



Sterile Processing Technician Skills Checklist

Name: _____ Date: _____

In order to provide suitable assignments for you, this checklist is intended as a method of assessing your professional proficiency. Please rate your skill level as accurately as possible by placing a **check** (✓) in the appropriate box.

1 = No experience; Theory/observed only

2 = Limited competency; < 5 times per year; Needs supervision

3 = Acceptable competency; > 5 times per year

4 = Competent; Performs on a daily or weekly basis; Proficient

Skill Level	1	2	3	4
Work Settings				
Inpatient hospital				
Level 1 trauma center				
Outpatient setting				
Processing				
Single instruments				
Endoscopes				
Repair				
Sets/ Trays				
Care of instruments				
Decontamination				
Manual cleaning				
Washer sterilizer				
Ultrasonic Cleaner				
Soiled linen				
Chemical Agents for Decontamination				
Disinfectants				
Sharps				
Disposable items				
Cleaning equipment				
Detergents				
Assembly and Preparation				
Selection of wrapping materials				
Wrapping procedure				
Autoclave tape				
Selection of sterilization tapes				
Dust covers				
Proper towel/ linen folding				
Proper labeling standards				
Expiration dates				
Assembly of peel pack items				
Heat sealing				
Instrument count sheets				
Instrument Set Assembly				

Skill Level	1	2	3	4
Assembly and Preparation cont.				
Preparation of hard instrument containers				
Physician preference cards				
Case picking				
Sterile storage standards				
Tests				
Test control				
Recording				
Safety Procedures				
Dress Code				
Protective Attire				
Standard Precautions				
Sharps Handling				
Managing Biohazardous waste				
Specialty Equipment Processing				
General				
Cardiac				
Endoscopy				
Laparoscopic				
Neurology				
OB/GYN				
Ophthalmology				
Orthopedics				
Plastics				
Robotics				
Urology				
Pediatrics				
Other:				
Sterilization				
1.Steam Autoclave				
Gravity Displacement				
Prevacuum				
Flash				

Sterilization cont.				
2. Sterility Assurance Tests				
Bowie Dick				
Biological				
Chemical				
3. Steam Sterilization				
Load documentation				
Cart loading				
Testing validation procedures				
Trouble shooting				
4. Gas (ETOH)				
Load Documentation				
Loading procedures				
Testing validation procedures				
Trouble Shooting				
5. Sterrad				
Load documentation				
Loading procedures				
Testing validation procedures				
Trouble shooting				
6. Steris				
Load documentation				
Tray Loading procedures				
Testing validation procedures				
Trouble shooting				

Computer Charting/EMR				
Other Computerized System				
Computerized Physician Order Entry				
Bar Coding for Medication Administration				
Age Specific Practice Criteria				
Newborn/Neonate (birth - 30 days)				
Infant (30 days - 1 year)				
Toddler (1 - 3 years)				
Preschooler (3 - 5 years)				
School age children (5 - 12 years)				
Adolescents (12 - 18 years)				
Young adults (18 - 39 years)				
Middle adults (39 - 64 years)				
Older adults (64+ years)				

Please list any areas of expertise below:

I hereby certify that ALL information I have provided to Wellspring Nurse Source on this skills checklist is true and accurate. I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.

Signature: _____ Date: _____