

CLASS TITLE:

**MEDICAL EQUIPMENT
AND SUPPLY TECHNICIAN**

Class Code: 02724700

Pay Grade: 15A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for performing a variety of tasks involving decontamination, cleaning, preparation, packaging and sterilizing of medical equipment and instruments to provide for the distribution and maintenance of sterile and non sterile supplies for patient care.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative; work is subject to review in progress, and upon completion, for conformance to instructions, policies and rules and regulations, and for results obtained.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To manually wash, test equipment, suction machines, operating pressure mattresses, respirator devices and similar medical equipment and instruments.

To order, maintain and provide for distribution of medical equipment supplies to all applicable areas within a hospital environment.

To receive, unpack, inspect, store and safeguard incoming materials, supplies and/or equipment.

To clean, check and assemble medical equipment as technically trained.

To report to nursing units as stock is being depleted before it reaches a critical level.

To provide for decontamination involving the reception of items suspected of contamination from all designated areas and to carefully handle these items with proper aseptic techniques.

To operate sterilizers and washer sterilizers including the ability to read and understand graphs to determine whether the sterilizer has met all criteria of time, humidity and temperature, must read indicators and conduct routine biological testing.

To provide care, handling and inspection of all surgical instruments used in sets.

To perform related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of infection control, cleaning and sterilization techniques involving medical equipment, instruments and instrument sets; a familiarity with the procedures and methods of receiving, storing, distributing and accounting for materials and medical equipment supplies; the ability to maintain inventory and related records; the ability to understand complex written and oral instructions; and related skills and capacities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school supplemented by health care related coursework; and

Experience: Such as may have been gained through: employment in a position related to medical equipment and their functioning, as well as familiarity with sterilization procedures and requirements involving various instruments, equipment and medical supplies.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment must be Certified Registered Central Services Technician and maintain such certification as the condition of employment; and must be physically qualified to perform assigned duties as evidenced by a physician's certificate

Class Created: November 19, 2000

Class Revised: October 31, 2004