

**CENTRAL STERILE PROCESSING TECHNICIAN
(Competency-Based)**

APPENDIX A

O*NET CODE 31-9093.00

Competency/performance-based apprenticeship occupations are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time-based work experience and on-the-job learning requirements. In competency/performance-based occupations apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion.

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

A. Surgical Equipment/Instrument Hygiene

1. Maintain the work environment in a safe, clean and orderly fashion.
2. Prepare working area for decontamination.
3. Prepare quality tests to ensure proper equipment operation; repair, service or obtain professional vendor services as needed.
4. Separate disposable from non-disposable items and dispose of expendable supplies properly.
5. Prepare items for decontamination and conduct decontamination procedures.

B. Preparation, packaging and sterilization of surgical equipment

1. Inspect items for cleanliness, functionality and integrity.
2. Assemble items for packaging and sterilization.
3. Transfer and sterilize items safely and accurately.
4. Maintain personal health and safety as well as team/environment health and safety.

C. Instrument and Equipment Sterilization

1. Prepare work area and test sterilizer function.
2. Select appropriate sterilizer equipment, packaging and methods based on equipment, instruments, standard

operating procedures, and manufacturer Instructions For Use (IFU).

3. Load sterilizer properly, use correct cycle settings.
4. Ensure integrity and effectiveness of sterilization process.
5. Store sterilized instruments and equipment properly.

D. Inventory and Restocking

1. Maintain safe, clean and orderly storage environment.
2. Stock, rotate, inspect, confirm, distribute and monitor usage of items.
3. Demonstrate strong customer relations skills.
4. Participate in department organization and functions.

E. Patient Care Equipment

1. Order, receive, and process rental equipment.
2. Assemble equipment for distribution.
3. Deliver equipment per company policies and protocols.
4. Maintain and inspect equipment, send for repair as necessary.

Approximate Total Hours 1,000-2,000

Apprentices in Competency-Based Programs shall participate in no fewer than 1,000 documented hours of on-the-job training, and until they have demonstrated a competency for each skill in the Work Processes. Competency Assessment described in further detail in Appendix B.

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

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APPENDIX B

RELATED INSTRUCTION

Safety, Health & The Workplace

1. First Aid/CPR (if applicable)
2. Occupational and Personal Safety
3. Health Insurance Portability and Accountability Act (HIPAA) and Confidentiality
4. Sexual Harassment Prevention Training – must comply with Section 201-g of The Labor Law

Trade Science

1. Medical/Surgical Terminology
2. Anatomy and Physiology
3. Microbiology
4. Infection Prevention and Control

Trade Skills

1. Computer Basics and Applications
2. Quality Assurance
3. Management of Patient Care Equipment
4. Communications and Human Relations Skills
5. Inventory Management
6. Cleaning and Decontamination
7. High Temperature Sterilization
8. Low temperature Sterilization
9. Disinfection
10. Surgical Instrumentation
11. Complex Surgical Instrumentation

Other Courses as Necessary

Competency Assessment

1. Test Prep
2. Written/Practical Proficiency Examination(s)

At least 144 hours of Related Instruction per year must be available for the apprentice at the time of his/her indenture. However, the apprentice may test out earlier if able to demonstrate competence for each topic on the Related Instruction outline.

Appendix B topics are approved by New York State Education Department.