



Full Job Description

Certified Medical Supply Technician/Certified Surgical Technologist

Job Certifications: Must be certified through an accredited Surgical Technologist Training Program or Sterile Processing Certification to include but not limited to Certifying Board of Surgical Processing and Distribution (CBSPD), International Association of Healthcare Central Service Materiel Management (IAHCMM), or Certified Registered Central Service Technician (CRCST).

Job Description:

Decontamination: Knowledge and experience in removing gross contamination by soaking in a germicide, washing with a detergent-blood solvent, scrubbing with a brush, and scouring powder, rinsing in tap and then distilled water or washing in a washer-sterilizer or ultrasonic unit. Pre-sterilizes biological contamination before handling. Decontaminates all reusable supplies and equipment. Determines methods for decontamination, disinfection, and/or sterilization of instruments and/or equipment, packages items or assembles sets or trays.

Examines Condition of Supply Items: Experience with visually examining items for damage, deterioration, or imperfections such as rust, pitting, and cracks.

Assembles/Packages/Wraps/Sterilizes Supply Items: Knowledge or experience in packaging individual items or assembling items into sets or trays. Assembles trays or sets according to guides and in a logical manner, permitting effective sterilization. Determines appropriate method of sterilization and attaches chemical indicator tape to package. Sterilizes items comparing control tests to determine that correct parameters (e.g. time, temperature, and pressure) were obtained. Removes items from pre-sterilizers and determines type of tray or set to assemble based on recognition of key items and the operating room or clinic schedules. Examines items to ensure that gross contamination has been removed. Assembles sets and trays by selecting appropriate tray, lining it with a towel, and arranging instruments in the tray in the correct manner. Strives for a logically arranged package that will permit effective penetration of the sterilizing medium. Places devices in the tray, selects correct wrapping for the tray, and wraps and labels tray. Selects correct sterilizing medium and cycles and operates sterilizer. Aerates gas-sterilized items for correct period of time. Monitors operation of sterilizer with prescribed tests.

Distributes Supply Items to Wards, Clinic Units or Operating Rooms: Knowledge of distributing items according to established requirements, special requests or as requisitioned. Fills requests for items based on daily schedules of needs or on individual requisitions. Performs daily inventories of wards or units supply areas and replenishes to appropriate stock levels. Consults with customers on items in short supply or out of stock, recommending possible substitutions. Sends requested items to wards and clinics via automated delivery systems. Periodically inventories stock. Maintains records on stock levels and recommends revisions in stock levels as the need for supplies changes.



Receives/Stores/Controls Supply Items Stock: Knowledge of receiving new supplies, checks deliveries for quality, quantity, and price. Stores items in accordance with inventory system. Assists with inventory. Assembles and loads ward and operating room carts according to schedules and fills special and emergency requests for supplies.

WORK SCHEDULE:

- Gainesville Tour of Duty (TOD): TOD Rotating Shifts Monday through Friday and occasional weekends 08:00am to 4:30pm, 12:00-8:30pm, 3:30pm- 1200am and 12:00 am to 08:30am shifts
- Lake City Tour of duty (TOD): Monday through Friday and occasional weekends 0700-1530, 08:00am to 4:30pm
- Tallahassee Tour of duty (TOD): Monday through Friday and occasional weekends 0700-1530, 08:00am to 4:30pm
- Jacksonville Tour of duty (TOD): Monday through Friday and occasional weekends 0700-1530, 08:00am to 4:30pm
- Villages Tour of duty (TOD): Monday through Friday and occasional weekends 0700-1530, 08:00am to 4:30pm

Place of Performance

The services to be performed at the Malcom Randall Veteran Affairs (VA) Medical Center located at 1601 SW Archer Road, Gainesville, FL 32608, the Lake City VA Medical Center located at 619 S. Marion Avenue, Lake City, Florida 32025, the Tallahassee Outpatient Clinic located at 1607 St. James Court, Tallahassee, FL 32308, the Jacksonville Outpatient Clinic located at 1833 Boulevard Street, Jacksonville, FL 32206, and The Villages Outpatient Clinic located at 8900 SE 165th Mulberry Lane, The Villages, FL 32162.