

**MON GENERAL HOSPITAL  
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

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**TITLE:** Sterile Processing Volunteer  
**DEPARTMENT:** Sterile Processing  
**REPORTS TO:** Director of Volunteer Services and Supervisor of Sterile Processing

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**Placement Summary:**

Assist the Sterile Processing staff with preparation and distribution of stock.

**Duties and Responsibilities:**

1. Deliver items to various departments
2. Restock depleted items
3. Assemble packs and trays
4. Wrap assembled surgical and medical instruments and supplies
5. See that wrapped items are sterilized according to standard protocols and type of material
6. Shelve sterilized items in designated storage modules
7. Interact with all department personnel
8. Learn and appreciate principles of sterility and asepsis; why you do things as specified
9. Most importantly, IF IN DOUBT, ASK!

**Qualifications:**

Courteous, dependable person who has the ability to learn various functions within the Sterile Processing area. Must appreciate the role of sterility in hospital settings. Must be familiar with hospital and have the ability to interact with hospital staff in a friendly, helpful manner. Must understand the importance of confidentiality of patient information.

**Training Requirements:**

1. Volunteer Orientation
2. In-service training by Sterile Processing staff

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DVS Signature and Date

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Department Signature and Date

02/08/11