



# *Provincial Job Description*

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***TITLE:***  
**(454) Sterile Processing Instrument  
Technician**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Provides technical expertise and acts as a liaison with the Operating Rooms (OR). Inspects tests and sterilizes surgical instruments/implants/equipment for surgeries. Orders and maintains implant inventory for surgical services.

***QUALIFICATIONS:***

- ◆ Sterile Processing Technician certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Communication and organizational skills

***EXPERIENCE:***

- ◆ **Previous:** Twelve (12) months working in a Sterile Processing department to learn proper cleaning techniques, handling, disassembly/assembly of instruments/equipment.

## ***KEY ACTIVITIES:***

### **A. Surgical Instrument Management**

- ◆ Works closely with other staff (e.g., Sterile Processing, Materials Management, Purchasing, case cart) to ensure required instrument/equipment/implants are available for surgeries.
- ◆ Provides technical expertise in disassembly and cleaning to the decontamination staff.
- ◆ Provides input into the purchase of new instruments/equipment.
- ◆ Orders and maintains consignment and stock inventory (e.g., implants).
- ◆ Troubleshoots and acts as a resource/liaison to the OR (e.g., equipment malfunctions, delays).
- ◆ Performs preventative maintenance and inspects instruments and equipment for damage or breakage and alignment (e.g., saws, drills).
- ◆ Provides information to Finance for invoicing (e.g., implants).
- ◆ Assists with coordination of repair and loaning of instruments/equipment.
- ◆ Develops and maintains recipes and instructions for packaging/sterilization of instruments/equipment (e.g., assemble, photograph, adapt manufacturer's instructions).

### **B. Disassemble / Decontaminate**

- ◆ Disposes sharps and non-reusable supplies.
- ◆ Sets up and maintains cleaning/sterile processing machinery daily.
- ◆ Disassembles instruments/equipment.
- ◆ Cleans/sanitizes items manually or in washers (e.g., ultrasonic, washer, sanitizer).

### **C. Assemble / Bundle**

- ◆ Sorts instruments.
- ◆ Cleans, packages, rotates and stores tray items.
- ◆ Reassembles instruments/equipment prior to bundling or sterilization.

### **D. Sterilizing**

- ◆ Identifies which sterilizing process is needed for each item prepared.
- ◆ Performs various sterilization techniques (e.g., autoclaves, sterrad, flash sterilization).
- ◆ Ensures that proper packaging and sterile processing techniques are followed.
- ◆ Loads autoclaves to ensure optimum efficiency.
- ◆ Monitors Quality Control of washers and autoclaves; monitors integrity of sterilization process (e.g., test packs).
- ◆ Maintains sterilization records.

**E. Related Key Work Activities**

- ◆ **Maintains documentation and records (e.g., autoclave statistics, stock orders, surgery code book).**
- ◆ **Maintains order and cleanliness of work area.**
- ◆ **Maintains, lubricates and repairs instruments/equipment.**
- ◆ **Performs data entry.**
- ◆ **Moves instruments/equipment and supplies.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: September 2012***