

POSITION DESCRIPTION

POSITION TITLE	Central Sterile Supply/Surgical Technician
REPORTING RELATIONSHIP	OR Manager
POSITION SUMMARY	Responsible for performing duties involving the care, packaging, cleaning of supplies utilized in the operating room and in the hospital. Re-stocks the OR on a regular basis and assists in cleaning the OR between surgical procedures and all other duties as designated by the OR Coordinator. Receives and processes incoming supplies and equipment, performs cleaning and sterilizing duties, prepares packs of supplies, and instruments in central supply/services as directed. Will perform duties of first or second assistant during surgical and related procedures. Will rotate call duty.

POSITION ACCOUNTABILITIES

1. Support the mission and goals of Hills and Dales Hospital and contribute to the quality improvement of hospital and health service operation.
2. Maintain CONFIDENTIALITY of all pertinent patient care information to assure patient rights are protected.
3. Maintains established policies and procedures objectives, quality improvement programs and safety standards.
4. Cooperates with other personnel to achieve departmental objectives and maintain good employee relation's interdepartmental objectives, and Infection Control policies and procedures.
5. Decontaminates instruments, supplies and equipment according to established policies and procedures.
6. Cleans, assembles, wraps, sterilizes, and stores supplies and instrument trays.
7. Distributes supplies and equipment to units in a timely fashion.
8. Maintains packs and supplies to meet area needs including inventory control, proper labeling and inspection.
9. Assist physicians with exams, procedures, and other processes related to direct patient care.
10. Maintain a safe and therapeutic environment for patient/families in accordance with hospital standards.
11. Ensures proper functioning of equipment.
12. Enhances professional growth and development through participation in educational programs, current literature, in-service and workshops.
13. Performs other related duties as assigned.
14. Performs required cleaning of OR Suite.
15. Scrub attire to be worn in the sterile area as required.
16. Directs the requisitioning, sorting, labeling and issuing of professional equipment.
17. Assists with policies and procedures.
18. Submits general and special order requisitions to ensure that adequate supply levels are kept on hand in an ongoing effort.
19. Basic clinical evaluation and assessment skills are required for all age groups of patients serviced by the facility for which the individual may be involved in the patient care including pediatric, adolescent, adult, and geriatric patients.

QUALIFICATIONS

1. High School education or equivalent.
2. OR Tech Certification preferred
3. Nurse Aide experience preferred.

EXPERIENCE & SKILLS

Previous experience in central supply operations and able to perform duties of a scrub tech.

PHYSICAL DEMANDS

- Prolonged, extensive, or considerable standing/walking.
- Assists with lifting and moving patients; Lifts supplies/equipment – must be able to lift more than 25 pounds.
- Considerable reaching stooping, bending, kneeling.
- Must be able to lift more than 25 pounds. Must be able to tolerate working in a warm (82~84c) humid area.
- Must be able to lift sterilized tray onto and off of sterilizer cart so as not to be burned.

Work Conditions

Contact with patients under wide variety of circumstances. Subject to varying and unpredictable situations. Handles unpredictable emergency or crisis situations. OSHA Category I - Hazards include risk of exposure to communicable diseases, blood borne diseases, chemicals and risk of physical injury from patients with potential to lose control.

We are an Equal Opportunity Employer