Job Class Profile:

Sterile Supply Technician

Pay Level:		CG-22			Point Band:			364-387		
						Accountability		Development	Environmental	
		Interpersonal				& Decision		and	Working	Total
Factor	Knowledge	Skills	Physical Effort	Concentration	Complexity	Making	Impact	Leadership	Conditions	Points
Rating	2	2	4	5	2	2	2	1	4	
Points	93	33	25	24	60	43	41	21	43	383

JOB SUMMARY

The Sterile Supply Technician performs semi-skilled work and is responsible for disassembling, sterilizing, and assembling medical devices/instrumentation/supplies and equipment for reprocessing (reuse) in a healthcare environment.

Key and Periodic Activities

- Retrieves all soiled and contaminated instruments and equipment, disassembles, and sorts items
 for washing either by hand or mechanical washers prior to sterilizing.
- Examines and tests all sterilizing machines for quality assurance.
- Prepares all instruments for inspection, inspects to ensure all instruments are working properly, performs minor repairs to instruments and equipment such as replacing screws, plates, etc., cleans and assembles items in appropriate kits and trays for sterilization, and sorts according to sterilizing time.
- Prior to performing the sterilization process, scans, and labels all instrument sets, kits, and floor trays, and records results into the computer.
- Performs sterilization process, upon completion of sterilization cycle performs various tests (e.g. checks for holes and appropriate chemical indicators), interprets results, and stores for cooling. Completes documentation and file results.
- Off loads cart washer/beltline and sorts instruments/equipment to correspond with instrument sets, utensils, floor trays, bundle supplies, and transports to various stations for reassembly.
- Prepares and assembles surgical instruments, equipment, trays, and packs, fills case carts from predetermined listings, and dispatches to departments.
- Processes requests for routine and urgent supplies and instruments/ equipment, completes orders, and delivers to appropriate department.
- Maintains inventory of all sterile items, receives, dispatches, and logs all external equipment.
- Orders supplies used in kits and packages (e.g. bandages, cotton wool, and gauze), and restocks supplies (disposable items, test packs, detergent, etc).
- Cleans and disinfects all supply carts, rooms, surfaces, and loose instruments, checks drains and gaskets, and descales all equipment used in the reprocessing process.
- Prepares and assembles (wrap and pack) gowns and towels used for procedures.
- Restocks medical supplies on shelves and in procedure rooms with a variety of items (e.g. breast kits, respiratory, ambulatory, and CPR teaching devices/equipment, etc).
- Checks expiry dates on all sterile supplies.

Key and Periodic Activities

- May change machines chemicals and filters.
- May order specialty items from external agencies/companies.

SKILL

Knowledge

General and Specific Knowledge:

- Specialized sterilization techniques, methods, and classification of surgical instruments.
- Disinfection and cleaning guidelines
- Canadian Safety Association standards and universal precautions

Formal Education and/or Certification(s):

Minimum: High School Diploma and a Sterile Supply Technician Certificate (less than 6 months)

Years of Experience:

— Minimum: Less than one year

Competencies:

- Understand concepts of sterilization techniques
- Basic computer skills
- Ability to interact/communicate effectively
- Understanding of health and safety precautions/techniques, principles of infection control, and sterilization equipment.

Interpersonal Skills

- A range of interpersonal skills are used daily such as to listen and ask questions, to gain the cooperation of others to complete work, address issues and/or solve problems, to communicate with angry or upset staff due to delay in services, to request supplies/instruments from suppliers/contractors, and to train new employees.
- Communications occur on a daily basis with coworkers to coordinate the workflow and other employees (nurses, physicians) to coordinate requests for pickup and delivery of supplies and information regarding operating room schedules. Communication also occurs with the manager either to coordinate the workflow, or to provide guidance and direction. Occasionally, this class interacts with suppliers/contractors to coordinate requests for after hour emergency equipment, the public for courier services, sales representatives, and students.

EFFORT

Physical Effort — Regularly, the demands of the job result in considerable fatigue, requiring periods of rest.

- Constantly, this class lifts or moves medical supplies, equipment, instrument containers between 10 – 25 lbs, and pushes and pulls carts over 50 lbs when delivering instruments to the departments.
- This class constantly has to stand and walk for an extended period of time and lift, push, and

pull trays from washers or bend to stock shelves with equipment/supplies, and regularly work in awkward/cramped positions when loading and unloading carts, and performing cleaning. Occasionally, this class sits when working on the computer.

 Physical effort also includes constantly using fine finger or precision work on the computer, and operating hand tools to manually clean instruments/equipment.

Concentration

- Visual concentration is required when inspecting surgical instruments for hazards, biological or foreign matter, to determine whether instruments are in working order, and to match instrument numbers to proper instrument sets. This class also uses visual concentration to review photographs and written descriptions, in order to reassemble surgical instruments and sets, to use the computer screen for documenting and recording sterilization processes, messaging/information retrieval, and inventory management.
- Auditory concentration is required to listen for alarms on washers and equipment, to listen for requests for service (i.e. telephone requests or intercom paging system), and to communicate with coworkers and other employees.
- Other sensory demands such as touch are required for inspection of instructions to detect equipment irregularities, holes or tears, and to prevent burns from hot equipment. This class works with chemicals/cleaners; thus, must be aware of sensitives, allergies, etc., and be alert to any smells from instruments to ensure they do not contain any contaminations.
- Eye/hand coordination is required when disassembling, cleaning, inspecting, reassembling surgical instrumentation, and when replacing equipment parts which are often small, intricate, and delicate.
- Limited control over the pace of the work occurs due to time pressures and deadlines when emergency supplies are required for surgeries or procedures, during peak demands from various clinics and external agencies, and when there are machine failures, or when faulty instruments/equipment are identified that needs replacement.
- Exact results and precision is required when cleaning instruments to ensure there are no contaminations and to ensure that sterilized equipment/instruments are assembled properly.

Complexity

- Tasks are generally related, allow for similar skills and knowledge, and are usually welldefined.
- Problems regularly have obvious solutions and can be addressed by following procedures and/or guidelines.
- Typical problems that this class is required to solve are finding suitable replacement instruments/equipment during emergencies, and prioritizing items to be sterilizing, in order to meet the demand when there is an increased amount of procedures and surgeries.
- Problems tend to be resolved through discussion and advice with co-workers and supervisors; however, often resolution occurs by reviewing manufacturer's guidelines, policies, procedures, or communicating with suppliers.

RESPONSIBILITY

Accountability and Decision-Making

- This class works in a controlled and monitored environment.
- This class can make independent decisions involving releasing or dispatching sterilized item(s) for procedures/surgery, ordering routine supplies, borrowing equipment from other sites, and documenting and running any necessary tests to ensure proper sterilization.
- Supervisor provides guidance and advice for ordering new and specialized equipment/supplies, staffing levels, handling difficult requests for supplies/equipment, and changes from policies, procedures, or practices.
- This class has some discretion in prioritizing their work, substituting individual items when in short supply, decision on the sterilization time that is needed, updating assembly manuals when new or changes to existing manuals are required, and when working with no supervision, discretion is used to prioritize workload.
- This class uses policies and procedures, guidelines, and standards when providing information, advice, or recommendations.

Impact

- The work has impact on the immediate work area, department, organization and patients.
- There are positive and negative impacts such as positive, if the instruments required are sterilized properly and are available; however, negative if they are not.
- The resources that are impacted are information if the sterilization process and instrument inventory are not documented accurately, finances to include equipment if it is not handled properly and result in damage or costly repairs, health and safety, and corporate image. The most significant impact is on patients who may contract infections, or have delays in service, if contaminated instruments are received and/or used.
- Errors are usually detected within hours. Work tasks are highly monitored or controlled and consequences of errors are mitigated through documentation of work processes/equipment and supervision; however, may require investigation and some prophylactic measures to be undertaken.

Development and Leadership of Others

- This class does not provide bargaining level supervision of staff.
- This class occasionally provides development and leadership responsibilities such as on the job advice/guidance, feedback to students, and for new staff on the job training and orientation. May provide input to supervisor regarding a student's performance.
- This class typically does not perform team leader or project leader roles; however, may provide occasional informal inservicing (i.e. explain information related to new equipment) to staff.

WORKING CONDITIONS

Environmental Working Conditions

- When performing work activities, this class is required to follow special precautions such as the wearing of surgical gowns, facemask, goggles or face shield, gloves, and boot covers.
- There is limited likelihood of receiving minor cuts, bruises, abrasions or minor illness and no likelihood of receiving fractures or other injuries, and partial or a total disability.
- Regularly, this class is exposed to physical hazards, health and safety risks and undesirable characteristics in the environment such as unusual/distracting noise from equipment, glare from

the computer screen, sharp objects such as scissors, scalpel blades, knives, and instruments used in the sterilizing process. Occasionally, this class is exposed to, fumes, dirt, dust, filth or garbage, hazardous chemicals, toxic and poisonous substances, bodily fluids/waste, and infectious diseases from possible contaminated instruments, odours, and wet or slippery surfaces.