# **Work Process Schedule**

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| Sterile Supply Technician |
| **Job Description:** Prepare, sterilize, install, and clean laboratory and health care equipment, and perform routine laboratory tasks and operate or inspect equipment. |
| **RAPIDS Code:** 1133CB | **O\*NET Code:** 31-9093.00 |
| **Estimated Program Length:** 1 year |
| **Apprenticeship Type:** [x]  Competency-Based [ ]  Time-Based [ ]  Hybrid |

Suggested On-the-Job Learning Outline

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| Clean, decontaminate, and disinfect equipment and instruments |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain the work environment in a safe, clean, and orderly fashion
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| 1. Prepare working area for decontamination
 |  |  |
| 1. Clean instruments to remove visible contaminants
 |  |  |
| 1. Separate disposable from non-disposable items and dispose of expendable supplies properly
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| 1. Perform mechanical cleaning properly – washer decontaminators, ultrasonic washers and cart washers – ensuring that all surfaces are exposed and that small pieces are contained
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| 1. Properly process power hand pieces and attachments
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| Prepare and package instruments and equipment for sterilization |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Inspect items for cleanliness, functionality, and integrity
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| 1. Assemble items for packaging and sterilization
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| 1. Transfer and sterilize items safely and accurately
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| 1. Maintain personal health and safety as well as team/environment health and safety
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| Sterilize instruments and equipment properly, fully and in accordance with standard operating procedures and/or manufacturer recommendations |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Prepare work area and test sterilizer function
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| 1. Select appropriate sterilizer equipment, packaging and methods based on equipment, instruments, and standard operating procedures
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| 1. Load sterilizer properly, use correct cycle settings
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| 1. Ensure integrity and effectiveness of sterilization process
 |  |  |
| 1. Store sterilized instruments and equipment properly
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| Manage inventory/stocking according to established protocols; participate in team and department management |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain safe, clean and orderly storage environment
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| 1. Order equipment and supplies according to acquisition policies
 |  |  |
| 1. Stock, rotate, distribute and monitor usage of items
 |  |  |
| 1. Dispose of damaged, expired, obsolete, and surplus items according to protocol
 |  |  |
| 1. Assemble case carts according to surgical/procedure schedule
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| 1. Demonstrate strong customer relations skills
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| 1. Participate in department organization and management
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| Maintain, clean, procure and distribute patient care equipment |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Order, process, and receive rental equipment
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| 1. Assemble equipment for distribution
 |  |  |
| 1. Deliver equipment as per company policies and protocols
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| 1. Maintain, repair, and inspect equipment
 |  |  |
| 1. Inspect equipment upon receipt and before distribution to ensure cleanliness, functionality, appearance and integrity
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Suggested Related Instruction Outline

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| Provider |
| **Name:**  |
| **Address:**  |
| **Email:** | **Phone Number:** |
| **Suggested Related Instruction Hours:** 144 |

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| **Course Number** | **Course Title** | **Contact Hours** |
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