sterile processing techniques, and current valid certification as either a Certified Registered Central Service Technician by the International Association of Healthcare Central Service Material Management or as a Certified Surgical Instrument Technician (CSIT) by the Certification Board for Sterile Processing and Distribution (pre or post experience).

SPECIAL REQUIREMENT: Certification as a Certified Registered Central Service Technician or Certified Surgical Instrument Technician must be maintained throughout the course of employment.

SUBSTITUTION: Satisfactory completion of 30 credits\* toward a Bachelor's Degree may be substituted on a year for year basis for up to two years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Competitive  
MVV3  
1

Job Class Code: C1078  
Job Group: VIII