

ChoiceSpine Job Description

Job Title: Set Processor
Department: Logistics
Location: Knoxville, TN
Reports To: Logistics Manager
FLSA Status: Non-Exempt
Prepared By: Daniels
Prepared Date: 9/14/18
Approved By: David Davis
Approved Date: 9/14/18

SUMMARY

The Set Processor is responsible for cleaning, building, and replenishing surgical instrument sets and associated inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives, transfers and segregates surgical instrumentation in from field locations.
- Cleans and decontaminates medical equipment and instrumentation using appropriate methods, solutions and processing equipment.
- Prepares medical equipment and instrumentation for use through proper inspection for cleanliness and functionality; set assembly with attention to Bills of Material lists, proper wrapping and containerizing or labeling.
- Demonstrates effective inventory control practices and communicates supply issues in a timely manner.
- Fully participates in ongoing quality assurance and process improvement work within department.
- Assists other Logistics personnel as needed.
- The responsibilities listed are a general overview of the position and additional duties may be assigned.
- Shift hours are 10:30 to 7:00 EST.

SUPERVISORY RESPONSIBILITIES

Not applicable

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to wear personal protective equipment during decontamination process and inspection process
- Good communication skills, both verbal and written
- Strong organization skills and attention to detail and accuracy
- Basic computer skills required (Word, Excel, Outlook)
- Must have excellent problem-solving skills
- Working knowledge of SAP software or ability to learn

EDUCATION and/or EXPERIENCE

High school diploma, and 1 year experience in an inventory environment and/or hospital sterile processing department environment.

CERTIFICATES, LICENSES, REGISTRATIONS

Not applicable

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, to sit, to talk and hear. The employee is also regularly required to use arms to fingers, handle, or feel; and reach with hands and arms. The employee must be able to lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working environment is typical of an office, manufacturing, and laboratory environment. Due to the decontamination process; working in this environment will require the use of personal protective equipment to include but not limited to; eye safety glasses, hearing protectors, rubber/latex gloves, disposable gowns, and work boots.

The employee acknowledges that this job requires working directly with surgical instruments and/or product that has been used in surgical procedures. Therefore, it is recommended the employee maintain a current tetanus vaccine and shall be offered hepatitis vaccines.