

**LEESAR REGIONAL SERVICE CENTER
JOB DESCRIPTION**

Position Title DC300 – Distribution Tech 1 - Temporary Associate	
Responsible To	Date 04/2020
Department 300-Operations	Approval

I. JOB SUMMARY:

Responsible for timely and accurate order fulfillment processing in the distribution center.

II. GENERAL COMPETENCIES:

1. **DEPENDABILITY & RELIABILITY:**
 - a. Identify and report safety issues
 - b. Ability to follow detailed directions with or without supervision
 - c. Self-motivated, excellent at multi-tasking, detail-oriented
2. **PROFESSIONAL DEVELOPMENT:**
 - a. Complete and maintain forklift operation certification as required
 - b. Complete and maintain any other training as required by management
3. **JOB KNOWLEDGE:**
 - a. **ORDER PICKING:**
 - i. Perform order fulfillment functions using technology in accordance with standard operating procedures
 - ii. Ensure that all “low unit of measure” items are picked in such a manner that sterility, cleanliness and order neatness is maintained throughout the delivery of the order to the customer
 - iii. Orders must be bagged and packed in a neat and efficient manner in accordance with current standard operating procedures
 - iv. Responsible for maintaining a clean and organized work area (i.e. discard empty boxes).
 - v. Responsible for verifying the expiration dates on products and ensuring the product shipped is clean and undamaged. All outdated or damaged products will be brought to the attention of a Supervisor
 - vi. Ensure that all containers (bins, totes boxes etc.) are labeled correctly; responsible for affixing the department specific packing slip to the picked order in such a manner that it is easily readable and accessible to the customer
 - vii. May require preparing customer orders for shipping by palletizing totes / cases and shrink wrapping pallets or carts
 - viii. Complete work that has been assigned by a Supervisor in a timely manner
 - b. **CUSTODIAN:**
 - i. Complete work that has been assigned by a Supervisor in a timely manner
 - ii. Use floor scrubber to clean DC floor when necessary
 - iii. Empty trash cans and rolling trash bins when necessary
 - iv. Remove debris from exterior of building when necessary
 - v. Wipe down storage shelving
 - vi. Paint damaged or scratched areas of the DC interior
 - vii. Identify and correct safety hazards in the work environment
 - viii. Assist in keeping shelves orderly by removing empty pallets and shrink wrap
 - ix. Assist with minor building maintenance projects
 - x. Wipe down forklifts when necessary
 - xi. Maintain forklift charging area
4. **QUALITY OF WORK:**
 - a. Maintain high quality performance by accurately utilizing Elite software
 - b. Correctly perform necessary inventory adjustments

- c. Responsible for maintaining a clean and organized work area (i.e. discard empty boxes)
- 5. ADHERENCE TO COMPANY POLICIES:
 - a. Follow all documented LeeSar policy and procedure
 - b. Demonstrate ability to meet LeeSar attendance policy, being at work, on time every shift
 - c. No more than 2 reported safety incidents per year
- 6. COMMUNICATION, COLLABORATION, & ENGAGEMENT:
 - a. Demonstrate ability to properly escalate appropriate issues to shift supervisor including, but not limited to: products being stored to the wrong location, any outdated / expired product, being unable to complete work for any reason, etc
 - b. Demonstrate good verbal and non-verbal communication skills including positive and strong team communication skills
 - c. Demonstrate strong desire to learn and develop new skills
 - d. Daily demonstration of great focus and attention to detail in all processes
- 7. PRODUCTIVITY:
 - a. Meet or exceed suggested standards in each area of the DC
 - b. Perform other duties assigned by a supervisor
- 8. PROBLEM-SOLVING (CREATIVITY & INITIATIVE):
 - a. Ability to participate in team problem solving as part of a continuous improvement culture
 - b. Demonstrate ability to identify potential solutions to department quality opportunities
 - c. Demonstrate flexibility and strong teamwork skills in any required job duties

III. EDUCATION & EXPERIENCE

- 1. High School or GED Graduate required
- 2. Read, write, and speak English for work related communication

JOB SPECIFICATIONS: (Physical and Mental Job Requirements)

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis. If the requirement is not marked, then it is considered not applicable.

Requirement	Req	Init	Requirement	Req	Init
General Requirements (has the ability to...)			Mental & Emotional Requirements (ability to...)		
Sit	X		Work in a fast-paced, high-stress environment	X	
Stand	X		Make decisions under high pressure		
Walk	X		Cope with confrontation and assist with problem resolution	X	
Drive			Manage altercations		
Bend	X		Concentrate	X	
Climb	X		Handle a high degree of flexibility	X	
Kneel	X		Handle multiple priorities in stressful situation		
Crouch / Squat	X		Ability to work alone or in groups	X	
Twist	X		Demonstrate high degree of patience	X	
Maintain Balance	X		Adapt to shift work	X	
Reach	X		Work in areas that are close and crowded		
Required Lifting (ability to lift...)			Pushing/Pulling (ability to push and pull...)		
Up to 10 lbs	X		Up to 10 lbs	X	
11 to 24 lbs	X		11 to 24 lbs	X	
25 to 34 lbs	X		25 to 34 lbs	X	
35 to 50 lbs	X		35 to 50 lbs	X	

51 to 75 lbs			51 to 75 lbs	X	
76 to 100 lbs			76 to 100 lbs	X	
Over 100 lbs			Over 100 lbs	X	
Sensory Requirements (has ability for...)			Environmental (may be exposed to...)		
Far Vision	X		Infectious Diseases		
Near Vision	X		Chemical Agents	X	
Color Vision	X		Dust, Fumes, Gases	X	
Depth Perception	X		Extremes in Temperature or Humidity		
Seeing Fine Details	X		Hazardous or Moving Equipment	X	
Hearing Norm Speech	X		Unprotected Heights		
Hearing Overhead Pages			Loud Noises	X	
Telephone use	X		Bright Lights	X	
Visual acuity necessary to accurately ensure accuracy, neatness, and thoroughness of the job	X		Contaminated equipment, supplies, and instruments - hazards are minimized when established safety procedures are followed		
Skills (ability to...)			Hand Manipulation (ability with...)		
Demonstrate strong oral and written communication skills	X		Simple Grasping	X	
Demonstrate proficiency in Excel & Word			Firm Grasping	X	
Manage multiple tasks with minimal supervision	X		Fine Manipulation	X	
Be self-directed	X		Use of Keyboards	X	
Proactively prioritize customer needs			Manual dexterity necessary to perform tasks	X	
Others (note below)			Others Continued (note below)		
Ability to perform repetitive tasks	X		Ability to work overtime, weekends, and holidays as needed	X	
Must have dependable personal transportation, valid Driver's License, and current insurance			Hours may flex depending on shift needs	X	
Be physically present at job site as scheduled	X		Ability to don/use required personal protective equipment	X	

ACKNOWLEDGEMENT:

The statements and information contained in this document reflect the general duties and responsibilities necessary to describe the principal functions of the job, as identified, and shall not be considered an exhaustive list of job responsibilities which may be inherent in the position. Responsibilities, standards and/or competency requirements are subject to change. Employees are expected to perform other duties as assigned when applicable.

I have received a copy of this job description and have been provided with an explanation of the contents and purpose and I fully understand my responsibilities in accomplishing these standards, expectations and objectives. I verify that I can perform the essential job functions/standards for this job with or without accommodation. This document does not constitute a contract of employment or any other type of contract, and Management reserves the right, in its sole discretion, to reassign job duties, change job assignments, or otherwise redefine the job standards/competencies of this or any other position.

Employee Signature

Date

Print Name



SPD220 - Instrument Technician I

Department: Sterile Processing

Version Number: 220-99-18.3

Approved By: AEDAVIDS

Original Issue: 20-SEP-2019 11:57:11

Last Review: 14-FEB-2020 12:04:10

Last Revision: 14-FEB-2020 12:04:10

POSITION SUMMARY:

Reports to the Manager of Sterile Processing and works under the supervision of the Lead Instrument Technician. Receives training for and achieves competency in at least one area of Sterile Processing (Decontamination, Assembly, Sterilization, Distribution). Collaborates with the team to deliver high quality and reliable instrumentation to the surgical services customers and patients. Participates in team huddles and idea generation to support continuous improvement and the quality management system. Responsible for adhering to LeeSar and Lee Health System policies and protocols and AAMI, APIC, and AORN standards.

JOB DUTIES:

1. DEPENDABILITY & RELIABILITY:

- a. Identify and escalate safety issues
- b. Ability to follow detailed directions with or without supervision
- c. Self-motivated, excellent at multi-tasking, detail-oriented

2. PROFESSIONAL DEVELOPMENT:

- a. Complete 6 CEU's (Continuing Education Units) annually
- b. Successfully maintain competency in a minimum of one area (Decontamination, Assembly, Sterilization, Case Pick)
- c. Pursue IAHCSCMM CRCST Certification

3. JOB KNOWLEDGE:

- a. Technology
 - a. Proficiency in required computer skills including, but not limited to: Microsoft products Outlook, Excel, Word; Censitrac instrument program
- b. Decontamination - Demonstrates the ability to:
 - a. Properly set up the decontamination area (sink levels, soap concentration, equipment needs)

- b. Properly sort and stage trays if needed (scanning, stay / go, type of decontamination, spray)
 - c. Follow proper cleaning procedures for instruments that will go through automatic washer and follows the standard work for basic instruments (scan, sort, open, soak, scrub, brush, flush, sonic, rinse) and follows the IFU's for different instruments
 - d. Follow proper cleaning procedures for instruments requiring hand wash (no submersion, scrub, brush, flush, rinse, dry) and follows the IFU's for different instruments
 - e. Run the equipment properly and according to instrument IFU's and properly load manifolds for optimal cleaning
- c. Assembly – Demonstrates the ability to:
- a. Properly utilize the instrument tracking system and assemble trays one instrument at a time by checking off one item at a time according to standard work and policy
 - b. Properly inspect basic instruments and instrument sets according to IFU's (scissor testing, box locks, clamps, brush & flush lumens, insulation testing, assemble / disassemble, check function, visual check for bioburden) by following standard work and policies
 - c. Properly string items, bag, or organize tray according to count sheets, standard work, and IFU's for basic instruments and trays
 - d. Properly prepare tray with indicators, count sheet in bucks bag, wrap, container & filter, locks, and labels according to standard work and IFU's.
 - e. Properly assemble singles utilizing instrument tracking system, barcode scanning, instrument search engines, proper packaging, and labeling
- d. Sterilization – Demonstrates the ability to:
- a. Utilize IFU's to determine sterilization requirements and perform necessary Bowie Dick and Biological testing
 - b. Set up a sterilizer load according to standard work and policies
 - c. Load and run the steam sterilizer following SOP's, standard work, IFU's, and policies.
 - d. Load and run Sterrad loads according to SOP's, standard work, IFU's, and policies
 - e. Sterilize utilizing ETO according to SOP's, standard work, IFU's, and policies, if applicable
- e. Case Pick – Demonstrates the ability to:
- a. Set up a surgical case (instruments and supplies) according to preference cards and instrument tracking system
 - b. Put away and locate instruments utilizing inventory control systems and instrument tracking system
 - c. Communicate with the OR team to facilitate obtaining add on or changes in supplies or instruments for the surgical case

4. QUALITY OF WORK:

- a. Maintains high quality performance with fewer than 8 defects per year reaching the customer
- b. Properly utilizes the instrument tracking system and follows all departmental standard work processes

5. ADHERENCE TO COMPANY POLICIES:

- a. Follow all documented LeeSar policy and procedure
- b. Follow all documented LeeSar SPD standard work processes
- c. Demonstrate ability to meet LeeSar attendance policy, being at work, on time every shift
- d. Ability to demonstrate integrity in protecting confidential patient information

6. COMMUNICATION, COLLABORATION, & ENGAGEMENT:

- a. Demonstrate good verbal and non-verbal communication skills including positive and strong team communication skills
- b. Demonstrate strong written and verbal skill; clearly and professionally communicates with all peers, customers, and leadership
- c. Participate in peer mentoring and feedback
- d. Demonstrate strong desire to learn and develop new skills
- e. Daily demonstration of great focus and attention to detail in all processes

7. PRODUCTIVITY:

- a. Decontamination productivity reaches and maintains 30 trays per shift
- b. Assembly productivity reaches and maintains 15 trays per shift
- c. Case pick productivity reaches and maintains 15 cases per shift

8. PROBLEM-SOLVING (CREATITIVITY & INITIATIVE):

- a. Ability to participate in team problem solving as part of a continuous improvement culture
- b. Demonstrate ability to identify potential solutions to department quality opportunities
- c. Demonstrate flexibility and strong teamwork skills in any required job duties

EDUCATION:

1. High School or GED Graduate required
2. Read, write, and speak English for work related communication
3. On the job training and certification support provided upon hire
4. Minimum 6 months external experience in a related healthcare field or 3 months internal experience as an SPD Instrument Assistant with qualifying performance

SKILLS:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis. If the requirement is not marked, then it is considered not applicable.

JOB SPECIFICATIONS:

General Requirements (has the ability to...)

- Sit
- Stand
- Walk
- Drive
- Bend
- Climb
- Kneel
- Crouch or Squat
- Twist
- Maintain Balance
- Reach

Required Lifting (ability to lift...)

- Up to 10 lbs
- 11 to 24 lbs
- 25 to 34 lbs
- 35 to 50 lbs
- 51 to 75 lbs
- 76 to 100 lbs
- Over 100 lbs

Mental & Emotional Requirements (ability to...)

- Work in a fast-paced, high-stress environment
- Make decisions under high pressure
- Cope with confrontation and assist with problem resolution
- Manage altercations
- Concentrate
- Handle a high degree of flexibility
- Handle multiple priorities in stressful situations
- Ability to work alone or in groups
- Demonstrate high degree of patience
- Adapt to shift work
- Work in areas that are close and crowded

Pushing / Pulling (ability to push and pull...)

- Up to 10 lbs
- 11 to 24 lbs
- 25 to 34 lbs
- 35 to 50 lbs
- 51 to 75 lbs
- 76 to 100 lbs
- Over 100 lbs

Sensory Requirements (has ability for...)

- Far Vision
- Near Vision

- Color Vision
- Depth Perception
- Seeing Fine Details
- Hearing Normal Speech
- Hearing Overhead Pages
- Telephone Use
- Visual acuity necessary to ensure accuracy, neatness, and thoroughness of the job

Environmental (may be exposed to...)

- Infectious Diseases
- Chemical Agents
- Dust, Fumes, Gases
- Extremes in Temperature or Humidity
- Hazardous or Moving Equipment
- Unprotected Heights
- Loud Noises
- Bright Lights
- Contaminated equipment, supplies, and instruments - hazards are minimized when established safety procedures are followed

Skills (ability to...)

- Demonstrate strong oral and written communication skills
- Demonstrate proficiency in Excel and Word
- Manage multiple tasks with minimal supervision
- Be self-directed
- Proactively prioritize customer needs

Hand Manipulation (ability with...)

- Simple Grasping
- Firm Grasping
- Fine Manipulation
- Use of Keyboards
- Manual dexterity necessary to perform tasks

Others

- Ability to perform repetitive tasks
- Must have dependable personal transportation valid Driver's license and current insurance
- Be physically present at job site as scheduled
- Ability to work overtime weekends and holidays as needed
- Hours may flex depending on shift needs
- Ability to don/use required personal protective equipment

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Associate Signature

Date

Associate Name (Printed)



SPD220 - Instrument Assistant

Department: Sterile Processing

Version Number: 220-99-23.4

Approved By: AEDAVIDS

Original Issue: 20-SEP-2019 13:00:58

Last Review: 14-FEB-2020 12:02:18

Last Revision: 14-FEB-2020 12:02:18

POSITION SUMMARY:

Reports to the Manager of Sterile Processing and works under the supervision of the Lead Instrument Technician and Instrument Technicians on the team. Support the Sterile Processing Instrument Technicians and the daily flow of the Sterile Processing Departments. Assists with surgery case cart transport into and out of the surgery departments and at the offsite reprocessing center, setting up work areas, sorting of surgery trays for decontamination, placing sterile trays in storage, and running items to operating rooms under the direction of an Instrument Technician. Participates in team huddles and idea generation to support continuous improvement and the quality management system. Responsible for adhering to LeeSar and Lee Memorial Health System policies and protocols and AAMI, APIC, and AORN standards.

JOB DUTIES:

1. DEPENDABILITY & RELIABILITY:

- a. Identify and escalate safety issues
- b. Ability to follow detailed directions with or without supervision
- c. Self-motivated, excellent at multi-tasking, detail-oriented

2. PROFESSIONAL DEVELOPMENT:

- a. Complete 6 CEU's (Continuing Educations Units) annually
- b. Observe and understand job duties for Instrument Technician roles in order to best support the operation
- c. Complete all annual training requirements, including but not limited to: blood borne pathogen training, Lee Health Annual Mandatory Education, etc.

3. JOB KNOWLEDGE:

- a. Within first year, successfully competency in Instrument Assistant role

4. QUALITY OF WORK:

- a. Documenting all instrument, tray, and case cart movement by utilizing Censitrac and scanning protocols
- b. Collecting and re-stocking all sterile returns following established standard work

5. ADHERENCE TO COMPANY POLICIES:

- a. Follow all documented LeeSar policy and procedures
- b. Follow all documented LeeSar SPD standard work processes
- c. Demonstrate ability to meet LeeSar attendance policy, being at work, on time every shift
- d. Ability to demonstrate integrity in protecting confidential patient information

6. COMMUNICATION, COLLABORATION, & ENGAGEMENT:

- a. Demonstrate good verbal and non-verbal communication skills including positive and strong team communication skills
- b. Participate in peer mentoring and feedback
- c. Demonstrate strong desire to learn and develop new skills
- d. Daily demonstration of great focus and attention to detail in all processes

7. PRODUCTIVITY:

- a. Transport / "run" instruments and supplies; delivering items to their destination within the allotted time period and following establish protocols
- b. Daily set up of both decontamination and assembly work stations
- c. Facilitate staging in decontamination; separating sets based on processing requirements and processing locations
- d. Clean / Load washer with containers and case carts
- e. Assist with wrapping under the direction of instrument technicians

8. PROBLEM-SOLVING (CREATIVITY & INITIATIVE):

- a. Ability to participate in team problem solving as part of a continuous improvement culture
- b. Demonstrate ability to identify potential solutions to department quality opportunities
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EDUCATION:

1. High School or GED Graduate required
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- Over 100 lbs

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Environmental (may be exposed to...)

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- Dust, Fumes, Gases
- Extremes in Temperature or Humidity
- Hazardous or Moving Equipment
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Skills (ability to...)

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Associate Signature

Date

Associate Name (Printed)
