

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Central Service Technician I

**Class Code:** 7201

**Pay Grade:** 407

**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. Clean, inspect, assemble, package, sterilize, store and dispense of complex surgical instrumentation, devices and implant trays Performs transportation of contaminated and sterilized/ high level disinfected devices following infection prevention practices and organizational guidance. Operation of reprocessing equipment including automatic endoscope washers, sonic washers, mechanical washer/decontaminators, inspection equipment, and sterilizers. Performs microbicidal processes, standard/transmission based precautions, engineering, and work practice controls.
2. Performs infection prevention processes to remove all contaminants (blood, tissue, fluids, bioburden, etc.) from surgical instruments, utensils and other surgical items. Handles large volumes of complex medical instrumentation, flexible endoscopes, delicate eye instruments, power equipment and different instrument patterns.
3. Maintains a clean and safe environment by adhering to Standard Precautions and Infection Control practices which includes proper Personnel Protective Equipment (PPE), safe chemical handling practices, and body mechanics (i.e. ergonomics, human factors).
4. Accesses reference materials via computer systems, follows guides and instructions to assemble high volumes of complex 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. Accesses computer systems for purpose of locating, track and tracing medical devices and instrumentation trays.
5. Performs all aspects of sterilization, packaging inspection, equipment operation, safety procedures, proper documentation, and prioritization. Sterilizes items per manufacturer's instructions for use (IFU), verifies correct parameters used for all instruments.

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. 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.
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. Documents usages in inventory system, restocks items, and adds new items to inventory.
8. 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.
9. Participates in and contributes to in-service programs on a regular basis.
10. Participate in quality improvement activities; including waste, duplication reduction and process improvement.
11. Report quality and process deviations following institutional guidance.
12. 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.

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10. Ability to communicate effectively with staff, students, and physicians using electronic, phone, and in person methods of communication.
11. Ability to maintain effective working relationships; respects diversity of team members, manages conflict considering others view points, and anticipates of others working needs.
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.

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**REVISION EFFECTIVE: January 1, 2020**