



JOB INFORMATION

<i>Job Code:</i>	187600
<i>Job Title:</i>	Sterile Processing Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Clinical Support
<i>Job Family Group:</i>	Clinical Administration 1
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Develops and implements processes to ensure sterile instrumentation is available for procedures and returned instruments are in optimal condition. Oversees inspection, repairs and maintenance of all instruments, washers, steam sterilizers and equipment. Monitors and maintains records of the quality assurance testing results for the sterilization cycles. Establishes procedures and enforces compliance with infection control and safety standards. Maintains current and accurate records of all the instruments in the school inventory application system. Manages department budget on all expenditures. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Resolves daily operational problems and student concerns in a timely manner.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	of relevant experience in a clinical or sterile processing environment.
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Working knowledge of sterilization techniques and equipment.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of distribution of products and inventory control.
X		Proven ability to conduct inventory audits and establish standard operating procedures.
X		Supervisory and budget experience.
X		Health Insurance Portability and Accountability Act (HIPPA) training, Bloodborne Pathogens (BBP) training, and Cybersecurity training.
	X	Working knowledge of dental management systems, preferably axiUm.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			One of the following certifications required: Certified Registered Central Service Technician (CRCST), Surgical Technologist (CST-ERC), or Sterile Processing Technician (SPT).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and implements processes to ensure sterile instrumentation is available for procedures and returned instruments are in optimal condition.				
Oversees inspection, repairs and maintenance of all instruments, washers, steam sterilizers and equipment. Ensures instruments are well-maintained and in proper working order.				
Monitors and maintains records of the quality assurance testing results for the sterilization cycles. Ensures compliance and consistency with sterilization principles, standards and techniques. Ensures staff are using proper procedures to validate sterile outcomes. Reports and derivations in results to immediate supervisor. Assesses training needs and develops educational materials, inclusive of specific policies and procedures, for staff training, as necessary.				
Establishes procedures and enforces compliance with infection control and safety standards. Monitors staff for proper attire and ensures that all personnel wear Personal Protective Equipment (PPE) at all times. Ensures adherence to established standards for sterile processing.				
Maintains current and accurate records of all the instruments in the School's inventory application system. Ensures all instruments are bar coded and properly maintained for check out to students and faculty.				
Manages department budget on all expenditures. Gathers pertinent data to develop projections. Authorizes expenditures within established limits. Tracks and monitors budget activity and analyzes variances.				
Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Resolves daily operational problems and student concerns in a timely manner. Verifies student records for any outstanding instruments and authorizes clearances in the system in order for students to move to the next level and/or graduate.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.