

Specification for Class of

CENTRAL SUPPLY SUPERVISOR 2

**Abolished Effective July 1, 2007**

Definition: Manages large hospital central supply unit.

Distinguishing Characteristics: Has total responsibility for a central supply unit at Western State Hospital that has a staff of two or more Central Supply Technicians.

Typical Work

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

Establishes methods and work performance standards for preparing and handling sterile items;

Instructs and demonstrates to personnel, procedures such as proper use of sterilizing equipment, setting up treatment trays, evaluating repairs and service ability of department;

Ensures that aseptic techniques are employed in the preparation and handling of supplies whether reusable or disposable;

Prepares equipment for repair through outside service contract or otherwise;

Ensures that work and storage areas are clean and orderly;

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

Supervises personnel engaged in decontaminating, assembling, packaging and sterilizing linens, dressings, treatment trays, emergency drug trays, and related items;

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

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

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

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

Prepares and submits requisitions for additions and replacements of stock;

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

Three years of experience in a central supply unit in a hospital.

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

New class

Effective July 25, 1974

Revised May 28, 1986 (emergency basis; permanent basis August 15, 1986)

Revises distinguishing characteristics