

MEDICAL SUPPLY TECHNICIAN I

Work in this class involves processing or issuing routine medical/surgical supplies and instruments used in the care and treatment of patients. Employee cleans, sterilizes, and packages basic surgical instruments or inventories and replenishes standard medical/surgical supplies, and other related work as determined by supervisor. Work is performed under the close supervision of a higher level technician.

I. DIFFICULTY OF WORK:

Complexity - Employee cleans, decontaminates, sterilizes and assembles a limited number of supplies and instruments according to prescribed procedures and techniques; and inventories, replenishes, and monitors sterilization expiration dates.

Guidelines - Procedure Manuals, JCAH requirements for accreditation, and isolation and sterilization procedures are available on the work site. Any unusual situations would be discussed in detail with the supervisor.

II. RESPONSIBILITY:

Accountability -Employee must be aware of sterilization techniques and par levels of medical/surgical supplies needed for different units.

Consequence of Action - Shortage of medical/surgical supplies on the nursing units could cause delay in patient care and/or endanger the patient.

Review -Work is reviewed closely by the supervisor upon completion through observation.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employee may discuss par levels and sterilization techniques with the supervisor.

Purpose -Employee usually receive instructions and/or information regarding medical/surgical supplies and may inform others of sterilization procedures.

IV. WORK ENVIRONMENT:

Nature of Working Conditions -Work is usually performed in a nonpatient care area within the hospital where conditions are generally agreeable.

Nature and Potential of Personal Hazards - Employee may be exposed to contaminated instruments and/or supplies with infectious diseases.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities -Ability to learn and recognize a variety of medical/surgical instruments, supplies, and the ability to learn to operate steam and gas sterilizer units.

Minimum Education and Experience- High school or General Educational Development diploma and nine months of experience in work closely related to patient supplies or instruments; or an equivalent combination of education and experience.

Administering the Class - This class may be used as a trainee for Medical Supply Technician II where specific on-the-job training is required.