UNIVERSITY OF SOUTHERN CALIFORNIA

Sterile Processing Manager

Job Code: 187600

OT Eligible: No

Comp Approval: 8/30/2016

JOB DESCRIPTION:

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’s 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 ACCOUNTABILITIES:

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- 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.
- 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.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No  ☐ Yes  

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Associate's degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Three years of relevant experience in a clinical or sterile processing environment. Working knowledge of sterilization techniques and equipment. Thorough knowledge of distribution of products and inventory control. Proven ability to conduct inventory audits and establish standard operating procedures. Supervisory and budget experience. Completion of sterilization training course and certification (CRCST) is required or obtained within the first year of employment.

**Preferred Education:**

Bachelor’s degree

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

Working knowledge of dental management systems, preferably axiUm.

**Skills:** Administrative:

Communicate with others to gather information
Gather data
Input data
Understand and apply policies and procedures

**Skills:** Other:

Analysis
Assessment/evaluation
Budget development
Communication -- written and oral skills
Conflict resolution
Customer service
Human resource process and employment knowledge
Interpersonal skills
Interviewing
Managerial skills
Organization
Planning
Project management
Teaching/Training

**Supervises:** **Level:**
Supervises employees and/or student workers.

**Supervises:** **Nature of Work:**
Technical

**Comments:**
Evening or weekend work may be necessary to meet deadlines or solve specific problems.

**SIGNATURES:**
Employee: ______________________________ Date: ______________________________
Supervisor: ______________________________ Date: ______________________________

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, duties and skills required of personnel so classified.

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