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.
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.

7. 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. Restocks items, and adds new items to inventory.

8. Performs biological monitoring of sterilizers to ensure sterilizer efficacy. Conducts challenge tests on sterilization and decontamination equipment. Performs preventative maintenance functions on all equipment, as needed.

9. Participates in and contributes to department/division/unit committees, meetings and/or projects and in-services.

10. Performs other projects or tasks as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of technical names, general uses and physical properties and characteristics of medical supply items and equipment, and respond to inquiries about same for medical and nursing staff.

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 operation of various types of sterilization equipment.

5. Knowledge of the precautions to take while handling trays of sharp or delicate instruments or of contaminated equipment and supplies.

6. Ability to operate various types of technical cleaning and sterilization equipment.

7. Ability to maintain and keep accurate records of data.

8. Ability to perform duties safely and promotes special safety and health precautions as set forth in federal, state, hospital and industrial policies and standards.

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 maintain effective working relationships.

11. Ability to communicate effectively with staff, students, and physicians.

12. Ability to enter and retrieve data with a variety of computer software systems.
13. Ability to train and lead the work of subordinate technical staff and to be in charge.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Verified experience with or documented completion of a medical terminology course and

2. High school graduation or equivalent, with courses in the physical and natural sciences and mathematics; and

3. Must possess and maintain certification from the Certification Board for Sterile Processing and Distribution (CBSPD) or the International Association of Health Care Service Material Management (IAHCSMM); and

4. Two years of related experience working in a medical field that includes a sterile processing component, or,

5. One year of working in sterile processing and one year of experience in a functional supervision role, or;

6. One year of related experience in a medical field that includes a sterile processing component and one year of college level course work.

REVISION EFFECTIVE: June 7, 2015