



Sterile Processing Essential Functions

A **Sterile Processing Technician** performs various functions to sterilize and assemble 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 and the appropriate location.
- 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 sterilization equipment.
- Responsible for keeping records of items that have been cleaned and sterilized.
- Ensures the removal of 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 the ability to comprehend and interpret written material.
- Demonstrate the use of positive coping skills during interactions with patients, staff, and faculty.
- Follow written, oral, and 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.
- Synthesizes information from written materials and applies the knowledge to various situations.

Psychomotor Qualifications:

- Hearing – normal, corrected, or aidable. Hear and understand muffled communication without visualization of the communicator’s mouth and lips, and within 20 feet. Hear activation and 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 minimal to 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 and 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 in interactions with patients, staff, and faculty.
- Demonstrate calm and effective responses, especially in emergencies.
- Knowledge of basic written, grammar, and spelling skills.
- Ability to communicate and understand fluent English both verbally and in writing.

Students are expected to follow the same professional standards required in the field, including maintaining patient confidentiality and complying with **HIPAA** requirements. Because we simulate real-world clinical settings, recording, photographing, or otherwise capturing activities in the Lab is subject to the same professional expectations and restrictions you would encounter in a healthcare facility.

Learning Disability Disclosure and Accommodation Acknowledgment

SVSTI is committed to providing reasonable accommodations to qualified students with documented learning disabilities in accordance with applicable federal and state laws.

Students who have a documented learning disability and wish to request accommodations must disclose their disability and provide appropriate supporting documentation during the admissions/enrollment process. Accommodations cannot be implemented until the disability has been disclosed and all required documentation has been received and reviewed by the institution.

Students are required to indicate one of the following:

- ☐ I do not have a documented learning disability and am not requesting accommodations.
- ☐ I have a documented learning disability and wish to disclose it for the purpose of requesting reasonable accommodations. I understand that I must provide appropriate documentation before accommodations can be considered.

Students are strongly encouraged to disclose any documented learning disability during the admissions/enrollment process so that reasonable accommodations, if approved, can be implemented before the start of classes. Requests made after admissions/enrollment may delay the implementation of accommodations and cannot be applied retroactively.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

SVSTI Official Signature: _____ Date: _____