Community Health Alliance
Job Description
Sterilization Technician

**Supervisor:** Director of Clinical Operations

**Job Description:** Provides sterilization of dental instruments and trays. Sets up clean trays.

**Knowledge, Skills, and Abilities:**
1. Knowledge of the essential functions, practices and procedures of a dental clinic
2. Knowledge of OSHA standards for cleaning and sterilization procedures within a dental clinic
3. Knowledge of dental instruments, names and usage
4. Knowledge of OSHA safety standards for handling contaminated instruments, set up of sterile fields, and sterile trays.
5. Skill operating a personal computer utilizing word processing, database and e-mail
6. Skill in operating various office equipment such as computer, copier, facsimile machine, and telephone system
7. Skill in accuracy and attention to detail
8. Ability to set up a variety of sterile trays based on provider preference and procedure
9. Ability to work independently without immediate supervision
10. Ability to read and write legibly
11. Ability to solve practical problems
12. Ability to communicate in a courteous and professional manner

**Education and Experience:** High school diploma or general education equivalent (GED). Minimum one year experience working in a medical or dental setting, current OSHA training.

I am able to perform all the duties specified above.

Employee Signature: ________________________________ Date: ____________

Print Name: __________________________________________
Community Health Alliance
Responsibilities
Sterilization Technician

**Role:** Provide support to the dental team in supplying and maintaining steady inventory of sterile instruments and trays. Work as a part of the dental team to continually improve the quality services provided.

**Physical Demands:**
1. Working in isolated areas for long periods of time
2. Standing for extended periods of time (up to 2-3 hours) at a time
3. Repetitive work with hands
4. Must regularly lift and/or move up to 10 pounds and occasionally lift up to 20 pounds

**Sterilization:**
1. Prepares sterile trays in advance and monitors supply of sterilized instruments ensuring instruments are available for procedures scheduled in the clinic
2. Cleans and prepares instruments and sterilizes instruments
3. Performs spore testing, cleans sterilizer and completes documentation per policy
4. Uses proper cleaning procedures for various instruments including use of ultra sound
5. Uses appropriate PPE at all times

**Inventory:**
1. Maintains computerized or written log of all instruments
2. Ensures all instruments are in good working condition
3. Notifies supervisor when instruments need repair or replacement
4. Ensures inventory of all cleaning supplies are up to date and expiration dates are noted
5. Prepares purchase order requests for supplies and instruments

**General Duties:**
1. Ensures proper OSHA procedures are followed as per CHA and OSHA policy and procedures
2. Performs other work related duties as required by supervisor

**Customer Service:**
1. Sets the example of exemplary customer service for both internal and external customers
2. Ensures cleanliness of work area during operational hours
3. Professional, respectful communication with supervisor and co-workers
Quality Management:
1. Constantly alert for ways to improve sterilization procedures to improve patient flow, increase productivity, and improve utilization of resources communicating ideas to supervisor
2. Participates in quality management projects as required
3. Notifies supervisor of unusual occurrences and adheres to policy regarding incident forms and/or injuries
4. Ensures compliance with HIPAA, OSHA, and other regulatory agencies
5. Attends and actively participates in staff meetings
6. Follows all CHA policies and procedures.
Community Health Alliance
Performance Standards
Sterilization Technician

Professional Competence:
1. Utilizes knowledge of work as part of a clinic team to continually improve the quality services provided
2. Utilizes knowledge of sterilization technician duties and skills to prepare procedure trays and instruments, supplies and equipment for providers
3. Utilizes knowledge of CHA policy and procedures, HIPAA, OSHA and other regulatory agencies in performing all duties in the clinic
4. Utilizes resources as needed to meet needs of the organization and patients

Productivity:
1. Diligently works with provider staff and co-workers to ensure all instruments are properly cleaned, packaged, sterilized and prepared as necessary for each procedure and daily use.
2. Utilizes good time management skills to ensure all facets of sterilization procedures are completed in a timely manner.

Accuracy/Efficiency:
1. Maintains and completes daily sterilization procedures including tray setups in accordance with CHA and OSHA policy and procedures.
2. Conducts supply purchasing request ensuring efficiency of all necessary supply stock utilization
3. Completes daily timesheets accurately and submits all requests for time off according to CHA policy and procedure

Reliability:
1. Dependable and punctual: ensures all duties are completed by end of day
2. Consciously follows through on requests, instructions, and provider orders
3. Exemplifies in behavior the Core Values of CHA

Peer/Co-Worker Relationships and Teamwork:
1. Works to create/maintain good relationships with supervisors and co-workers
2. Fosters working together as a team: dealing with and resolving conflict in a timely, efficient and positive manner
3. Actively participates in the team

Contributes to Company and Community
1. Participates in community functions that represent CHA
2. Utilizes proper dress and grooming habits and always presents CHA in a positive light
3. Performs other duties as assigned