

EYE-Q	Job Description	Page 1 of 2
-------	-----------------	-------------

Job Title:	Sterile Processor	Job Status:	Non-Exempt
Reports To:	Ambulatory Services Manager	Pay Grade:	
Department:	Ambulatory Surgery Center	Department Code:	000150
Location:	Fresno		

SUMMARY

The Sterile Processor is responsible for assembling, packaging, sterilizing, cleaning, and decontaminating routine surgical instruments and patient care equipment. Other responsibilities include maintaining, cleaning, and stocking supplies and instruments within the Surgery Center.

DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- Checks for broken/missing items, reporting defective or missing items to the Coordinator.
- Checks sterile supply areas for outdated supplies/equipment.
- Completes assigned supply orders to ensure adequate stock supply at all times.
- Extensive knowledge regarding processes used in the decontamination, inspection, cleaning, assembling and packaging of medical/surgical materials to include, but not limited to, linens, instruments and equipments according to established standards and procedures to ensure a sterile and functioning supply of materials.
- Prepare trays for designated areas according to prescribed procedures.
- Wrap and/or package items for specified areas according to procedures prescribed for designated areas.
- Disassemble, clean, assemble, and test specialty instrumentation and equipment for proper functioning.
- Must be able to differentiate between single-use and reusable items.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. CPR certified.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); six months to one year related experience and/or technical school training; or equivalent combination of education and experience.

Form Number: Sterile Processor	Revision: A	Effective Date: 02/01/2009
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 09/22/2014
Document Author: Human Resources		

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires that the incumbent be able to lift up to 20 lbs. and be able to push and pull 30 lb. trays (on wheels) and have full upper body range of motion.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and talk or hear. The employee frequently is required to walk and reach with hands and arms.

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the position description and have read and understand the contents.

Employee Name (Please Print)

Employee Signature

Date

Form Number: Sterile Processor	Revision: A	Effective Date: 02/01/2009
Document Owner: Human Resources	Document Approver: Human Resources	Revision Date: 09/22/2014
Document Author: Human Resources		