

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

Class Title: Central Service Technician II

Class Code: 7202

Pay Grade: 408

GENERAL CLASS DESCRIPTION:

Under general supervision, performs and has operational responsibility for difficult 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. Provides functional supervision to student and Central Services Technician I staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Serves as lead technician by demonstrating expertise in all central sterilization processes. Identifies operational concerns and takes corrective action. Assigns technical duties to personnel and assumes responsibility for accurately completing shift duties. Participates in assessment and monitoring of staff competency, provides feedback and support to assist with performance evaluations.
2. Under direction of the CST IIIs performs all aspects of training within their area of responsibility and documents employee training progress in training guides.
3. Decontaminates, disassembles, inspects, cleans, sorts, and reassembles complex surgical instrument and implant trays, operates automatic scope washers, sonic washers, and mechanical washer/decontaminators. Performs microbicidal processes, standard/transmission based precautions and engineering and work practice controls. Handles large volumes of complex, high dollar flexible scopes, delicate eye instruments, power equipment and different instrument patterns.
4. References materials via computer systems, follows guides and instructions to assemble high complexity and volume of instrument trays. Inspects and evaluates instruments for proper function and cleanliness. Confirms all quality assurance mechanisms are in place.
5. 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.
6. Assembles instrument trays in accordance with patient/surgeon procedure specific cards within appropriate time frame and documents missing items. Performs

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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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.

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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.

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REVISION EFFECTIVE: June 7, 2015