

Specification for Class of

CENTRAL SUPPLY SUPERVISOR 1

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Manages small hospital or institution central supply unit.

Distinguishing Characteristics: Works full-time in a central supply unit for medical supply and equipment and is responsible for the unit. May supervise other workers assigned on less than full-time basis or provide lead responsibility for one other person.

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;

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 formulas;

Instructs students, nurses aides and patients in their specific duties;

Performs on-the-job teaching for Central Supply Technician students from outside the educational training programs;

Performs scheduled inspection on all hospital wards for proper care and use of supplies;

Attends lectures, workshops and seminars relevant to central services;

Ensures that work areas are clean and orderly;

Performs microbiological tests for sterility check on all sterilizing equipment, including operation of water distillery for irrigating solutions;

Conducts in-service training for department personnel and nursing staff;

Trains students in principles and procedures in sterilization and aseptic techniques, and use and care of sterilizing equipment;

Prepares and submits requisitions for additions and replacements of stock;

Participates in learning experience for own personal growth and development;

May supervise and coordinate activities of personnel engaged in furnishing sterile and non-sterile supplies and equipment, and services for the care and treatment of patients;

Establishes methods and standards for preparing and handling sterile items;

Ensures that aseptic techniques are employed in preparing and handling sterile supplies, whether they are reusable or disposable;

Supervises rotation of stock and all requisitioning and issuing of central supply items;

Controls supplies and equipment and maintains adequate stock levels on hand by maintaining inventory records;

Performs other related duties as required.

Knowledge and Abilities

Knowledge of: methods and practices for sterilization and storage of supplies, equipment and other material; aseptic and antiseptic techniques; stock control and requisitioning.

Ability to: coordinate and supervise central supply unit; establish methods and standards for preparing and handling sterile items.

Minimum Qualifications

Completion of a recognized central supply technician course.

AND

Two years experience in a central supply unit in a hospital.

One additional year experience may be substituted for the required education.

New class

Effective July 25, 1974