POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Central Service Chief Technician
Supervised by: Central Service Manager
Prepared by: _____________________________
Approved by: ____________________________
Date: _________________________________
Date: _________________________________

Job Summary: Responsible for decontamination, cleaning, processing, assembling, packaging and sterilization of supplies and equipment dispensed by Central Service. Must be conscientious with regard to procedures and capable of accepting pressure assignments, clerical assignments and all duties relative to the department. Willingness to accept new ideas and to learn duties of the position. Participates in the department’s performance improvement activities.

DUTIES AND RESPONSIBILITIES:

3 = Exceeds Performance 2 = Expected Performance 1 = Needs Improvement

Demonstrates Competency in the Following Areas:

Ensures proper operation of autoclave units prior to use on a daily basis. 3 2 1

Responsible for running biological and chemical tests at beginning of every day shift. Records results in appropriate log. 3 2 1

Inspects gas and steam autoclaves for visible signs of malfunction and reports to Central Service Manager. 3 2 1

Processes or oversees, all contaminated instruments and supplies returned to Central Service. 3 2 1

Uses knowledge of sterilization principles to correctly wrap or package items for sterilization. 3 2 1

Processes all items appropriately using either ethylene oxide or steam sterilization. 3 2 1

Maintains appropriate spore testing on routine basis and documents results as required. 3 2 1

Capable of assuming responsibilities of department in absence of Central Service Manager. 3 2 1

Processes department supply charges, and all other clerical work related to the department. 3 2 1

Works closely with Central Service Manager and assists with training and inservices for new and long term employees. 3 2 1

Able to work closely with others and assign work tasks to technicians and trainees. 3 2 1

Applies aseptic technique in daily work assignments. General cleaning of department surface areas, racks, shelves, storage cabinets and all storage areas. 3 2 1

Stores all supplies and equipment in appropriate location. 3 2 1

Maintains equipment register board. 3 2 1

Cares for instruments, syringes, needles, sterile supplies/equipment, and is knowledgeable in their usage. 3 2 1

Assures tray assemblage, proper packaging and preparation of all applicable supplies for sterilization. Monitors sterility dates on supplies. 3 2 1
PURPOSE:

To test steam and gas sterilizers to ensure proper functioning.

POLICY:

- Biological indicators are designed to be used for specific types of sterilization. Choose the proper biological indicator for each load; Geobacillus stearothermophilus for steam and hydrogen peroxide, and Bacillus subtilis for ethylene oxide.

- Central Service staff shall be responsible for the proper use, interpretation and documentation of the biological indicators with each steam, hydrogen peroxide and ethylene oxide cycle.

PROCEDURE:

- A test pack shall be used for each steam and ethylene oxide load to be run.
  - For steam sterilization, a bio-challenge test pack prepared by the manufacturer. (These can be made internally.)
  - For ethylene oxide sterilization, place the biological indicator capsule inside of a disposable 20 mL syringe with the cap toward the needle end of the syringe. Remove the needle if necessary and put the plunger in place. Place this syringe in a sterilization pouch, seal and place in the center of the sterilization load. Process as usual. Aeration of the test pack is not necessary when following this method.

  Note: Hydrogen peroxide biological indicators are available from the manufacturer.

- After the completion of the sterilization cycle, the test package is removed and the biological indicator capsule is removed.

- The test capsule is placed in the proper area of the incubator and crushed. The biological indicator incubator is a dual temperature model that allows both steam and ethylene oxide capsules to be processed at the same time. The biological indicator capsules shall be placed in the correct area of the incubator. Correct placement of the capsules in the incubator will automatically crush the capsules, allowing release of the culture medium. A biological indicator capsule not exposed to the sterilant (control) is also marked and placed in the incubator.
CHECK STATE AND LOCAL REGULATIONS

Note: Some states require the licensing of individuals working directly with ethylene oxide.

DEFINITION:

Ethylene oxide (ETO) sterilization is used for the sterilization of heat and moisture sensitive surgical equipment/items that cannot be steam sterilized.

POLICY:

- _______________ Hospital shall ensure that all sterilization processes using ethylene oxide are performed in a manner that mitigates exposure risks to hospital and healthcare facility workers.

- _______________ Hospital uses a single chamber process for ETO treatment (sterilization and aeration are to occur in the same chamber).

- The manufacturer’s instructions shall be followed when operating the ETO sterilizer:
  - The manufacturer’s operating manual shall be consulted for specific exposure times and temperatures. Programmed cycle selections shall be used.

- Medical device manufacturer’s instructions shall be followed for those items that must be ETO sterilized.

- All instruments that undergo ETO sterilization shall be thoroughly rinsed and dried before packaging and sterilization.
  - Medical devices with lumens shall be thoroughly dried before exposure to ETO.
  - After chemical disinfection, medical devices shall be thoroughly rinsed of all chemicals and then dried before undergoing ETO sterilization.

- Packaging:
  - Packaging materials used in the ETO sterilizer must be cleared by the FDA for use with ETO.
  - Excess air shall be removed from peel pouches before sterilization.