

UW HEALTH JOB DESCRIPTION

Sterile Processing Technician I

Job Code: 420004	FLSA Status: Non-Exempt	Mgt. Approval: E. Austin	Date: July 2019
Department : Across the System		HR Approval: J. Olson	Date: July 2019

JOB SUMMARY

The Sterile Processing Technician I is an entry level reprocessing position responsible for the effective and efficient decontamination, cleaning, sterilization, and reprocessing of patient equipment, surgical instrumentation, and medical supplies. Working under direct supervision and guidance, this position exercises little independent judgment.

The Sterile Processing Technician I may be assigned to any of the following locations: University Hospital, American Family Children's Hospital, Digestive Health Center, The American Center, Madison Surgery Center, Transformations, or associated outpatient facilities.

MAJOR RESPONSIBILITIES

- Under the guidance of another Reprocessing employee, the Sterile Processing Technician I will be educated on effective reprocessing of surgical instrumentation, outpatient instrumentation, and patient care equipment (IV pumps, epidural pumps, SCDs, Respiratory Therapy equipment, etc.)
- Cleans, decontaminates, inspects, and assembles a high variety of complex surgical instruments, which may include complex endoscopes, Da Vinci robotic instruments, organ transplant instruments, and delicate ophthalmic instruments
- Operates and troubleshoots cleaning, disinfection, and sterilization equipment, including cart washers, sonic washers, pasteurizers, washer/decontaminators, tee probe disinfectors, steam sterilizers, Hydrogen Peroxide sterilizers, Ethylene Oxide sterilizers, and scope washers
- Provides support to any or all of the following operation room service lines: Anesthesia, Burn, Perfusion, Cardiovascular, Thoracic, ENT, Ophthalmology, Plastics, Trauma, General Surgery, Urology, Kidney, & Liver Transplant, OB/Gynecology, Neurosurgery, Orthopedics, and Peripheral Vascular
- Identifies problems with the sterilization equipment by review of the machine's output and initiates corrective action. Interprets various graphs, printouts, biological tests, and integrators.
- Completes autoclave records, places the biological tests and integrators on each load, and delivers finished loads to cooling locations
- Advises customers on proper cleaning, packaging, and sterilization techniques. Ensures tracking paperwork and customer charges are correct.
- Ensures the instrument tracking database system is maintained and accurate
- Maintains an audit trail for Reprocessing budget and accountability purposes

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	
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	Certification by CBSPD as a Certified Sterile Processing and Distribution Technician or IAHCSSM as a Certified Registered Central Service Technician
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Must be able to stand for entire shift • Excellent communication, customer service, human relations, and interpersonal skills • 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

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- 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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> 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.