



Lead Sterile Processing Technician Job Description

JOB INFORMATION

<i>Job Code:</i>	187602
<i>Job Title:</i>	Lead 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

Responsible for providing supervisory and procedural guidance for the Sterile Processing Technicians. Enforces compliance with infection control and safety standards and ensures the department is maintained by assigning staff based on operational demands. Sterilizes supplies and inspects, replaces, or repairs instruments as required. Provides training and assists in the development of departmental goals.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Specialized/technical training	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	5 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
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience as Central Service Technician in a clinical setting.
X		Working knowledge of sterilization techniques and equipment, universal safety precautions, and requirements of organizations such as JCAHO, Board of Dental Examiners, OSHA and ADA.

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).

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides supervisory and procedural guidance for the Sterile Processing Technicians. Enforces compliance with infection control and safety standards. Ensures the department is properly maintained by assigning staff to the appropriate station based on operational demands. Monitors staff for proper attire and ensures that all personnel wear Personal Protective Equipment (PPE) at all times.				
Cleans, disinfects, and sterilizes instruments, bur blocks, handpieces, and supplies according to the instructions for use (IFU) by using the washers, ultrasonic cleaners, sterilizers, tabletop autoclaves. Prepares and processes packs, supplies, equipment, and instruments according to designated principles of asepsis. Inspects, replaces, or repairs damaged instruments as required.				
Receives contaminated instruments/supplies and dispenses sterilized instruments/supplies. Maintains established computerized control systems for supplies and equipment received, processed, and dispensed. Ensures all instruments are bar coded and properly maintained for checkout to students, residents, faculty and staff. Conducts sterilization tests and maintains performance records. Maintains department inventory levels and escalates requests to replenish supplies as required.				
Assists with position candidate interviews and trains new employees on departmental workstations, processes, and procedures. Assists in the development and implementation of departmental goals and objectives.				
Resolves daily operational problems and student concerns in the absence of the manager. Verifies student records for any outstanding instruments and authorizes system clearances for student graduation and/or program completion. 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/			

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.