

MEDICAL SUPPLY TECHNICIAN II

Work in this class involves the processing or issuing of specialized medical/surgical supplies and instruments used in the care and treatment of patients. Employee cleans, sterilizes, and packages, surgical instrument trays; or inventories, and replenishes a large variety of medical/surgical supplies; monitors sterilization expiration dates; and initiates charge requisitions. Duties are performed in accordance with prescribed procedures and deviations are usually accompanied with specific instructions. Work is performed independently with general supervision provided by a higher level technician or an administrative supervisor.

I. DIFFICULTY OF WORK:

Complexity - Employee cleans, decontaminates, sterilizes, and assembles supplies and instruments according to prescribed procedures and techniques; inventories, replenishes, and monitors sterilization expiration dates; initiates charge requisitions and transports a large variety of medical surgical supplies to Patient Care units via an exchange cart or other appropriate system. Additionally, employee responds to callers requesting information regarding supplies utilizing (may suggest substitution for items) a general understanding of supply usage.

Guidelines - Procedure Manuals, JCAH requirements for accreditation, and isolation and sterilization procedures are available on the work unit.

II. RESPONSIBILITY:

Accountability - Employee must be aware of sterilization techniques, how to assemble instruments and trays, and par levels of medical/surgical supplies needed for different units.

Consequence of Action - Shortages of medical/surgical supplies on the nursing units could cause delay in patient care and/or endanger the patient. Furthermore, incorrect charge requisitions could result in financial loss for the hospital.

Review - Work is reviewed by supervisor on a periodic basis and daily by the medical and nursing staff responsible for the care of tip patient.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employee may be used as a resource for the medical and nursing staff in answering questions and offering alternatives regarding supply standards. Information exchanged with clinicians concerning par levels and exchange schedules is readily understood by both parties.

Purpose - Discussions with Medical Supply Technicians and the Clinicians are usually to receive information concerning supply usage and needs.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is usually performed in a non-patient 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 or patients with infectious diseases.

NC 04812
30002391
OSP Rev. 12/11

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Ability to learn and recognize a large variety of medical surgical instruments, supplies, and equipment; and ability to record data accurately. General knowledge of the operation of steam and gas sterilized units; considerable knowledge of surgical instruments and the layout of surgical trays; basic knowledge of aseptic principles; and limited knowledge of the usage of a variety of medical surgical supplies.

Minimum Education and Experience - High school or General Educational Development diploma and one year of experience in the processing or inventorying of medical surgical supplies; or an equivalent combination of education and experience.