

**JOB DESCRIPTION**  
**CENTRAL SUPPLY NURSE/TECH**

NAME: \_\_\_\_\_

ACCOUNTABLE TO: **DIRECTOR OF NURSING**

**PURPOSE OF YOUR JOB POSITION**

To maintain sterile supplies and have working knowledge of all autoclaves.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

**WORKING CONDITIONS**

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste , and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an “on-call” status during periods of low census.

**ESSENTIAL EDUCATIONAL REQUIREMENTS**

1. High School education or equivalency.
2. Must have knowledge of sterilization and infection control.
3. Must have knowledge of names of instruments and supplies.

**ESSENTIAL JOB FUNCTIONS**

1. Must be able to lift a minimum of 50 pounds.
2. Must be able to work on feet all-day and free of any lack of mobility problems.
3. Must be able to work flexible hours.

4. Must be able to speak the English language in an understandable manner.
5. Must be able to cope with the mental and emotional stress of the position.
6. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
7. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
8. Must be in good general health and demonstrate emotional stability.
9. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
10. Must display ability to maintain absolute confidentiality at all times.

### **MAJOR RESPONSIBILITIES**

1. Maintain sterilization of supplies used in OR, ER, OB, MED/SURG.
  - a. Check outdated supplies weekly and sterilize as needed.
  - b. Check to see the all sterile supplies in the hospital are current and restocked.
2. Assures function of autoclaves by running weekly test.
  - a. Does Bio sign Biological Indication procedure weekly.
3. Orders and stocks supplies and machines.
  - a. Orders supplies for CSR, Cast Area, ER, and OR from purchasing clerk. Restocks these areas.
  - b. Checks daily isolation carts in use and restocks and cleans and reassembles isolation carts after use and returns them to service.
  - c. Reassembles suction units and returns them to service.
  - d. Checks and tests monitor in Recovery Room daily.
4. Cleans the department.
  - a. All cleaning duties are completed as scheduled.
5. If trained, performs as a scrub nurse/tech when scheduled and assists in the operating

- room as necessary.
- a. ER and OP studies are attended to in a proficient and professional manner.
- 6. Tabulates OR and RR minutes.
  - a. Statistics are given to the appropriate people within three days of the end of the month.
- 7. Inventories supplies.
  - a. This is completed June 30 of each year.
- 8. Checks for outdated medication.
  - a. Monthly checks the following areas for outdated medication and restocks with current medication: Crash Carts, ER, RM 10 and RM 11, Delivery Room, Krissleman, ER Shelf, Eye/Ear Tray, and Flash Room.
  - b. If CSR Staff is not a licensed Nurse, the Pharmacy Aide, who is licensed, will check outdated medication and restocks with current medication.
- 9. Abides by all policies of NE Montana Health Service
  - a. All Nursing Policies
  - b. All Personnel Policies
  - c. All OSHA Regulations
  - d. All Corporate Compliance
  - e. All HIPAA
  - f. All Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Employee \_\_\_\_\_ Date \_\_\_\_\_