



Arizona Gynecology Consultants is a dynamic, growing provider of gynecologic services and advanced surgical services. We have been named the number one provider of Gynecologic Care for the past 3-years by Ranking Arizona Magazine. Our surgeons are fellowship trained in Advanced Gynecologic Procedures. The ASC is located in the heart of Phoenix on McDowell Rd and 12th Street, directly across the street from Banner University Medical Center. **AZGYN.com**

JOB TITLE: Manager of Surgical and Procedural Equipment (SPD Manager)

SUPPORTS: Arizona Gynecology Consultants Clinics and affiliated ASC

JOB TYPE: Full-time, Salary range of \$70- \$90K depending on management experience. Competitive benefits package includes paid holidays, CTO, company match retirement fund, medical/dental/vision insurance, AD&D insurance, travel reimbursement and other benefits that will be reviewed at interview.

*****\$5000 sign on bonus for experienced SPD technicians with management experience*****

RESPONSIBILITIES:

The following reflects the definition of essential functions for this position but does not restrict the tasks that may be assigned based on company needs. The clinics of Arizona Gynecology Consultants the "Clinics" are the ambulatory sites for patient care. The affiliated ambulatory surgery center of Arizona Gynecology Consultants (ASC) is Gynesurgical, LLC a single room ASC.

- Disinfect, clean and prepare for sterilization, any instruments, equipment, and supplies utilized at the ASC. Demonstrate care of delicate instrumentation by proper handling and storage of instruments.
- Assist in surgery suite maintenance including case preparation and turnover.
- Maintain all ASC logs for capital equipment, surgical and sterilization equipment and supplies as required by regulatory agencies and per good practices and surgery center policies.
- Adhere to all infection control policies including OSHA guidelines for Universal Precautions for exposure to blood and body fluids, utilizing appropriate personal protective equipment (PPE) and sharps handling. Ensure compliance with regulatory requirements for certification for the State of Arizona, Medicare and the American Association for Accreditation of Ambulatory Surgery Facilities (AAAASF).
- Continually update, as required, Standard Operating Procedures (SOPs) and required logs for handling, monitoring and sterilizing surgical equipment in the ASC and the Clinics.
- Conduct annual inventory of procedural equipment for the Clinics and capital equipment and surgical instruments for the ASC. Provide the inventory reports management no later than the last working day of the first quarter of each year.
- Promptly identify needs for repairs/replacement of surgical instruments and equipment within the ASC and the Clinics. Communicate and negotiate with vendors for pricing and prepare purchase orders for such. Obtain signature approval of purchase orders from appropriate management.
- Anticipate problems, critical issues and/or opportunities for management of surgical

equipment and procedural instrumentation in the ASC and clinics and act accordingly to design and implement solutions with the ASC leadership and Clinic managers.

- Attend regular meetings for alignment with the ASC team and Clinic managers.
- Participate in the Quality Improvements Program activities for the ASC and Clinics including identification of aspects of care, collection and analysis of data, formulation of recommendations, implementation of an improvement plan and evaluation of the process.

MINIMUM POSITION REQUIREMENTS :

- The **Manager of Surgical and Procedural Equipment** should possess a minimum of 2 years of experience in sterile processing experience, including at least 1 year in a supervisory or managerial role within a surgical or healthcare setting. A proven track record in managing compliance with regulatory standards and safety protocols, as well as experience in inventory management and vendor relations, is highly desirable.
- Certified Registered Central Service Technician (CRCST) or Certified Sterile Processing and Distribution Technician (CSPDT) is required.
- Certification Healthcare Leadership (CHL), Certification in Healthcare Material Management Concepts (CHMMC), Certified Instrument Specialist (CIS) are preferred.
- Strong organizational skills and the ability to communicate effectively. Attention to detail and problem-solving skills are essential.
- Must provide proof of current driver's license and auto insurance.
- Willing to undergo a preemployment background check.
- Must be able to sit or stand for long periods of time, with occasional walking. Ability to bend and lift up to 25 pounds. Hearing and vision required.