



## **Surgical Instrument Technician**

**Manager** Rick Williams, ASC Clinical Director

**Location** 5560 Kietzke Lane Reno, NV 89511

**Type of Position** Full Time, Monday to Friday

**Status:** Nonexempt

### **General Duties**

The Surgical Instrument Technician Assists the OR staff in the organization and daily function of the operating room in accordance with established federal, state and accreditation standards and facility policies and procedure. Responsible for instrument decontamination, sterile processing, instrument care and handling and documentation and record keeping related to those activities.

General duties include but are not limited to:

- ❖ Anticipates the need for surgical instruments.
- ❖ Demonstrates skill in appropriate use of instruments.
- ❖ Know locations of all surgical instruments.
- ❖ Operates mechanical, electrical and air-powered equipment according to manufacturer's instructions.
- ❖ Follow decontamination and sterilization of all surgical instrumentation per manufacturer instructions for use and facility policies and procedures.
- ❖ Maintains cleaning and sterilization logs per state and federal regulations and facility policy.
- ❖ Assist with any duties between surgeries, including cleaning, disinfecting, and preparing surgical packs.
- ❖ Assist with the surgery centers final end of day cleaning, disinfecting and sterilizing instruments.
- ❖ Assists with inventory and orders sterile processing materials.
- ❖ Assist with special projects and additional duties as directed by the supervisor(s), surgeon(s) or a member of management.
- ❖ Understands, verbalizes and participates in the quality improvement process.
- ❖ Supports initiatives designed to improve individual and organizational performance.
- ❖ Other duties as assigned.

### **Knowledge, Skills, and Abilities**

- ❖ Strong organizational skills required.
- ❖ Ability to communicate (understand written and oral communication) with medical staff and physicians involved with patient care.
- ❖ Occasional overtime. Must handle stress in meeting time demands.

### **Education and Experience**

- ❖ Certification in sterilization preferred at hire. Certification required after eighteen months.
- ❖ 1+ year experience in instrument cleaning and sterilization preferred

### **Systems Used in Position**

- ❖ Microsoft Word
- ❖ Microsoft Excel
- ❖ Microsoft Outlook
- ❖ Microsoft Teams
- ❖ Mitel Phone system
- ❖ ShoreTel Contact Center
- ❖ athenaNet
- ❖ FaxFinder Client
- ❖ HST