UNIVERSITY OF SOUTHERN CALIFORNIA
Sterile Processing Technician
Job Code: 187601

OT Eligible: Yes
Comp Approval: 1/26/2017

JOB DESCRIPTION:
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 ACCOUNTABILITIES:

*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:
- Specialized/technical training

Minimum Experience:
- 1 year

Minimum Field of Expertise:
- Completion of sterilization/central service technician training course and certification as Central Service Technician. Experience as Central Service Technician in a clinical setting. Registered Central Service Technician certification or Sterile Processing Technician certification required. Working knowledge of sterilization techniques and equipment, universal safety precautions, and requirements of organizations such as JCAHO, Board of Dental Examiners, OSHA and ADA.

Preferred Experience:
- 2 years

Skills: Administrative:
- Answer telephones
- Communicate with others to gather information
- Input data
- Maintain filing systems
- Prioritize different projects
- Understand and apply policies and procedures
- Use database and/or word processing software

Skills: Laboratory:
- Basic laboratory safety techniques
- Blood borne pathogen safety precautions
- Chemical hazard safety precautions

Skills: Machine/Equipment:
- Autoclave
- Chemiclave
- Computer peripheral equipment
- Personal computer
- Ultrasonic cleaner

Supervises: Level:
- May oversee student, temporary and/or casual workers.

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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