



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-074
JEMEZ HEALTH & HUMAN SERVICES
NURSING
STERILE PROCESSING TECHNICIAN

Position Title:	Sterile Processing Technician	Pay Level:	\$21.95 – \$32.93
Position Open Date:	10/02/2024 – Until Filled	Classification:	Non-exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Infection Control Officer		

POSITION SUMMARY:

The Sterile Processing Technician is assigned duties performing decontamination, preparation, sterilization and distribution of surgical instruments and medical equipment throughout the Jemez Health Facility, utilizing infection control and safety practices during all phases of the process.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Minimum of 2 years' experience as an Instrument sterilization technician or related healthcare experience with knowledge of infectious diseases, epidemiology, or patients care practices.

Completion of Infection Prevention training Certification within 90 days of employment.

Minimum Education: Associate's degree in health-related field (biology, public health/community health, or medical technology etc.)

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Certification (NICHSPDP or ISCHIM) required within one year of hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work remotely and occasionally in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person. Work is subject to exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Operates all required equipment and machinery accurately and safely, prepares, assembles, and sterilizes instruments and supplies according to parameters of sterilization in accordance with The Department of Health, AAAHC, OSHA, CDC, AAMI and AORN standards. Maintains appropriate records, and monitors quality control and infection control standards. Provides asset management and support of surgical instruments and trays belonging to or consigned to the facility.
- Accurately handles and cares for instruments appropriately, including appropriate selection of cleaning agents, lubricants, examination for function, identification, and assembly according to OneSource and preparation for sterilization; retrieves malfunctioning instruments and ensures repairs are completed.
- Correctly peel-packs supplies/instruments, wraps instruments for sterilization, inspect each instrument for use, function, completeness, and cleanliness.
- Coordinates with JHHS programs (Medical, Dental and Optometry) to ensure facility sets are stocked to PAR levels.
- Ensures safe care of patients, staff, and visitors; adheres to all JHHS policies, procedures and standards and quality of service.
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education and skills competency; supports department-based goals which contribute to the success of the organization; Communicate with program staff to provide required instruments.
- Is responsible for reporting damaged or malfunctioning equipment to Clinical Director and Program Managers and follow process for replacement.
- Resources to nursing staff in all department regarding responsibilities of proper sterilization techniques.
- Clean, set up, sterilize, and distribute instruments as scheduled.
- Maintains records for Quality Assurance and sterilization.
- Employees are expected to comply with all regulatory requirements, including AAAHC, CDC, OSHA Standards.

- Is familiar with organization, department, and job specific Environment of Care areas, including Life safety, Hazardous Materials Communications, Emergency Preparedness, Infection Control and Medical Equipment Failure.
- Adheres to Standard Precautions as appropriate, which may include: the use of protective barriers, as appropriate (e.g., gloves, masks, gowns, pocket masks, and/or safety glasses)
- Handling and disposing of infectious waste appropriately.
- Hand washing as appropriate.
- Responsible for centralized ordering and reordering cleaning and medical supplies for various departments.
- Keeps track of all products ordered and recalled supplies.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Knowledge of equipment function sufficient to be able to determine operational adequacy and to distinguish between operator error and equipment malfunction.
- Knowledge of applicable sanitary, infection control, and safety standards sufficient to be able to perform all assignments within the safety parameters.
- Using OneSource as resource-knowledge sufficient to be able to assemble and wrap appropriate instruments, supplies, and equipment.
- Knowledge of processes, procedures, quality assurance, chemicals, and medical instruments sufficient to be able to decontaminate and sterilize equipment, supplies, and instruments.
- Infection Control best practices, publications, etc. Has the ability to implement evidence-based practices and guidelines.
- Detail-oriented.
- Achievement-oriented. Has the ability to take on challenging tasks.
- High-stress tolerance. Has the ability to work under pressure.
- Team-oriented. Has the ability to be collaborative and cooperative.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Computer software utilized by the clinic and/or public health programs.

Skill in:

- Ability to lift and move trays of instruments and patient care equipment, i.e., IV pumps, monitors, up to 25 lbs.
- Must have good telephone manners and problem-solving skills.
- Can perform bending, lifting, and washing using decontamination processes, which will include instrument pans, bins, trays, and carts of various sizes. Tactile differential, e.g. temperature, moisture.
- Skill in cleaning specialized equipment.
- Surveillance monitoring-report writing and/or data presentation.
- Program and project management and development of systems for tracking and monitoring.

- Situational Awareness in infection prevention and control.
- Collaboration and communication with staff, administrators, and other key stakeholders.
- Readily sharing knowledge and expertise.
- Bringing enthusiasm, creativity, and innovation to practice.
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software application related to duties.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024