

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Central Service Technician III

Class Code: 7203

Pay Grade: 411

GENERAL CLASS DESCRIPTION:

Under general supervision, performs and has operational responsibility for difficult and complex technical duties involving all aspects of sterile processing: decontamination, preparation, packaging, sterilization, sterile storage, distribution of sterile medical devices and inventorying, stocking and distribution of medical supplies. Provides functional supervision to student and Central Services Technician I and II staff.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. May serve as lead technician and provides expertise regarding technical procedures related to the preparation of sterile instruments, supplies and equipment for use in medical and surgical procedures. Identifies operational concerns and takes corrective action. Assigns technical duties to personnel and assumes responsibility for accurately completing shift duties. Assesses and monitors staff competency, provides feedback and support to assist with performance evaluations.
2. Monitors productivity in assigned areas according to established standards and procedures. Insures that Quality Assurance tasks are performed.
3. Performs, or may direct performance of, all aspects of training within their area of responsibility and documents employee training progress in training guides.
4. Decontaminates, disassembles, inspects, cleans, sorts, and reassembles highly complex surgical instrument and implant trays, operates automatic scope washers, sonic washers, and mechanical washer/decontaminators. Performs microbicidal processes, standard/transmission based precautions and engineering and work practice controls. Handles large volumes of complex, high dollar flexible scopes, delicate eye instruments, power equipment and different instrument patterns.
5. Interprets manufacturer specifications for care and handling of instrumentation and determines proper sterilization techniques. Inspects and evaluates instruments for proper function and cleanliness. Confirms all quality assurance mechanisms are in place.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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6. Performs, or may direct performance of, all aspects of sterilization, packaging inspection, equipment operation, safety procedures, proper documentation, and prioritization. Sterilizes items per manufacturer's instructions, verifies correct parameters used for all instruments.
7. Assembles, or may direct assembly of, instrument trays in accordance with patient/surgeon procedure specific cards within appropriate time frame and documents missing items. Performs duties in a high stress environment, responds to emergencies and urgent add-on cases. Receives and responds to a high volume of phone calls to provide additional items as needed.
8. Performs, or may direct performance of, inventory management for high volume of supplies and implants.. Monitors the inventory level of instruments and supplies used in the department and obtains replacements when needed. Maintains inventory records and prepare reports, as needed, for assigned areas.
9. Performs biological monitoring of sterilizers to ensure sterilizer efficacy. Conducts challenge tests on sterilization and decontamination equipment. Performs preventative maintenance functions on all equipment, as needed.
10. Recommends measures to improve production/service methods, equipment performance, scheduling, quality control, and suggest changes in working conditions and use of equipment to increase efficiency and safety of the unit.
11. Serves as a hospital wide resource on complex and or technical questions related to sterilization, decontamination, disinfection, and maintenance of sterile supplies.
12. Advises medical staff and others concerning policies pertaining to sterilization and the maintenance of sterile products.
13. Participates in and contributes to department/division/unit committees, meetings and/or projects and in-services.
14. Works with management to plan for future needs of assigned shift, including personnel needs, program development, intradepartmental relationships and instrument/equipment needs.
15. Maintain departmental policies and procedures and established quality improvement, safety and infection control standards.
16. Performs other projects or tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of technical names, general uses and physical properties and characteristics of medical supply items and equipment, and respond to inquiries about same for medical and nursing staff.
2. Knowledge of cleaning, decontaminating and sterilizing procedures.

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3. Knowledge of assembling, packaging and wrapping procedures in order to prepare items for sterilization.
4. Knowledge of the mechanical operation of various types of sterilization and cleaning equipment and keeps current with the technological changes in equipment.
5. Knowledge of the precautions to take while handling trays of sharp or delicate instruments or of contaminated equipment and supplies.
6. Ability to operate various types of complex technical cleaning and sterilization equipment.
7. Ability to maintain records and prepare reports.
8. Ability to perform duties safely and promotes special safety and health precautions as set forth in federal, state, hospital and industrial policies and standards.
9. Ability to read and understand instructions and guidelines and to read data indicators such as dials, timers, charts, color-coded strips, etc.
10. Ability to maintain effective working relationships.
11. Ability to communicate effectively with staff, students, and physicians.
12. Ability to enter and retrieve data with a variety of computer software systems.
13. Ability to train and lead the work of subordinate technical staff and to be in charge.
14. Ability to make decisions requiring interpretation and judgment.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Verified experience with or documented completion of a medical terminology course and
2. High school graduation or equivalent, with courses in the physical and natural sciences and mathematics; and
3. Must possess and maintain certification from the Certification Board for Sterile Processing and Distribution (CBSPD) or the International Association of Health Care Service Material Management (IAHCSMM); and
4. Four years of related experience working in a medical field that includes a sterile processing component, or,
5. Three years of working in sterile processing and one year of experience in a functional supervision role, or;

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6. Three year of related experience in a medical field that includes a sterile processing component and one year of college level course work.

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REVISION EFFECTIVE:

January 1, 2020