



JOB INFORMATION

<i>Job Code:</i>	187601
<i>Job Title:</i>	Sterile Processing Technician
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Clinical Tech-Other (Non-Union)
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Cleans, disinfects, and sterilizes instruments, bur blocks, handpieces, cassettes, and equipment according to the manufacturer's instructions for use (IFU). Prepares and processes packs, supplies, equipment, and instruments according to designated principles of asepsis. Dispenses and receives instrumentation to those authorized using our electronic health record inventory tracking system.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
X		Specialized/technical training	

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		1 year	
	X	2 years	

Additional Work Experience

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

X 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 in a clinical environment
X		Experience with sterilizers, washers, and Lubricare maintenance system.

Other Job Factors

- One of the following certifications is required: Certified Registered Central Service Technician (CRCST), Certified Sterile Processing and Distribution Technician (CSPDT), and/or Certified Surgical Technician (CST) required. Must have a minimum of 10 years of experience as a substitute for not being certified.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Cleans, disinfects and sterilizes instruments, bur blocks, handpieces, and cassettes according to the manufacturer's instructions for use (IFU). Operates the ultrasonic cleaners, washers, sterilizers, and Lubricare handpiece maintenance systems machines to properly clean and maintain the instruments.				
Inspects, assembles and identifies instruments, bur blocks, or handpieces requiring repair or replacement by following established department procedures to prepare for sterilization.				
Dispenses and receives instruments to those authorized utilizing our electronic health record inventory system. Monitors records to ensure the contaminated instruments are returned after each procedure.				
Conducts and evaluates Bowie-Dick testing on the sterilization units to ensure the autoclaves meet the appropriate conditions for sterilization. Biological Indicator testing for the sterilizers and maintaining the results for a minimum of three years. Weekly cleaning verification of the washers using the Test Object Surgical Instrument (TOSI) kit and recording the results.				
Maintains established inventory levels of sterile instrumentation and supplies. Replace barcodes regularly to ensure the inventory tracking system recorded the instrumentation properly.				
Demonstrates and complies with the personal protective equipment (PPE) requirements including infection control and safety standards set forth by the department. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

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.