New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 6211510

Teaching Hospital Sterile Supply Technician 1, Grade 7 6211510
Teaching Hospital Sterile Supply Technician 2, Grade 8 6211520

Brief Description of Class Series

Teaching Hospital Sterile Supply Technicians perform tasks related to cleaning and decontamination, sterilization, pasteurization, maintenance, repair, storage, inventory, and delivery of instrumentation, medical supplies and equipment to an operating room, clinic and other areas of the hospital as needed. Incumbents utilize proper sterilization procedures. These positions exist in the State University of New York (SUNY) Teaching and Research Center Hospitals.

Distinguishing Characteristics

Teaching Hospital Sterile Supply Technician 1: non-competitive; entry level; under direct supervision performs routine sterilization, maintenance, and repair functions for medical instruments and equipment; delivers and stores medical instruments, supplies, and equipment.

Teaching Hospital Sterile Supply Technician 2: non-competitive; full performance level; may supervise Teaching Hospital Sterile Supply Technicians 1.

Related Classes

Teaching Hospital Surgical Technologists act as a scrubbed or sterile member of the surgical team who provide instruments and equipment to the surgeon during operations. Incumbents identify and plan the proper instrumentation and implementation for operative procedures; ensure proper sterile and aseptic techniques within the surgical environment; and assist the surgical team by setting up and passing sterile instruments and equipment.

Illustrative Duties

Teaching Hospital Sterile Supply Technician 1

Cleans, assembles, performs minor repairs, and wraps trays for surgical instruments, equipment, and specialty supplies for sterilization

Disassembles, sorts, cleans, inspects, and processes medical instruments and equipment.

Ensures that medical instruments, equipment, and supplies are replenished as needed. Collects reusable items from and dispenses supplies to the needed areas of the hospital.

Maintains, stores, and inventories medical instruments, equipment, and supplies.

Operates equipment such as ultrasonic and utility washers and performs specified daily maintenance tasks on the equipment.

Operates sterilization equipment and performs specified daily maintenance tasks.

Performs record keeping duties of the sterilization process for JCAHO requirements and any other mandated requirements.

Teaching Hospital Sterile Supply Technician 2

Performs all the duties of Teaching Hospital Sterile Supply Technician 1.

May determine the priority of tasks for assigned area; assign and delegate daily work and train other Teaching Hospital Sterile Supply Technicians.

Monitors the completion of daily tasks in the assigned area.

Prepares and updates sterile stock inventory and related records to ensure that adequate supplies are maintained. Keeps records of devices that are sterilized and quarantined.

Responds to requests for malfunctioning instruments and equipment and provides a response for repairs on those devices. May refer major repairs of equipment to other areas of the hospital as needed.

Assists in developing, implementing, and maintaining policies and procedures for the storage and distribution of sterile material.

Confers with nursing staff regarding problems in sterile supplies issuance and/or distribution, resolving problems as appropriate.

Oversees and applies principles of aseptic techniques in the work area.

Oversees and operates autoclaves according to established procedures and monitors quality control program for the same.

Reviews all trays and operating room case cart components for accuracy.

Minimum Qualifications

Teaching Hospital Sterile Supply Technician 1

Non-competitive: Must be physically able to perform the tasks of the position and communicate orally and in writing to exchange information.

When required to perform sterilization work that falls under Public Health Law Section 2824, incumbents must successfully complete the nationally accredited central service exam for central service technicians and have current certification by a nationally accredited central sterile technician credentialing organization as a Certified Registered Central Service Technician, Central Sterile Processing and Distribution Technician, or a substantially equivalent credential; or obtain required certification within 18 months of hiring date.

Teaching Hospital Sterile Supply Technician 2

Non-competitive: Successful completion of a nationally accredited central service exam for central service technicians, AND current certification by a nationally accredited central sterile technician credentialing organization as a Certified Registered Central Service Technician, Central Sterile Processing and Distribution Technician or a substantially equivalent credential, AND either one year of permanent service as a Teaching Hospital Sterile Supply Technician 1 or one year of experience in cleaning, sterilizing, and maintaining medical supplies and equipment in a healthcare facility.

Substitution: Applicants who do not hold a current central service technician certification may be considered if they possess one year of central service experience in a healthcare facility between January 1, 2011 and January 1, 2015.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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LJC