

UW HEALTH JOB DESCRIPTION

Senior Sterile Processing Technician

Job Code: 420002	FLSA Status: Non-Exempt	Mgt. Approval: S. Sanow	Date: November 2019
Department: Supply Chain – Sterile Processing		HR Approval: J. Olson	Date: November 2019

JOB SUMMARY

The Senior Sterile Processing Technician provides leadership and/or training to the titles of Sterile Processing Technician I and II. This position assists the supervisory staff in assuring processes, policies, and work rules are adhered to. The incumbent may serve on committees and may be assigned to complex projects. The role requires a full scope of knowledge to perform all aspects of sterile processing at an advanced level with little supervision.

In concert with Sterile Processing management, the Senior Sterile Processing Technician is responsible for leading the entire range of sterile processing services at his/her assigned location, which could be: University Hospital, American Family Children's Hospital, Digestive Health Center, The American Center, Madison Surgery Center, or associated outpatient facilities. The Senior Sterile Processing Technician will ensure that standards of operation for the many diverse locations under his/her purview are in compliance with the standards set by all regulatory agencies.

Numerous internal and external relationships are involved in the performance of the duties of this position. The incumbent interacts daily with a wide variety of staff, disciplines, and customers.

MAJOR RESPONSIBILITIES

- 1) Demonstrates advanced knowledge, experience, and responsibility in the field of sterile processing.
- 2) Ensures that the policies, procedures, and practices of the Sterile Processing department comply with the standards established by all regulatory agencies.
- 3) Leads the work of other employees by assisting with annual competence assessments, preparing staffing schedules, conducting and documenting staff training programs, and hosting staff huddles and meetings in the absence of a supervisor.
- 4) Demonstrates flexibility to the operational needs of the customer, acknowledging 24x7x365 operation, emergent surgical cases, and on call status.
- 5) Specific areas of work may include: surgical instrumentation, outpatient instrumentation, patient care equipment (IV pumps, epidural pumps, SCDs, etc.), and Respiratory Therapy equipment.
- 6) Supports a variety of operating room service lines, including: anesthesia, burn, perfusion, cardiovascular, thoracic, ENT, ophthalmology, plastics, trauma, general surgery, urology, kidney, & liver transplant, OB/Gynecology, neurosurgery, orthopedics, and/or peripheral vascular.
- 7) Cleans, decontaminates, inspects, and assembles a high variety of complex surgical instruments and instrument sets, including complex endoscopes such as duodenoscopes, sigmoidoscopes, and colonoscopes, Da Vinci robotic instruments, organ transplant instruments, and delicate ophthalmic instruments.
- 8) Oversees the operation and troubleshooting of cleaning, disinfection, and sterilization of equipment such as cart and sonic washers, pasteurizers, washer/decontaminators, tee probe disinfectors, Medisafe, steam sterilizers, hydrogen peroxide (H₂O₂) sterilizers, Ethylene Oxide (EtO) sterilizers, and scope washers (Advantage, DSD201, DSD Edge) & Scope Buddy.
- 9) Assists with all Patient Safety Net (PSN) investigations.
- 10) May process instruments and medical devices from various research accounts, laboratories, and non-affiliated customers.
- 11) Advises customers on proper cleaning, packaging, and sterilization techniques appropriate to the items being reprocessed.
- 12) Ensures tracking paperwork and customer charges are correct.
- 13) Maintains an audit trail for sterile processing budget and accountability purposes.
- 14) Follows up on recalls if any items do not meet the standards for sterilization. This includes verifying that autoclave cycles are complete, previewing the findings of microbiological spore tests with infectious disease staff, notifying all user departments of possible contamination of the items on the affected load, and maintaining appropriate documentation of actions taken to comply with regulatory agencies.
- 15) Establishes, approves, and updates contents and procedures for preparation of all instrument trays. This includes meeting and verifying contents with the users, creating updated product cards and listings, acquiring new components for inventory, and arranging for training of staff on changes, including user and distribution staff.
- 16) Ensures the database of the instrument tracking system is maintained and accurate.
- 17) Identifies staff training needs and collaborates with leaders and educators to provide guidance and support for staff education and certification.
- 18) Responsible for acting quickly, accurately, and with a high level of expertise to address complex special projects which

UW HEALTH JOB DESCRIPTION

present themselves on a regular basis. Must organize human resources, prioritize job functions, and establish necessary controls based on the requirements of the project. Requires close contact and continued cooperation with customers along with significant systems maintenance.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	
Work Experience	Minimum	Two (2) years of sterile processing experience
	Preferred	
Licenses & Certifications	Minimum	Certification by CBSPD as a Certified Sterile Processing and Distribution Technician or IAHCSPM as a Certified Registered Central Service Technician
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> • Must be able to stand for entire shift • Ability to maintain productivity standards • Demonstrated technical knowledge of sterile processing • Excellent communication, customer service, human relations, and interpersonal skills • Ability to train, motivate, and lead the work of others and identify areas in need of improvement • Excellent organizational skills, detail oriented and self-motivated to complete duties in a timely manner • Ability to read, write, and speak English proficiently • Basic mechanical ability • Ability to follow instructions • Basic mathematical skills • Basic judgment and logic skills • Knowledge of and ability to follow safety principles • Knowledge of the calendar • Ability to differentiate colors 		

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input type="checkbox"/>	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.	Up to 20#	Up to 10# or requires significant	Negligible or constant push/pull of items of

UW HEALTH JOB DESCRIPTION

	Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.		walking or standing, or requires pushing/pulling of arm/leg controls	negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.