



Dilkon Medical Center

Job Vacancy Announcement #DDH-23-50

Closing Date: Open until filled

POSITION TITLE: Sterile Processing Technician

DEPARTMENT: Nursing

Position Summary:

Under general supervision of the Ambulatory Care Nurse Manager, the Sterile Processing Technician coordinates and collaborates the overall cleaning, decontamination, assembly and dispensing of surgical instruments, equipment and supplies needed for sterile procedures in related departments, utilizing infection control and safety practices during all phases of the process. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Operates all required equipment and machinery accurately and safely; prepares, assembles, and sterilizes instruments and supplies according to parameters of sterilization in accordance with The Department of Health (DOH), The Joint Commission (TJC), Occupational Safety and Health Administration (OSHA), and The Association for the Advancement of Medical Instrumentation (AAMI) standards.
- Accurately handles and cares for instruments appropriately, including appropriate selection of cleaning agents, lubricants, examination for function, identification and assembly, and preparation for sterilization; retrieves malfunctioning instruments and ensures repairs are completed.
- Storage and issuing duties consist of removing items from sterilizers; inspecting packages for indications of proper sterilization; aerating and/or quarantine of sterilized packages as needed; labeling items to show date of sterilization and load number; and storing items in such a way as to preserve the sterile condition.
- Coordinates with Materials Supply Department to ensure facility sets are stocked to PAR levels.
- Maintains records on the use, issuance, stock levels, and maintenance of equipment.
- Maintains records for Quality Assurance and sterilization.
- Able to perform bending, lifting, and washing using decontamination processes, which will include instrument pans, bins, trays, and carts of various sizes. Tactile differentiation, e.g. temperature, moisture.
- Is responsible for reporting damaged or malfunctioning equipment to supervisor and Biomed and follow process for replacement.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Must have good telephone manners and problem-solving skills.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED. A minimum of two years of sterile processing experience is required. Sterile Processing Technician certification through Healthcare Sterile Processing Association (HSPA) or Certification Board for Sterile Processing and Distribution (CBSPD) required or must obtain within two years of hire. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of medical terminology.
- Knowledge of equipment function sufficient to be able to determine operational adequacy and to distinguish between operator error and equipment malfunction.
- Knowledge of applicable sanitary, infection control, and safety standards sufficient to be able to perform all assignments within the safety parameters.
- Knowledge sufficient to be able to assemble and wrap appropriate instruments, supplies and equipment.
- Knowledge of processes, procedures, quality assurance, chemicals and medical instruments sufficient to be able to decontaminate and sterilize equipment, supplies and instruments.
- Knowledge of warehouse distribution practices.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to use a hand truck for delivering supplies.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.