

JOB TITLE:

Instrument Technician

FLSA Status:

Non-Exempt

REPORTS TO:

OR Nurse Manager

JOB SUMMARY:

The Instrument Technician possesses specialized knowledge in sterilization practices. Incumbent demonstrates competent and skilled performance in the reprocessing of reusable surgical instrumentation and equipment. Incumbent will maintain necessary quality control monitoring systems to verify sterility is achieved.

Essential Job Responsibilities with demonstrated competency:

- Possesses ability to work with all members of the health care team to provide safe care to the patient.
- Possesses specialized knowledge, skills and abilities required for the decontamination and sterilization of instrumentation & equipment.
- Demonstrates ability to perform independently with minimal supervision.
- Demonstrates ability for being highly organized, time efficient and attentive to details.
- Demonstrates knowledge, ability and commitment to concurrently conducting quality control checks required for verification of sterilization measures met.
- Possesses knowledge of instrument vocabulary, recognition and intended use, with ability to assemble instrument sets consistently.
- Demonstrates knowledge in the ability to plan, prepare, multi-task and assemble the required supplies to efficiently manage the reprocessing of instrumentation in accordance with case mix and case load.
- Possesses skills and knowledge in the proper handling of sterile surgical instruments after sterilization process is complete.
- Possesses skills and knowledge in the proper handling of contaminated articles used during surgery, to mitigate occupational exposure to self and others.

Technical Competency: Abilities, Skill, Knowledge required for success in the work environment

- Possesses necessary knowledge to safely operate sterilization equipment without putting self or others at risk to steam, heat, or chemical exposure.
- Possesses vocabulary of surgical instrumentation, association by recognition and understands functional applications.

- Possesses abilities to quickly identify instruments in correspondence to surgical sets menus, and recognizes any omissions in set assembly.
- Retains advanced aptitude for technical knowledge and the functional use of equipment, instruments and quality control supplies.
- Possesses exceptional organizational skills in preparing instrument sets for assembly, by consistently preparing sets to look the same every time.
- Possesses the ability to conduct research on instrumentation and make recommendation for purchase of new or replacements to management.
- Demonstrates abilities to use Instrument Tracking information system for record keeping of autoclave loads, and inventory management.
- Demonstrates vigilance to the record keeping of quality controls required for equipment monitoring.
- Consistently applies hand hygiene practices and other aseptic techniques before, during and after administering direct patient care.

Behaviors contributing to professional success in the work environment:

Professionalism:

- Self awareness of professional image to peer group, patients, physician and visitors.
- Self awareness of personal and professional strengths and weaknesses and accepts accountability and responsibility for self improvement.
- Self awareness of personal emotions and manages conduct without creating disruption or impacting others in the workplace.
- Shares expertise with others, and initiates training opportunities for new hires, other health professionals or contemporaries when knowledge deficits are recognized.
- Treatment of others is with mutual respect, regardless of age, gender, ethnic, cultural or spiritual differences, job title, status or position, and is committed to promotion of a harassment-free environment.
- Displays willingness to make decisions, exhibits sound and accurate judgment, ability to explain rationale for decisions and appropriately includes essential people in decision-making process.
- Seeks opportunities for increased responsibilities; serving on committee's or special assignments.
- Upholds organizational values, culture and mission statement.

Reliability & Quality of work:

- Documents patient or personnel unexpected events by using event reporting management tool.
- Keeps commitments and consistent professional conduct conveys confidence from others, including patients, physicians, visitors and team mates.
- Acknowledges ability, skill and knowledge deficits and asks for assistance appropriately.
- Productivity is equal to others with same job role, including using time efficiently, and prioritizing and planning work assignments.

- Follows instructions or directives given by management.
- Completes tasks on time or notifies appropriate person with an alternate plan.
- Completeness of task is thorough, accurate and timely, promoting quality controls.
- Restores and restocks work station, storage locations and monitors for outdated supplies.
- Consistently is attentive to attendance and punctuality, and requests for time off is appropriate and timely for the conditions.

Communication:

- Clear, concise, accurate and timely communication and seeks clarification, both written and verbal context when information is unclear.
- Is appropriate, timely and suitable to conditions and interaction with other members on the OR team.
- Committed to resolving conflict with other(s) through lines of direct communication first, or seeks assistance from management for timely resolution.

Team Work:

- Recognizes and acknowledges the skill, knowledge and talents of co-workers and genuinely expresses praise and encouragement, supporting everyone's effort to succeed.
- Remains open to ideas offered by others, exhibiting objectivity.
- Gives and welcomes feedback for the purpose of improvement or reaching creative solutions as a group.
- Balances team and individual responsibilities, contributes to building a positive team image by placing success of team above own interests.
- Able to rally morale and group commitments to meet goals and objectives.
- Volunteers readily for tasks or responsibilities that may be for the greater benefit of the team
- Participates in team meetings, showing interest in moving forward and progress.

Customer Service & Business Stewardship:

- Recognizes all customer relations as vital to future business relationships and reputation.
- Conserves organizational resources, including supply consumption; judicious fiscal responsibility; and budgetary restraints.
- Develops cost saving measures and appropriations of essential resources and services.
- Interaction with customer is focused for the attainment of quality, safety and accomplishment of the expected outcomes.

Qualifications:

- Must be a high school graduate (or GED equivalent).
- Certification by CBSPD for SPD technician CSPDT (preferred) or agrees to obtain certification within 6 months of employment.
- Possess knowledge and / or experience with management of surgical instrumentation.
- Possess knowledge and experience with sterilization techniques and sterilizing equipment.

Language Ability:

- Read, analyze, and interpret and reiterate information from manufacturer operator manuals, & business policies. Recognize and use instrumentation and sterilization terminology.
- Ability to consistently conduct sterilization quality control documentation, keeping organized retention of records for ease of recovery.
- Effectively communicate information and respond to questions from physicians, peers, management.

Math Ability:

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of windows software

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duty of this job, the employee is repeatedly exposed to potentially infectious material, and biological bodily fluids. This job is Category I of the OSHA definitions. Occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and pharmaceutical waste and risk of radiation. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrates ability to lift and /or move up to 25 pounds. Push/pull carts, and lift overhead. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand stationary for long periods; walk; have use of hands & fingers, touch or feels; reach with hands and arms; speak, listen, and smell. The employee is frequently required to sit and stoop, kneel, push, pull, crouch, or crawl.