

MUNSON HEALTHCARE MANISTEE HOSPITAL (MHMH)
Job Description

Job Title: Coordinator – Sterile Processing

Job Code:

Work Comp Code:

FLSA Status: Non-Exempt

Grade:

Date: 8/18

Department: Nursing, Surgical Services

POSITION SUMMARY

Supports an environment in which patients and families are encouraged to participate in care and decision making at the level they choose.

Oversees day-to-day operation of Sterile Processing Department including scheduling, policy and procedure compliance and efficiency. Researches, orders and coordinates delivery of specialty instrumentation for surgical procedures. Coordinates decontamination, maintenance, inspection, preparation, packaging and sterilization of instrumentation for the organization. Ensures all high-level disinfection of endoscopes are done in accordance with SGNA, AORN, Joint Commission and MHMH standards. Troubleshoots and maintains equipment used by Surgical Services and Sterile Processing Services. Interacts positively and effectively with members of the health care team to achieve a perception of professionalism, superior service and teamwork.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates schedule of Sterile Processing staff by utilizing daily surgical schedule.
2. Collaborates directly with OR Charge to ensure all necessary equipment and instruments are available for each procedure.
3. Communicates effectively with members of the health care team including:
 - a. Surgical Services staff
 - b. Physicians
 - c. Anesthesia
 - d. Physicians' offices
 - e. Materials Management
 - f. Biomedical
 - g. Facilities
4. Coordinates requests for repairs, equipment and instrumentation.
5. Participates in departmental and Hospital committees interacting with department management as appropriate.
6. Networks with area hospitals, sales representatives and manufacturers regarding products and services.
7. Serves as the resource person/facilitator for the organization in matters of decontamination and sterile processing.
8. Collaborates with Infection Prevention on policy and procedures.
9. Oversees the decontamination, packing and sterilization of instruments and equipment in compliance with AAMI, AORN, Joint Commission and MHMH policy requirements.
10. Controls and monitors the disinfection of patient care equipment.
11. Maintains records and reports on department productivity and continuing performance improvement initiatives.

12. Maintains load sterilization records according to current standards.
13. Manages, operates and utilizes equipment safely and appropriately.
14. Serves as a resource for operating and troubleshooting equipment in both Sterile Processing and Surgical Services; initiates service as necessary.
15. Stays current with trends and developments in sterile processing by attending conferences and reading journals, articles, other literature and reflecting these changes in procedure and policy.
16. Utilizes information systems for load monitoring, Hospital, case and patient information.
17. May assist Surgery/SPD Manager with training and evaluation of staff performance; may assist with conflict resolution as necessary.
18. Acts as preceptor for orientation of new employees and students.
19. Other responsibilities as defined by Manager of Surgery/SPD.
20. Adheres to MHMH policies and procedures to minimize risk of harm to patients or staff.
21. Accepts and supports a culture of teamwork.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Current knowledge and experience in sterile processing operations.
2. Current CSPDT/CRCST required.
3. Critical thinking skills necessary to oversee the clinical and operational function of the department.
4. Interpersonal skills necessary to communicate effectively with healthcare team.
5. Critical thinking and multi-tasking skills are needed for anticipating physician requests.
6. Basic computer skills required; Meditech, Microsoft Word and Excel experience preferred.
7. Must have and maintain current American Heart Association BLS certification.
8. Ability to concentrate and demonstrate careful attention to detail.
9. Ability to lift, maneuver, operate and troubleshoot various equipment.

WORKING CONDITIONS/PHYSICAL DEMANDS

1. Regularly works in a clinical environment with exposure to prolonged standing or walking.
2. Potential for exposure to excessive noise, blood or body fluids or other infectious/hazardous materials.
3. Lifts and/or maneuvers equipment and instrument trays using appropriate body mechanics. Potential for personal injury or harm is limited when proper safety and health precautions are followed.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

APPROVALS

DEPARTMENT: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____