



JOB TITLE: Sterile Processing Technician

JOB SUMMARY:

Cleans, decontaminates, checks, tests, assembles, sterilizes and distributes supplies, instruments and equipment related to the Operating Room and other areas of the Hospital and performs related clerical duties.

DUTIES & RESPONSIBILITIES:

1. Receives, sorts, disassembles, decontaminates, cleans, equipment and hospital supplies
2. Prepares equipment, instruments and supplies for storage and distribution
3. Operates departmental equipment such as automated washers, cart washer, and pasteurizer
4. Reports and/or removes any malfunctioning equipment or instruments.
5. Issues and/or delivers supplies when requested.
6. Participates in routine maintenance of Department's equipment
7. Performs clerical duties such as assisting with recording of workload statistics on supplies

QUALIFICATIONS:

Grade 12, plus successful completion of a recognized Sterile Supply Processing program
One year recent related experience or an equivalent combination of education and training

SKILLS and ABILITIES:

- * Ability to communicate effectively both verbally and in writing.
- * Ability to operate required equipment.
- * Knowledge of surgical and medical terminology.
- * Mathematical aptitude.
- * Ability to organize work

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