



**Central Service Technician (CST)
JOB DESCRIPTION**

Position Title:	Central Service Technician	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Operating Room		
Reports to:	Director of Operating Room		
Last Update:	September 13, 2013		

Job Summary

The central sterile processing technician coordinates and collaborates the overall cleaning, decontamination, assembly and dispensing of surgical instruments, equipment and supplies needed for daily surgical procedures in surgery and related departments.

Essential Functions

- Responsible for control of all parts of the sterilization process:
 - decontamination;
 - prep, pack, sterilize;
 - documentation of sterilization; and
 - sterile storage including remediation of equipment failures and hazards.
- Provide integrity and sterility of products and services for the customers.
- Work in conjunction with the OR staff to provide timely sterile products.
- Maintain consistency and continuous workflow between the OR and Central Service Sterile Processing while practicing excellent customer service.
- Operate and maintain steris reliance machine; keep records of loads completed, items of loads and maintenance procedures performed
- Operate and maintain decontamination equipment
- Decontaminate , reprocess and maintain flexible endoscopes an broncoscope
- Monitor surgery schedules daily, identifying general, specific and potential needs for all cases.
- Assist with cleaning of rooms between cases and terminal cleaning
- Assist in preparation with patients in pre-op and post-op area
- Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.
- Monitor and maintain appropriate records to remain compliant with applicable regulatory agencies, as well as reporting occurrences immediately to supervisors.
- Maintain strong working/collaborative relationships with other departments to ensure flow and continuity of services.
- Attend in-service presentations, including but not limited to infection control, patient safety, quality improvement, MSDS and OSHA standards.
- Report defective equipment to supervisor or staff.

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- High School Diploma or equivalent
- Current Basic Life Support (BLS) certification or must be obtained within thirty (30) days of hire
- One year of Central Service or Sterile Processing experience preferred
- Central Service Technician Certification preferred

Knowledge, Skills, and Abilities

- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Manual and finger dexterity
- Hand and eye coordination
- Standing and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 lbs
- Corrected vision and hearing to within normal range
- Working under stressful conditions
- Working irregular hours including after hours

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date