

POSITION DESCRIPTION

Department: Sterile Processing Title: Sterile Processing Technician I, II	
Date Created: 7/6/2026 Next Review Date: 7/6/2028	Reports to: Director of Surgical Services Approved by: <u>Rhianna Montgomery</u> Rhianna Montgomery (Jul 7, 2026 13:55:16 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly ☐ Salaried

POSITION SUMMARY

The Certified Sterile Processing Technician (CSPT) is an experienced member of the Sterile Processing Department responsible for the decontamination, inspection, assembly, sterilization, and distribution of surgical instruments and equipment. The CSPT demonstrates advanced knowledge of infection prevention principles, accreditation standards, and instrument reprocessing practices. The CSPT exercises critical thinking and sound judgment to ensure the highest standards of patient safety and serves as a resource and mentor to Sterile Processing staff.

DUTIES & RESPONSIBILITIES

1. Advanced Instrument Processing

- Cleans, decontaminates, inspects, and reassembles surgical instruments according to manufacturer’s IFUs.
- Prepares and sterilizes instrument sets using validated processes, required quality indicators, and proper labeling.
- Monitors sterilization cycles and records all pertinent information for traceability and compliance.

2. Specialized Equipment & Endoscope Processing

- Operates and maintains processing equipment such as washers, steam sterilizers, V-PRO, heat sealers, and incubators.
- Processes flexible and rigid endoscopes per IFU, ensuring compliance with infection prevention guidelines.
- Troubleshoots basic equipment issues and reports concerns promptly.

3. Documentation & Quality Assurance

- Performs and documents required quality tests, including biological and chemical indicator results.
- Identifies abnormal sterilization or high-level disinfection outcomes and follows established corrective actions.
- Utilizes instrument tracking systems to record sterilization data and maintain inventory accuracy.

4. Departmental Collaboration

- Collaborates with OR, PACU, and other departments to ensure timely instrument availability.
 - Assists with OR support activities such as case pulls, supply organization, and restocking.
 - Participates in staff education, safety initiatives, and process improvement activities.
-

QUALIFICATIONS

Sterile Processing Technician I

1. Education: Graduate of a Sterile Processing Technician training program preferred.
2. Experience: Minimum of one (1) year full-time experience as a Sterile Processing Technician required.
3. Certification:
 - Certified Registered Central Service Technician (CRCST) by the Healthcare Sterile Processing Association (HSPA) required.
4. Skills & Abilities:
 - In-depth knowledge of sterilization, high-level disinfection, and infection control practices.
 - Strong critical thinking and problem-solving abilities.
 - Ability to work independently and mentor junior staff.

Sterile Processing Technician II

1. Education: Graduate of a Sterile Processing Technician training program preferred.
2. Experience: Minimum of one (1) year full-time experience as a Sterile Processing Technician required.
3. Certification:
 - Certified Registered Central Service Technician (CRCST) by the Healthcare Sterile Processing Association (HSPA) required.
 - Additional certification (e.g., Certified Instrument Specialist (CIS) or Certified Endoscope Reprocessor (CER) required
5. Skills & Abilities:
 - In-depth knowledge of sterilization, high-level disinfection, and infection control practices.
 - Strong critical thinking and problem-solving abilities.
 - Ability to work independently and mentor junior staff.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: **Surgery**

Job Title: **Sterile Processing Technician**

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☒	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☐	☒	☐	Reaching: Shoulder Height
☐	☐	☒	☐	Above Shoulder Height
☐	☐	☒	☐	Below Shoulder Height
☐	☒	☐	☐	Climbing
☐	☐	☒	☐	Pulling/Pushing: 25 pounds or less
☐	☐	☒	☐	25-50 pounds
☐	☐	☒	☐	Over 50 pounds
☐	☐	☒	☐	Lifting: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Carrying: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Crawling/Kneeling
☐	☐	☒	☐	Bending/Stooping/Crouching
☐	☐	☒	☐	Twisting/Turning
☐	☐	☒	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Harmful physical agents:

Lighting: ☒ Bright

☒ Heat/Cold

☒ Dim

☒ Noise

☐ Mechanical hazards

☒ Ionizing/non-ionizing radiation

☒ Hazardous substances

☒ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☒ Normal

☐ Impaired

Hearing:

☒ Normal

☐ Moderate Loss

☐ Deaf

Manual Dexterity:

☒ Good

☐ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Sterile Processing Technician I, II July 2026

Final Audit Report

2026-07-07

Created:	2026-07-07
By:	Ruby Sylvester (rsylvester@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUiS34rN06k4pVCjN8F0jnqc4A24INixq

"Job Description: Sterile Processing Technician I, II July 2026" History

 Document created by Ruby Sylvester (rsylvester@lcch.net)

2026-07-07 - 8:49:28 PM GMT

 Document emailed to rmontgomery@lcch.net for signature

2026-07-07 - 8:49:33 PM GMT

 Email viewed by rmontgomery@lcch.net

2026-07-07 - 8:54:13 PM GMT

 Signer rmontgomery@lcch.net entered name at signing as Rhianna Montgomery

2026-07-07 - 8:55:14 PM GMT

 Document e-signed by Rhianna Montgomery (rmontgomery@lcch.net)

Signature Date: 2026-07-07 - 8:55:16 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

 Agreement completed.

2026-07-07 - 8:55:16 PM GMT