

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

MATERIAL REPROCESSING ASSISTANT  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which sterilize, maintain and package medical and surgical equipment. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which spend a majority (i.e., more than 50%) of their work time performing a variety of duties associated with decontamination, sterilization and packaging of reusable hospital and surgical equipment for all units at a state medical facility.

C. Exclusions

Excluded from this classification specification are the following types of positions:

1. Positions which stock supplies, fill orders and assist with duties related to a general stores operation.
2. Positions which stock, issue or distribute medications.
3. Positions which perform supervisory or managerial duties as statutorily defined.
4. Positions performing similar functions a majority of the time at the University of Wisconsin Hospitals and Clinics that are more appropriately classified as UWHC Materials Reprocessing Assistant.
5. All other positions which are more appropriately identified by other series.

D. Entrance Into and Progression Through This Classification Series

Employees typically enter this series by competitive examination for positions at the entry level, with progression to the objective level normally occurring through reclassification.

## II. DEFINITIONS

### **MATERIAL REPROCESSING ASSISTANT - ENTRY**

This is technical work cleaning, decontaminating, sterilizing and packaging reusable medical and surgical equipment for medical, nursing and clinical units of a state medical facility. Positions receive specific assignments and follow prescribed procedures for the proper reprocessing of reusable equipment. Work is performed under direct supervision.

### **MATERIAL REPROCESSING ASSISTANT - OBJECTIVE**

This is responsible technical work cleaning, decontaminating, sterilizing and packaging medical and surgical equipment. Positions function at the full performance level. Work at this level is distinguished from that of the Material Reprocessing Assistant - Entry level by the independent judgment exercised and the complexity of functions performed, such as assembling of special sets, ability to perform procedures at all stations, responsibility for replenishing supplies and assisting with training of new employees. Supervision is general.

## III. EXAMPLES OF WORK PERFORMED

### **Material Reprocessing Assistant - Entry**

- Collect dirty equipment.
- Sort unclean material and equipment according to type of cleaning or sterilization required.
- Determine proper method of cleaning or sterilization, i.e., sonic cleaner, pasteurmatic, turbo cleaner, or hand cleaning.
- Determine proper type and amount of cleansing substance.
- Disassemble equipment to assure maximum access of cleaning solutions.
- Wash, rinse and dry by hand or otherwise clean and reassemble surgical instruments, anesthesia equipment, needles, syringes and various other equipment.
- Operate and monitor cleaning equipment to assure quality control.
- Test, clean and perform necessary maintenance on machines such as aspirators, oxygen and vacuum gauges, suction machines, vaporizer, mist tents and stryker frames.
- Reassemble instrument trays used by floors, clinics, research stations, operating rooms, etc., according to established criteria
- Check and supply anesthesia carts prior to surgery.
- Check and replace anesthesia gas tanks as needed.
- Clean and stock emergency and operating room case carts.
- Maintain necessary records such as charge documents.
- Load sterilization carts in proper manner.
- Fold linen and assemble linen packs or certain patient supply items for sterilization.

**Material Reprocessing Assistant - Objective**

All functions assigned to the Material Reprocessing Assistant-Entry classification and, in addition:

- Assemble specialized sets independently and arrange properly.
- Test and calibrate equipment.
- Keep records manually or using computerized equipment and make reports.
- Order supplies from central services.
- Assist with training new Employees.
- Sterilize and issue surgical instruments on an emergency basis, as requested by operation rooms.
- Clean and stock emergency blue cart and airway boxes.

**IV. QUALIFICATIONS**

The qualifications required for positions allocated to these classifications will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**V. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 1, 1994 and announced in Bulletin CC/SC-15 as part of the Material Handling Survey. The specification was modified effective November 5, 2000 and announced in Bulletin CLR/SC-122. An exclusion statement was added to clarify that this series may not be used to classify positions at UWHC and the format was updated. No changes in class concepts occurred as a result of this modification.

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