



An Affiliate of **MERCYONE**

JOB DESCRIPTION

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship with Van Buren County Hospital.

POSITION: SURGICAL/CENTRAL STERILE SUPPLY TECHNICIAN	STATUS: Non-Exempt
DEPARTMENT: SURGICAL SERVICES	DATE EFFECTIVE: 08/07/2026
DIRECTLY REPORTS TO: SURGICAL NURSE MANAGER INDIRECTLY REPORTS TO: N/A	REVISED:
SUPERVISES: N/A	SECURITY LEVEL: Medium

PRIMARY FUNCTION & POSITIONAL PURPOSE

Supports safe, efficient surgical services by performing instrument decontamination, inspection, assembly, sterilization, storage, distribution, inventory management, surgical case support, and intraoperative assistance as assigned. Maintains the availability of sterile instruments, equipment, and supplies necessary for surgical and procedural services while promoting patient safety, infection prevention, regulatory compliance, and exceptional customer service throughout Van Buren County Hospital.

POSITIONAL ESSENTIAL FUNCTIONS

Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.

The Surgical/Central Sterile Supply Technician functions in a flexible team-based environment. Daily responsibilities may vary based on departmental staffing, surgical schedule, patient care needs, and assigned role. Employees may perform one or more of the functional responsibilities described below during any given shift.

Sterile Processing

- Receive contaminated instruments and equipment using established infection prevention practices.
- Decontaminate reusable surgical instruments and equipment according to manufacturer instructions and hospital policy.
- Inspect instruments for cleanliness, damage, alignment, corrosion, and functionality.
- Assemble instrument trays according to approved count sheets and physician preference cards.
- Package and wrap instruments using approved sterilization methods.
- Operate steam sterilizers and other approved sterilization equipment.
- Perform biological, chemical, and mechanical sterilization monitoring and document results.
- Label, store, rotate, and distribute sterile supplies while maintaining package integrity.
- Remove damaged, expired, or non-functional instruments from service and notify appropriate personnel.
- Maintain accurate sterilization and processing documentation.

Surgical Support

- Prepare operating and procedure rooms for scheduled cases as assigned.
- Assemble case carts according to physician preference cards.
- Verify required instruments, implants, supplies, and equipment are available before each procedure.
- Assist with stocking operating and procedure rooms with sterile instruments and supplies.
- Assist with room setup prior to scheduled procedures.
- Assist with room turnover following procedures to promote efficient surgical scheduling.

- Communicate equipment or supply concerns that could affect scheduled procedures.
- Order and reorder sterile processing supplies in accordance with established inventory procedures.

Intraoperative Support

When assigned to the intraoperative role, the Surgical/Central Sterile Supply Technician may perform the following duties:

- Prepare and organize the sterile field for surgical and procedural cases as assigned.
- Anticipate the needs of the surgeon and surgical team by preparing instruments, supplies, and equipment required for each procedure.
- Pass instruments, supplies, and equipment while maintaining sterile technique.
- Maintain the integrity of the sterile field throughout surgical procedures.
- Perform sponge, sharps, and instrument counts with the circulating nurse in accordance with hospital policy.
- Assist with patient positioning and equipment setup while maintaining patient safety and dignity.
- Identify and immediately report breaks in sterile technique or other patient safety concerns.
- Assist with specimen handling in accordance with hospital policy.
- Maintain knowledge of surgical procedures, instrumentation, and physician preference cards to support efficient surgical workflow.

Inventory & Supply Management

Participates in inventory and supply management activities that support Surgical Services, including but not limited to:

- Receive, inspect, and stock incoming surgical supplies.
- Monitor inventory levels and communicate anticipated shortages.
- Rotate inventory to minimize waste and product expiration.
- Maintain organized sterile storage areas.
- Remove expired or damaged supplies from inventory.
- Assist with annual inventory activities.
- Maintain accurate inventory documentation.
- Promote efficient utilization of surgical supplies and equipment.

Equipment Management

Participates in inspection, cleaning, maintenance, and coordination of Surgical Services equipment, including but not limited to:

- Clean, inspect, and maintain equipment assigned to Surgical Services.
- Perform functional checks on surgical equipment within assigned responsibilities.
- Coordinate repair of damaged instruments and equipment.
- Remove malfunctioning equipment from service.
- Assist with preventive maintenance activities.
- Report equipment deficiencies promptly.

Infection Prevention & Regulatory Compliance

- Follow infection prevention and control standards during all phases of instrument processing and surgical support.
- Comply with manufacturer Instructions for Use (IFUs) when cleaning, disinfecting, assembling, and sterilizing equipment.
- Maintain aseptic technique throughout sterile processing and surgical support activities.
- Support compliance with AAMI, AORN, OSHA, CMS, DNV, and other applicable standards.
- Maintain sterilization logs, biological testing documentation, and quality assurance records.
- Participate in quality improvement and infection prevention initiatives.
- Assist with accreditation surveys and regulatory inspections.
- Immediately report sterilization failures, equipment malfunctions, or patient safety concerns.

Professional Responsibilities

- Maintain patient, employee, and hospital confidentiality.
- Complete annual competencies and required education.
- Participate in departmental meetings and continuing education opportunities.
- Maintain a clean, organized, and safe work environment.
- Demonstrate professionalism, accountability, teamwork, and excellent customer service.
- Support the One Culture Behaviors of Van Buren County Hospital.
- Perform other duties as assigned consistent with the responsibilities of the position.

ALL EMPLOYEE ESSENTIAL FUNCTIONS

All Employee Essential Functions are those tasks, duties, and responsibilities that are necessary for every VBCH position to accomplish the organization's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the expectations for which every person is held accountable.

1. Attendance at work on a regular and reliable basis.
2. Maintains patient, hospital and, employee confidentiality in all aspects of the job.
3. Meets with supervisor concerning policies and procedures, work assignments, financials and other functional problems. Keeps supervisor informed of department activities and needs.
4. Complies with all established policies and procedures of the hospital and of the department, to include the Code of Conduct and the Code of Ethics and Compliance.
5. Must be able to safely work in an environment where latex is prevalent.
6. Complete annual education requirements. Stays up-to-date with industry matters.
7. Attend meetings as appropriate.
8. Meets standards of hospital infection control.
9. Maintains all applicable regulatory requirements, including licensure requirements when applicable.
10. Commits to being diligent about safety policies and practices within the organization and assigned department.
11. Accepts additional duties as assigned when they are deemed appropriate by the employee's supervisor.

ONE CULTURE BEHAVIORS – ALL EMPLOYEES

All employees of VBCH are expected to display the cultural values and competencies of VBCH. This is an essential function of each employee's job and all positions will be held accountable for demonstrating these behaviors.

1. Be One - I benefit from and strengthen VBCH.

- **Think TEAM, not self.**
 - Have a shared sense of purpose and clear goals and understand that we all make a difference
 - Appreciate diversity, recognize each individual has value and we can accomplish more together.
- **Ask for help. Give help.**
 - Make time for everyone. No one is an interruption. Each person is my reason for being at VBCH.
 - Be honest and open in all relationships, interactions, and in providing care.
- **Communicate like your life depends upon it.**
 - Take time to explain and communicate what to expect.
 - Respectfully and effectively communicate within your department and within the organization.

2. Personalize Care – Your experience. My responsibility.

- **Bring energy and passion every day.**

- Ensure consistent care by committing 100% to each individual patient, family and staff member.
- Deliver the best outcome and excellent service through the dedicated effort of every team member.
- **Serve the patient or support someone who does.**
 - Look beyond assigned tasks and job duties and focus on your purpose.
 - Embrace supporting one another as a way of achieving greatness.
- **Invest the time to listen, care and connect.**
 - Treat others as you would like to be treated – with dignity, respect, care and sensitivity to privacy.
 - Reassure the patient and their family that you know the importance of your job in relation to the care.

3. Own It – I own my actions to deliver Key Results.

- **Step up or step aside.**
 - Lead by example; be honest and trustworthy, while always maintaining confidentiality.
 - If unable to meet a request, find someone who can.
- **Take responsibility for your attitude and impact.**
 - Accept personal responsibility to always do the right thing even when no one is looking.
 - Take the time to do things right the first time.
- **Make excellence happen.**
 - Follow through when you tell someone you will do something for them. Make contact with them throughout the process as well as after the task is completed.
 - Realize what we do is a reflection of ourselves and our organizations.

4. Improve Daily - I make improvements every day for those we serve including each other.

- **Have a “get better” mindset.**
 - Strive to be the best at what we do. Seek ways to continually improve patient and employee satisfaction.
 - Seek out opportunities to improve skills for personal and professional growth; supporting common goals of the organization.
- **Be coachable.**
 - Sincerely acknowledge and take corrective action when expectations are not met.
 - Commit to professional and personal development.
- **Seek solutions. No blaming, complaining or defending.**
 - Problem solve with input from each individual. Maintain a positive attitude and focus on solutions by working through challenges and conflict together.
 - Focus on process when seeking solutions, not on people.

5. Innovate - I imagine and embrace bold new ideas to revolutionize health.

- **Challenge the status quo. Create new possibilities.**
 - Look for opportunities to improve the patient, family and staff experience through innovative thinking and process improvement.
 - Be an active participant in organization activities and community events.
- **Be proactive and embrace change.**
 - Be receptive to different ideas and responses from fellow coworkers.
 - Be open and willing to change to improve outcomes.
- **Be curious – don’t be afraid to fail.**
 - Be willing to go the extra mile and do what is necessary, even if that means to do things differently, to not only meet but exceed expectations.
 - If you or the team fails, grow from the experience and try again.
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EDUCATION, CERTIFICATION, & EXPERIENCE REQUIREMENTS

Required

- High school diploma or equivalent.
- Ability to successfully complete department orientation and competency validation.
- Basic computer skills.
- Ability to understand and follow written and verbal instructions.
- Ability to safely perform the physical requirements of the position.

Preferred

- Certified Registered Central Service Technician (CRCST).
- Certified Surgical Technologist (CST).
- Graduation from an accredited Surgical Technology program.
- Previous sterile processing or surgical services experience.
- Knowledge of medical terminology.
- Experience with inventory management systems.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of sterile processing principles and infection prevention practices.
- Knowledge of aseptic technique and surgical conscience.
- Knowledge of surgical instrumentation and equipment.
- Ability to identify surgical instruments and specialty equipment.
- Ability to read and follow manufacturer Instructions for Use (IFUs).
- Strong attention to detail and organizational skills.
- Ability to prioritize work in a fast-paced surgical environment.
- Ability to maintain accurate documentation.
- Effective verbal and written communication skills.
- Ability to work independently and collaboratively with the surgical team.
- Commitment to patient safety, quality improvement, and regulatory compliance.

WORKING ENVIRONMENT

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

Conditions	Never 0%	Occasionally 1 - 33%	Frequent 45 – 66%	Continuous 67 – 100%
Indoors	☐	☐	☐	☒
Computer Operations	☐	☐	☐	☒
Outdoor exposure to extreme cold or extreme heat	☒	☐	☐	☐
Exposure to wet and/or humid conditions	☒	☐	☐	☐
Excessive Noise including patient call lights, buzzers and alarms	☐	☒	☐	☐
Dusty	☒	☐	☐	☐
Vibration	☒	☐	☐	☐
Exposure to Latex	☐	☒	☐	☐
Other – please explain	☐	☐	☐	☐
Electricity and/or Electric Shock	☐	☒	☐	☐
Toxic or caustic chemicals and fumes	☐	☒	☐	☐
High, exposed places	☒	☐	☐	☐
Moving mechanical parts	☒	☐	☐	☐
Powered Surgical Equipment	☐	☐	☒	☐
Powered Surgical Equipment and Specialty Instruments	☐	☒	☐	☐
Other – please explain	☐	☐	☐	☐

Lift/Carry				
1 – 10 lbs	☐	☐	☒	☐
11 – 20 lbs	☐	☒	☐	☐
21 – 50 lbs	☐	☒	☐	☐
51 – 75 lbs	☐	☒	☐	☐
75+ lbs	☐	☒	☐	☐
Push/Pull				
1 – 10 lbs	☐	☐	☒	☐
11 – 20 lbs	☐	☒	☐	☐
21 – 50 lbs	☐	☒	☐	☐
51 – 75 lbs	☐	☒	☐	☐
75+ lbs	☐	☒	☐	☐
Movement				
Sitting for long periods of time	☐	☒	☐	☐
Bend/Stoop/Twist	☐	☐	☒	☐
Crouch/Squat	☐	☐	☒	☐
Kneel/Crawl	☐	☒	☐	☐
Reach Above the shoulders	☐	☒	☐	☐
Reach Below the shoulders	☐	☒	☐	☐
Repetitive Motion (arms, wrists, hands)	☐	☐	☐	☒
Grasping	☐	☐	☐	☒
Climb Stars/Ladder	☐	☒	☐	☐
Uneven Walking Surface	☐	☒	☐	☐
Even Walking Surface	☐	☒	☐	☐
Balancing	☐	☒	☐	☐
Finger usage (feeling for pulse, etc.)	☐	☒	☐	☐
Communication (talking and hearing)	☐	☐	☐	☒
Visual Acuity for reading and computer usage	☐	☐	☐	☒
Visual Acuity for drawing measurements	☒	☐	☐	☐

EMPLOYEE HEALTH REQUIREMENTS

Must follow all employee health requirements including, but not limited to, the following:

- Employee Health screenings every four (4) years after hire as required by state law.
- Yearly influenza vaccination and the initial COVID-19 vaccination are strongly recommended.
- Must be willing to wear a surgical mask when required by Infection Prevention in accordance with hospital policy.

SIGNATURES

I have read this job description and understand the physical requirements and essential job functions. I am able to perform these essential job functions with/without reasonable accommodations. Required accommodations are explained below:

Employee Signature

Date

Department Head Signature

Date

DISCLAIMERS

Van Buren County Hospital has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by his/her manager. Requirements are representative of the minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Non-Discrimination Policy: It is the policy of Van Buren County Hospital not to discriminate in its services, programs, or employment on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Van Buren County Hospital reasonably accommodates those persons with disabilities to allow for the performance of essential job functions or who may require alternative means for access. Any concerns or requests for accommodations should be directed to Matt Tipling at matt.tipling@vbch.org or 319-293-8754.