

Job Family	Clinical Support Services	Job Summary	Involves the service within the medical center or health system, in which medical / surgical supplies and equipment are cleaned, prepared, processed, stored and issued for patient care. Involves specialized expertise and direct responsibility for providing clean and sterile medical / surgical supplies and equipment to the operating rooms and patient care areas. Typically includes decontamination, assembly and packaging, sterile storage and distribution.
Job Function	Central Sterile		
Category	Supervisory & <b>Management</b>		

Job Level	Manager 1	Manager 2	Manager 3	Manager 4
Job Title	Central Sterile Manager 1	Central Sterile Manager 2		
Job Code	5734	5733		
Tracking Code	A1162	A1163		
Per. Program	MSP	MSP	MSP	MSP
FLSA	Exempt	Exempt	Exempt	Exempt
Generic Scope	Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.	Oversees through subordinate Managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate Managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.		
Custom Scope	Applies managerial skills and technical experience to oversee sterile processing department operations. Determines optimal deployment of personnel and resources to achieve quality objectives. Ensures compliance with internal policy and external regulations.	Provides strategic planning, direction, and leadership for sterile processing operations. Manages designing, planning, and directing operations for a medical center or health system. Develops and implements programs to improve quality and service. Ensures operations conform with changes in internal policy and external regulations.		
Key Resp 01	Manages daily operations in central sterile processing. Manages and oversees subordinate supervisors and staff providing expertise, technical consultation, training, and problem resolution.	Participates in the strategic planning of central sterile processing systems, workflows and policies across the medical center or health system.		
Key Resp 02	Ensures adherence to sterile processing policies, procedures and regulatory requirements. Participates in continuous quality and safety assessment programs and process improvement initiatives.	Oversees quality management, typically across multiple locations including oversight of sterile processing policies and procedures, quality and process improvement initiatives and adherence to regulatory requirements. Develops and implements quality improvement programs.		
Key Resp 03	Participates in the establishment of quality standards for sterilization, decontamination, and	Participates on interdisciplinary committees in the establishment of quality standards across the		

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	disposal of equipment and supplies. Ensures processes conform to regulatory standards, organizational policies and protocols.	medical center or health system. Monitors and ensures conformance to quality standards in Central Sterile activities for the medical center or health system.		
Key Resp 04	Identifies potential opportunities for process improvement and presents recommendations to senior managers.	Identifies areas for service, quality and cost improvement initiatives. Serves as a resource for process improvement and business re-engineering activities.		
Key Resp 05	Analyzes supply levels to ensure cost efficiency, item expiration compliance and appropriate stock. Assists with cost analysis.	Monitors total supplies and service costs, leads value analysis initiatives, and provides recommendations to achieve targets for medical center or health system efficiency.		
Key Resp 06	Responsible for human resources management including recruitment, training, performance management and evaluation, corrective action and retention.	Oversees human resources activities, carries overall accountability for best practices in recruitment, staff development, performance management / evaluation, corrective action, training, staff competency and retention.		
Key Resp 07	Responsible for system functionality, quality control, regulatory compliance, and resource utilization.	Plans and oversees implementation of new equipment, and improvements to sterilization, decontamination, and disposal methods, and safety and environmental protocols.		
Key Resp 08	Promotes staff development and supports educational strategies that develop competency.	Promotes staff development and supports educational strategies that develop competency.		
Key Resp 09	Keeps up to date with advances in field.	Keeps up to date with advances in field.		
Key Resp 10	Maintains effective communication with client departments to identify needs, improve efficiency, and support the delivery of high-quality patient care.			
Key Resp 11				
Key Resp 12				
Key Resp 13				
Key Resp 14				
Key Resp 15				
Education 1	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.		
Education 2				

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Education 3				
Education 4				
License 1				
License 2				
License 3				
License 4				
Cert 1				
Cert 2				
Cert 3				
Cert 4				
Spec Cond 1				
Spec Cond 2				
Spec Cond 3				
Spec Cond 4				
KSA 01	Thorough knowledge of all aspects of sterile processing operations.	Advanced skills in strategic planning, developing and integrating programs, organizing operations, and sterile processing operations.		
KSA 02	Demonstrated knowledge of human resources management and staff development. Ability to manage staff with diverse skills and expertise.	Demonstrated expertise in human resources management. Ability to lead and manage staff with diverse skills and expertise.		
KSA 03	Demonstrated knowledge of fiscal management including budget development.	Advanced knowledge of fiscal management including budget development, account management and tracking.		
KSA 04	Knowledge of procurement and supply chain management.	Advanced knowledge of procurement and supply chain management.		
KSA 05	Proven analytical and problem-solving skills to identify problems to determine and implement appropriate, effective solutions.	Excellent analytical and problem-solving skills. Ability to synthesize information identifying issues to develop and implement innovative solutions.		
KSA 06	Ability to implement process improvement strategies and quality initiatives.	Advanced knowledge and ability to develop and implement process improvement strategies and quality initiatives.		
KSA 07	Strong written and verbal communications skills with the ability to present complex information to diverse audiences.	Excellent communication skills with the ability to convey complex information clearly and concisely to diverse audiences.		
KSA 08	Proficient with MS Windows applications and surgery scheduling systems. Ability to produce	Advanced proficiency with MS Windows and relevant clinical and financial information systems.		

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	presentations and comprehensive reports.	Ability to synthesize data and produce comprehensive reports.		
KSA 09	Demonstrated ability to build effective working relationships with senior management and staff.	Demonstrated ability to build effective working relationships, interact effectively and negotiate professionally with influential entities.		
KSA 10		Advanced ability to motivate and influence others.		
KSA 11		Advanced ability create and maintain and environment of collaboration and trust.		
KSA 12				
KSA 13				
KSA 14				
KSA 15				
Environment	Healthcare (hospital, clinical, classroom setting or similar environment as the role requires).	Healthcare (hospital, clinical, classroom setting or similar environment as the role requires).		
Career Path 1	Central Sterile Manager 2	Career Path Open		
Career Path 2				
Career Path 3				
Career Path 4				
Career Path 5				
Career Path 6				