



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, equipment, surgical linen and supplies. Prepares and processes packs, supplies, equipment and instruments according to designated principles of asepsis. Conducts and evaluates daily chemical tests on autoclave chambers, chemiclaves and dry heat sterilizers. Receives contaminated instruments/supplies and dispenses sterilized instruments/supplies. Fills requisitions, records charges and inventories supplies. Delivers and picks up supplies and equipment.

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		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
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Completion of sterilization/central service technician training course.
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.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Bloodborne Pathogens (BBP) training.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		Certified Registered Central Service Technician - CRCST (IAHCSMM)	and/or Sterile Processing Technician certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Cleans, disinfects and sterilizes instruments, equipment, surgical linen and supplies. Operates semiautomatic or automatic sterilizing equipment, such as autoclaves, tabletop chemiclaves, ultrasonic cleaners and decontaminators.				
Prepares and processes packs, supplies, equipment and instruments according to designated principles of asepsis. Inspects and replaces missing or damaged instruments. Makes minor repairs on equipment and maintains in working condition.				
Conducts and evaluates daily chemical tests on autoclave chambers, chemiclaves and dry heat sterilizers. Takes biological samples from autoclaves.				
Receives contaminated instruments/supplies; dispenses sterilized instruments/supplies. Maintains established computerized control systems for supplies and equipment received, processed and dispensed.				
Fills requisitions, records charges and inventories supplies.				
Delivers and picks up supplies and equipment.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
	Campus Security Authority (CSA)		Essential:
	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.