UNIVERSITY OF SOUTHERN CALIFORNIA

Central Service Technician

Job Code: 187601

Grade: HB

OT Eligible: Yes

Comp Approval: 9/7/1995

JOB SUMMARY:
Receives, prepares, processes, sterilizes, stores and issues sterile and other medical supplies and special technical equipment to facility departments.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ _______ Cleans, disinfects and sterilizes instruments, equipment, surgical linen and supplies. Operates semiautomatic or automatic sterilizing equipment, such as autoclaves, tabletop chemiclaves, ultrasonic cleaners and decontaminators.

______ _______ Prepares and processes packs, supplies, equipment and instruments according to designated principles of asepsis. Inspects and replaces missing or damaged instruments. Makes minor repairs on equipment and maintains in working condition.

______ _______ Conducts and evaluates daily chemical tests on autoclave chambers, chemiclaves and dry heat sterilizers. Takes biological samples from autoclaves.

______ _______ Receives contaminated instruments/supplies; dispenses sterilized instruments/supplies. Maintains established computerized control systems for supplies and equipment received, processed and dispensed.

______ _______ Fills requisitions, records charges and inventories supplies.

______ _______ Delivers and picks up supplies and equipment.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: 

[ ] No

[ ] Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Specialized/Technical Training

Minimum Experience:
Minimum Field of Expertise:

Completion of sterilization/central service technician training course and certification as Central Service Technician. Experience as Central Service Technician in a clinical setting. Working knowledge of sterilization techniques and equipment, universal safety precautions, and requirements of organizations such as JCAHO, Board of Dental Examiners, OSHA and ADA.

Preferred Experience:

2 Years

Skills: Administrative:

Answer telephones
Communicate with others to gather information
Input data
Maintain filing systems
Prioritize different projects
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Laboratory:

Basic Laboratory Safety Techniques
Blood Borne Pathogen Safety Precautions
Chemical Hazard Safety Precautions

Skills: Machine:

Autoclave
Chemicalclave
Computer Peripheral Equipment
Personal Computer
Ultrasonic Cleaner

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _______________________________ Date: _____________________________

Supervisor: ______________________________ Date: _____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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