

**Sterile Processing Essential Functions**

A sterile processing technician performs various functions in sterilizing and assembling all the equipment required for surgery, exams, and other medical procedures. They are also typically responsible for monitoring stock levels, taking inventory, and ordering equipment as needed.

The typical sterile processing technician job description consists of the following major duties, tasks, and responsibilities:

* Retrieves contaminated supplies and delivers sterile supplies to where needed.
* Undertakes manual cleaning of instruments and equipment to remove contaminants.
* Responsible for the operation and maintenance of decontamination equipment.
* Applies a detailed orientation in the examination of instruments and equipment to ensure they

are clean.

* Actively monitors as well as operates sterilization equipment such as an autoclave.
* Tests and reports detected problems with sterilizing equipment.
* Responsible for keeping records of items that have been cleaned and sterilized.
* Ensures to remove all waste matter from equipment and carts.
* Responsible for restocking crash carts.
* Responsible for organizing, storing, and keeping records of sterile supplies.
* Responsible for checking the expiration dates on supplies.
* Responsible for maintaining a clean work area following established departmental policies and procedures, and infection control standards.
* Operates all mechanical machinery within the sterile processing unit, including cart washers, instrument washers, steam sterilizers, low-temperature sterilizers, and ultrasonic and drying cabinets.
* Applies established policies and procedures in completing work assignments.
* Undertakes continuous education and training in all areas of sterile processing, including decontamination, cleaning, assembly, wrapping, sterilization, and storage processes within all set professional standards and regulations.
* Refers all decisions beyond the personal scope of responsibilities to the appropriate unit.
* Responsible for reporting broken instrumentation.

***Special Qualifications:***

In addition to minimum requirements regarding Reading, Writing, and Memorization skills, the student must, unassisted:

* Able to make appropriate judgment decisions.
* Demonstrate ability to comprehend and interpret written material.
* Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.
* Follow written and oral/verbal instructions in English.
* Possess short-term and long-term memory sufficient to perform tasks, e.g., mentally tracking surgical supplies and performing required skills.
* Synthesize information from written material and apply the knowledge to various situations.

***Psychomotor Qualifications:***

* Hearing – normal, corrected, or aidable. Hear and understand muffled communication without visualization of the communicator’s mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
* Vision – normal, corrected. Demonstrate sufficient visual ability to load a fine (10-0) suture with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in a sterile surgical environment.
* Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.
* Smell – able to detect odors sufficient to maintain environmental safety and patient needs.

***Physical Qualifications:***

* Able to stand, walk, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
* Able to lift a minimum of 35 pounds, pull 75 lbs., push 100 lbs.
* Able to refrain from nourishment or restroom breaks for periods of up to 6 hours.
* Ambulate/move around without assistive devices.
* Able to assist with and/or lift, move, and manipulate heavy instrument sets & equipment.
* Walk, bend, stoop, kneel, stand, twist, sit, carry, lift, and reach hands overhead.

***Communication Qualifications:***

* The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
* Demonstrate calm and effective responses, especially in emergency situations.
* Knowledge of basic written, grammar, and spelling skills.
* Ability to communicate and understand fluent English both verbally and in writing.

***I have read and agree with the above functions for this Program & position.***

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SVSTI Official Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_