

JOB DESCRIPTION

Job Classification: Sterilization Technician

Reports to: Regional Administrator

Supervises: None

Last reviewed: 04/26/21

POSITION PURPOSE:

The sterilization technician operates in a team with other healthcare providers and support staff to provide quality support in accordance with agency standards. This position greets and prepares dental patients, performs a variety of technical duties to assist dentists in the examination and treatment of patients; and performs related duties involved in the care and maintenance of dental instruments, equipment and supplies following infection control protocols.

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED.

Registration: Washington State Department of Health Dental Assistant Registration – Required

Certification: Infection control certification preferred. Certification in sterile processing must be obtained within 18 months of hire date.

Experience: None required.

Equipment/Skills: Ability to work as a team member within a clinical environment. Willingness to learn new skills and take direction from teammates and dentists. Ability to take on-line classes in dental sterilization and infection control.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY JOB RESPONSIBILITIES:

1. Maintain a current registration with the State that is the employee's responsibility to renew annually based on date of birth and give the renewed registration to the supervisor at least 2 weeks prior to expiration date. Obtain certification in sterile processing within 18 months of hire date.

2. **Communication**- Communicates effectively and courteously with all VVHC staff, clients, and community partners, utilizing appropriate channels of communication for problem-solving and conflict resolution. Sustains a cooperative, helpful, respectful, and professional working relationship with supervisor. Can take direction with enthusiasm and understanding. Asks appropriate clarifying questions relative to scope of assignment.
3. **Organization and time management** - Productive and efficient use of time, prioritizing appropriately. Maintains a clean, orderly, and professional work area. Does not allow personal issues to interfere with workload & keeps social interaction to a minimum. Takes & returns from lunch/breaks in timely manner. Follows guidelines established at time of assignment. Accepts assignments willingly.
4. **Safety** - Ensures safe work environment, promotes accident prevention and follows proper reporting procedures for situations that impact safety or customer service. Actively participates in quality improvement processes and identifies priorities.
5. **Work ethic** - Adheres to policies and procedures. Takes responsibility for own actions & seeks to correct mistakes. Initiates and follows through on assignments in a timely manner. Consistently reports to work on time & ensures PTO is available for unexpected absences.
6. **Team contribution** - Promotes positive teamwork and cohesiveness between all staff. Participates in and supports team meetings, activities & problem solving. Provides constructive recommendations for improvements within department & clinic as a whole and acts as resource of knowledge, skills, and conduct. Participates in training and mentoring of new staff members. Keeps behaviors, communications, and other outward expressions regarding Valley View Health Center in a positive manner.
7. **Service excellence** - Demonstrates awareness of and commitment to goals and mission of VVHC. Prioritizes customer service. Maintains high quality, accuracy, and neatness in work performed. Remains calm & tactful under stress, conflict, or emergencies.
8. **Confidentiality/professionalism** - Maintains organizational and patient confidentiality. Maintains appropriate personal boundaries with clients and co-workers. Acts with integrity. Accepts supervision and criticism in constructive manner. Maintains professional appearance. Demonstrates ability to adapt to change. Understands all HIPPA for proper handling of patient related information.

JOB KNOWLEDGE:

Understands the functions, expectations and responsibilities of the job, policies, procedures, and standards of the organization. Comprehends how the job interrelates with the organization and its mission, vision, and values. Shows initiative for continuous learning and demonstrates ability to grasp new skills and concepts. To include:

- Where everything in the office is located
- All supplies we stock and the reordering process
- How to use the SDS book
- Current WISHA guidelines
- Requirements of the infection control manual
- Seeking out additional educational opportunities to continuously improve skills
- Knowledge of dental instruments, names, and usage

JOB PERFORMANCE:

Performs the functions, expectations, and responsibilities of the job thoroughly, accurately and efficiently while exhibiting the required skills and abilities of the job. The job duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.

- Sterilization of facility instruments
- Decontaminate and sterilize instruments, dental supplies, and equipment
- Assemble, wrap and sterilize trays of instruments, following proper Standard Precautions in decontamination and sterilization areas
- Operates steam autoclave, statim, and ultrasonic machine
- Properly documenting sterility
- Performs maintenance on sterilization equipment
- Properly following WISHA/OSHA and AAAHC requirements
- Completes assigned duties as directed and logs these duties in the appropriate place in a timely manner
- Waterline Monitoring
- Proper tray set-up and storage procedures
- Verify that all instruments function properly and remove defective instrumentation as appropriate
- Sets up an operatory for basic procedures done in this clinic
- Turns over an operatory for basic procedures done in this clinic
- Seats patients
- Perform other duties as requested

ACKNOWLEDGMENT:

I have read and understand the above Job Description and agree with it.

Employee Signature

Date

Supervisor Signature

Date