

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Central Service Technician I

Class Code: 7201

Pay Grade: 406

GENERAL CLASS DESCRIPTION:

Under general supervision, performs technical duties involving all aspects of sterile processing: decontamination, preparation, packaging, sterilization, sterile storage, distribution of sterile medical devices and inventorying, stocking and distribution of medical supplies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Decontaminates, inspects, cleans, sorts, disassembles and reassembles complex surgical instrument and implant trays, operates automatic endoscope washers, sonic washers, and mechanical washer/decontaminators. Performs microbicidal processes, standard/transmission based precautions, engineering, and work practice controls. Handles large volumes of complex, high dollar flexible endoscopes, delicate eye instruments, power equipment and different instrument patterns.
2. Accesses reference materials via computer systems, follows guides and instructions to assemble high volumes of complex of instrument and implant trays. Inspects and evaluates instruments for function and cleanliness. Confirms all quality assurance mechanisms are in place. Labels, seals and documents all items processed.
3. Performs all aspects of sterilization, packaging inspection, equipment operation, safety procedures, proper documentation, and prioritization. Sterilizes items per manufacturer's instructions, verifies correct parameters used for all instruments.
4. Assembles instrument trays in accordance with patient/surgeon procedure specific cards within appropriate time frame and documents missing items. Performs duties in a high stress environment, responds to emergencies and urgent add-on cases. Receives and responds to a high volume of phone calls to provide additional items as needed.
5. Performs inventory management for high volume of supplies and implants. Monitors and replenishes stock levels through use of multiple computer software programs and checks stock expiration dates. Documents usages in inventory system, restocks items, and adds new items to inventory.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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6. Performs regular biological monitoring of sterilizers to ensure sterilizer efficacy. Conducts challenge tests on sterilization and decontamination equipment. Performs preventative maintenance functions on all equipment.
7. Participates in and contributes to in-service programs on a regular basis.
8. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of medical instruments and supplies.
2. Knowledge of cleaning, decontaminating and sterilizing procedures.
3. Knowledge of assembling, packaging and wrapping procedures in order to prepare items for sterilization.
4. Knowledge of the precautions to take while handling trays of sharp or delicate instruments or of contaminated equipment and supplies.
5. Ability to learn the operation of various types of technical decontamination and sterilizing equipment.
6. Ability to multitask and prioritize duties assigned.
7. Ability to maintain and keep accurate records of data.
8. Ability to perform duties safely and willingness to comply with special safety and health precautions.
9. Ability to read and understand instructions and guidelines and to read data indicators such as dials, timers, charts, color-coded strips, etc.
10. Ability to communicate effectively with staff, students, and physicians.
11. Ability to maintain effective working relationships.
12. Ability to enter and retrieve data with a variety of computer software systems.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. High school graduation or equivalent, with courses in the physical and natural sciences and mathematics; or
2. One year experience in a hospital-related field that would provide a background in medical environment or sterile technique as it applies to medical supplies and equipment.