

Central Sterilization Assistant Supervisor
Tufts University

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Posted Feb. 17, 2025, set to expire Dec. 31, 2025

Job Title	Central Sterilization Assistant Supervisor
Department	Central Sterilization Department
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/21386?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Overview

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The Central Sterilization Department plays a vital role in maintaining a safe, clean, and efficient environment for both our patients and healthcare staff. Our team is responsible for the thorough cleaning, sterilization, and maintenance of all surgical instruments and medical equipment used throughout the hospital. We adhere to the highest standards of infection control and safety protocols to ensure that our instruments are prepared and available for procedures without delay. The department works closely with central supply and the veterinary and surgical teams to ensure that the necessary tools are always ready for use, contributing to the overall success of patient care and hospital operations. By focusing on the highest level of quality and attention to detail, we help prevent infections, minimize the risk of contamination, and maintain a sterile environment conducive to the best possible outcomes for our patients.

What You'll Do

Reporting to the Central Supply Supervisor, the Central Sterilization Assistant Supervisor is a key leadership position responsible for overseeing all aspects of the sterilization process within the hospital. This role combines hands-on technical expertise with the management of a team of Central Sterilization Technicians to ensure that all surgical instruments and medical equipment are meticulously cleaned, sterilized, and maintained to the highest standards. You will be responsible for managing sterilization workflows, ensuring the timely availability of sterile supplies, and maintaining strict adherence to infection control policies and safety protocols. In addition to supervising the daily operations of the unit, you will play a crucial role in training and mentoring your team, managing their schedules, and providing ongoing performance feedback to ensure central sterilization runs smoothly and efficiently. As the supervisor, you will also work closely with the veterinary, surgical, and clinical teams to prioritize sterilization needs and support hospital-wide patient care efforts. Your leadership will directly contribute to maintaining the highest levels of patient safety and infection prevention, as well as promoting a positive and collaborative work environment within the department. With a focus on continuous improvement, you will implement best practices, troubleshoot issues as they arise, and stay up to date with the latest sterilization technologies and methods.

Sterilization and Equipment Management/Supply and Inventory Management

- Oversee the cleaning, sterilization, and disinfection of all surgical instruments and medical equipment according to established protocols, ensuring the highest standards of infection control.
- Supervise the operation and maintenance of sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilizers, ensuring they are functioning properly and scheduling regular maintenance and calibration.

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- Monitor and manage sterilization cycles, ensuring that all instruments are sterilized and ready for use in a timely manner.
- Ensure that proper sterilization documentation is completed, including cycle logs, equipment maintenance logs, and chemical sterilization records, in compliance with regulatory standards.
- Oversee the inventory of sterilized instruments, surgical supplies, and cleaning agents, ensuring all items are properly stocked and organized.
- Manage the rotation of stock to minimize expiration of supplies and ensure that sterilized items are readily available when needed by the clinical and surgical teams.
- Collaborate with central supply colleagues and supply chain management to order new supplies as needed and ensure timely delivery of essential items.
- Conduct regular audits of sterilized equipment and inventory, identifying and addressing any shortages or discrepancies.

Supervision, Communication, and Quality Improvement

- Supervise, train, and develop a team of Central Sterilization Technicians, ensuring they are fully equipped with the knowledge and skills required to perform their tasks accurately and efficiently.
- Create and maintain work schedules for the sterilization team to ensure adequate coverage and timely completion of sterilization duties, including on call schedules.
- Approving employee timecards and managing time off requests.
- In collaboration with the Central Supply Supervisor, conduct regular performance evaluations, provide feedback, and address any performance issues or concerns promptly, fostering a positive and collaborative work environment.
- Ensure team members adhere to safety protocols, infection control standards, and operational procedures, providing guidance and support as needed.
- Conduct regular team meetings to discuss challenges, best practices, and improvements, ensuring clear communication across all team members, collaborating with central supply colleagues as needed.
- Coordinate with veterinary, surgical, and clinical teams to prioritize sterilization needs and ensure that the necessary instruments are available for surgeries and procedures.
- Address any issues or delays in sterilization processes with the appropriate teams to minimize disruptions to hospital operations.
- Communicate effectively with all hospital departments to ensure that sterilization priorities are aligned with patient care and hospital needs.
- Regularly assess and evaluate sterilization procedures to identify areas for improvement in workflow, efficiency, and quality.

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- Troubleshoot any issues related to sterilization equipment or processes and work with maintenance teams to resolve equipment malfunctions or discrepancies in sterilization results.
- Implement corrective actions when non-compliance or process inefficiencies are identified, and ensure continuous improvement within the department.
- Assist the Central Supply Supervisor and hospital administrators/directors with miscellaneous tasks as assigned.

Compliance and Safety

- Ensure strict adherence to infection control policies, OSHA regulations, and other relevant safety and health standards to maintain a safe working environment for staff and patients.
- Regularly review and update department procedures to remain compliant with evolving health and safety regulations.
- Maintain proper documentation and records for sterilization processes, including sterilization logs, equipment inspections, and employee training records.
- Lead efforts to maintain a sterile and organized work environment by promoting cleanliness and proper sanitation procedures.

What We're Looking For

Basic Requirements:

- High school diploma or equivalent; certification in central sterilization or sterile processing preferred.
- 1 to 3 years of related work experience in a healthcare setting.
- Strong understanding of sterilization processes, infection control standards, and equipment maintenance.
- Excellent leadership, communication, and organizational skills.
- Ability to manage and prioritize tasks in a fast-paced environment.
- Strong problem-solving skills and the ability to handle difficult situations with professionalism.
- Ability to lead a team effectively, provide constructive feedback, and foster a collaborative work culture.
- Attention to detail while working in a busy, fast paced environment with little immediate supervision.
- Able to work on-site and in-person at the Grafton campus.
- Knowledge of Word, PowerPoint, and other Microsoft Office programs.
- Ability to prioritize and organize workflow and effectively change priorities and direction.

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- Must be an effective communicator with a keen sense of how to maintain excellent relationships.
- Ability to work in a dynamic environment and balance multiple stakeholders.
- Must be committed to a culture of diversity, equity, respect and inclusion; demonstrated ability to build working relationships with people having a wide variety of backgrounds, perspectives, and experiences different from one's own.
- Schedule will mainly be Monday to Friday but some holiday/weekend coverage may be required.
- Resourcefulness and Results: Ability to work effectively in various situations, demonstrate flexibility, and take initiative. Skilled in decision-making, risk assessment, and delivering results. Willingness to adapt to the dynamic environment of a veterinary teaching hospital while ensuring efficient service delivery. Ability to multi-task and manage changing demands.

Preferred Qualifications:

- Prior experience working in veterinary medicine

Pay Range

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact