



Career Service Authority
Central Supply Technician

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

This is full performance decontamination, preparation and distribution work at Central Supply for a variety of medical supplies and equipment used throughout the hospital and at laboratories and clinics.

DISTINGUISHING CHARACTERISTICS

The *Central Supply Technician* class is assigned full performance level duties decontaminating, preparing, and distributing medical supplies and medical equipment. Positions in the *Central Supply Lead Technician* class assist the supervisor by performing lead responsibilities during a work shift or in a specific area.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Decontaminates medical equipment and distributes medical supplies to hospital, laboratories and clinics.

Restocks, labels and maintains supply inventories, submits supply requisitions and distributes supplies, linens, medical equipment and crash carts to hospital departments, laboratories and clinics.

Assembles, checks and finalizes crash carts. Places locks on carts to secure and maintain assigned equipment and supplies.

Verifies that equipment functions properly, requisitions for equipment maintenance, repair or replacement; and removes defective equipment.

Maintains a clean work area.

Assists with maintaining established departmental policies and procedures, objectives; and quality improvement, safety, and environmental and infection control standards.

Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Flexibility - Adapts quickly to changes.

Knowledge of equipment function sufficient to be able to determine operational adequacy and to distinguish between operator error and equipment malfunction.

Knowledge of applicable sanitary, infection control, and safety standards sufficient to be able to perform all assignments within the safety parameters.

Knowledge of unit and floor needs sufficient to be able to assemble and distribute appropriate medical supplies and equipment.

Knowledge of processes, procedures and quality assurance sufficient to be able to decontaminate equipment and distribute medical supplies.

Skill in cleaning specialized equipment.

Physical Demands:

Carrying: Transporting and object, usually by hand, arm, or shoulder.

Climbing: Ascending or descending objects usually with hands/feet.

Crouching: Bending body downward and forward by bending legs.

Eye/hand/foot coordination: Performing work through using two or more.

Fingering: Picking, pinching, or otherwise working with fingers.

Handling: Seizing, holding, grasping, or otherwise working with hand(s).

Kneeling: Bending legs to come to rest on one or both knees.

Lifting: Raising or lowering an object weighing more than 50 lbs. from one level to another.

Pulling: Exerting force on an object so that it is moving to the person.

Pushing: Exerting force upon an object so that the object is away.

Reaching: Extending the hand(s) and arm(s) in any direction.

Repetitive Motions: making frequent movements with a part of the body.

Standing: Remaining on one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Walking: Moving about on foot.

Accommodation: ability to distinguish and identify different colors.

Color Vision: ability to distinguish and identify different colors.

Near Acuity: ability to see clearly at 20 inches or less.

Mathematical Reasoning

Memorization

Oral Comprehension

Written Comprehension

Working Environment:

Wet: Frequent contact with water or other liquid.

Hazards: Conditions where there is danger to life, body, and/or health.

Atmospheric Conditions: Conditions that affect the skin or respiratory system.

Exposed to hazardous/toxic chemicals.

Exposed to hazards from electrical/mechanical/power equipment.

Exposed to housekeeping/cleaning agents/chemicals.

Exposed to infection from disease-bearing specimens.

Exposed to infections and contagious diseases.

Exposed to risk of blood-borne diseases.

Exposed to unpleasant elements (accidents, injuries, and illness).

May be exposed to patient elements.

Occasional pressure due to multiple calls and inquiries.

Requires judgment/action which could result in death of patient.
Subject to burns and cuts.
Subject to cuts from microtome knives.
Subject to hazards of flammable, explosive gases.
Subject to injury from moving parts of equipment.
Subject to many interruptions.

Education Requirement:

High School or GED certificate preferred.

Experience Requirement:

Two years of experience in hospital supply, preparing and distributing medical supplies and equipment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/01/2004

REVISED BY: Don Braden

CLASS HISTORY This revision of Central Supply Worker follows the decision to assign sterilization and wrapping of surgical instruments and hospital trays to Certified Sterile Processing Technician.