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**MEMORIAL HOSPITAL OF LAFAYETTE COUNTY**  
**800 Clay Street – Darlington, WI 53530**

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**JOB TITLE:     Surgery Health Unit Coordinator/ Sterilization Technician**

**Reports to:     Surgery Manager**

**Supervisory Responsibilities: None**

**Educational Requirements:**

- High School diploma or equivalent

**Education Requirements preferred:**

- CPR Certification
- Graduate of the Medical Assistant Course
- Active Certified Nursing Assistant Certification
- Certification and/or knowledge in Sterilization process

**Position Summary:**

- Responsible for unit-phone management, coordinating the flow of information into the electronic health record.
- Maintain surgical schedule, communicate changes to appropriate person and/or department head
- Scheduling any tests or appointments required for surgical procedures
- Ensuring charts complete prior to procedures
- Works to prepare, sterilize, install, assemble or clean equipment required for surgeries, examinations, and medical procedures
- Collecting used and contaminated equipment, instruments and supplies for sorting and decontamination
- Manually cleaning of instruments and equipment
- Preparing and packaging equipment/instruments
- Monitoring and operating sterilization equipment
- Examining supplies meticulously to ensure they are properly cleaned, sanitized, and wrapped/packaged
- Testing and reporting any issues or problems with the sterilization equipment



- Preparing and delivering all necessary equipment and instruments for surgeries, examinations, medical procedures
- Maintaining records of sterilization procedures, sterilized items, equipment maintenance, and supplies
- Controlling the inventory, reordering supplies and checking expiration dates

**MHLC Values Expectations/Responsibilities:**

- Ability to follow the disciplines as documented in the Memorial Hospital and Primary Care Clinics Code of Conduct.
- Ability to follow the disciplines as documented in the Confidentiality and Information Access Agreement.

**Position Qualifications:**

- Demonstrates professional responsibility
- Proficient in the understanding of Medical Terminology.
- Proficient in MHLC Electronic Health Record System
- Provides friendly customer service
- Proficient in the performance of routine Unit Coordinator tasks
- Proficient in Computer skills.
- Ability to create an environment that fosters professional behavior
- Strong attention to detail, vigilance, and meticulous care on the job
- Manual dexterity and ability to handle fragile equipment
- Ability to work well in a team or independently
- Other duties as deemed appropriate and assigned

**Physical Demands**

- Full range of body motion and dexterity to allow for the significant handling, transferring, pushing/pulling, and lifting of materials and equipment.
- Ability to lift, carry, push or pull up to 50 pounds
- Ability to demonstrate independent mobility
- Ability to sit or stand for extended periods of time
- Ability to demonstrate hand-eye coordination, finger dexterity, odor, color, and texture perception and discrimination.
- Ability to demonstrate functional visual ability and depth perception and discrimination
- Ability to demonstrate functional sound perception and discrimination
- Ability to demonstrate functional verbal speech ability



- Ability to bend, twist, exhibit good balance, reach at or above/below shoulder level
- Ability to kneel and climb
- Ability to wear gloves and other protective equipment
- Ability to work irregular hours

**Working Conditions**

- Exposure to disagreeable odors, communicable diseases, and bodily fluids
- Exposure to chemical compounds of medications and treatments
- Exposure to chemicals such as disinfectants, cleaners, soaps, etc.
- Exposure to latex, plastic, and other materials used for personal protective equipment
- Exposure to noise and distraction
- Exposure to unpredictable behaviors

**Equipment Used**

- Ability to use office equipment such as telephone, copy machine, fax, paging system, computer, and printer
- Ability to use cleaning and sterilization equipment

**Employee Responsibility in an Emergency:**

As an employee of Memorial Hospital of Lafayette County, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

**Management Statement:**

This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.





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I have read the **Surgery Health Unit Coordinator/Sterilization Technician** job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these functions with or without accommodation.

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*Employee Signature*

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*Date*

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*Supervisory Signature*

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*Date*