

Specification for Class of

CENTRAL SUPPLY TECHNICIAN

Abolished Effective July 1, 2007

Definition: Works in a central supply unit, cleaning, sterilizing and assembling equipment, supplies and instruments.

Typical Work

Cleans, sterilizes and assembles equipment, supplies and instruments according to prescribed procedures and techniques;

Decontaminates surgical instruments, containers, rubber gloves, syringes and equipment such as aspirators, gomco machines and oxygen supplies using detergents and disinfecting solutions; ensures that work and storage areas are clean and orderly;

Sterilizes instruments, equipment, surgical linens and supplies such as burn packs, treatment trays, rubber gloves, and syringes using a steam sterilizer;

Disinfects with antiseptic solutions, places articles in sterilizer and processes according to instructions;

Operates semi-automatic and automatic sterilizing equipment;

Prepares packs of supplies and instruments, dressing and treatment trays, needles, syringes and gloves according to designated procedures and wraps, labels and seals them;

Prepares lists of contents, affixes list to package or group of packages;

Receives contaminated supplies from hospital departments and returns them after sterilization;

Fills requisitions received from wards; records daily changes in inventory status on supply cards;

Assists in establishing and maintaining an inventory of departmental supplies, meeting audit requirements;

Prepares standard irrigating solutions according to prescribed formula;

Assists with instructing students, nurses aides and patients in their specific duties;

Assists in teaching Central Supply Technician students from the outside, educational training programs;

Helps perform schedules inspection on all hospital wards for proper care and use of supplies;

Attends lectures, workshops and seminars relevant to central service;

Participates in learning experience for own personal growth and development;

Performs other related duties as required.

Knowledge and Abilities

Knowledge of: standard hospital equipment; sterilization and decontamination practices and procedures.

Ability to: perform meticulous and accurate work; maintain sterile environment; learn prescribed methods for establishing sterile conditions.

Minimum Qualifications

Completion of a recognized Central Supply Technician course; OR, One year of technical experience involving preparation and sterilization of surgical trays, medical supplies, equipment and instruments in a hospital or institution central medical supply unit.

New class

Effective July 25, 1974

Revised December 16, 1977

Revises minimum qualifications

Revised January 11, 1980

Revises minimum qualifications