

# THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

**SUBJECT: New Employee Orientation and Training      PROCEDURE NO: SP1-2**

## **PROCEDURE STATEMENT**

Each new employee hired into the Sterile Processing Department will have a minimum of three (3) weeks orientation provided by the department manager or shift supervisor.

## **PURPOSE OF PROCEDURE**

To assure every new employee is provided the information and training needed to help the individual to succeed in their new job.

## **PROCEDURE**

### General

1. The basic orientation period is three (3) weeks. This time may be expanded on an individual basis to meet the individual or department's need.
2. The overall training period is 12 weeks. The nine (9) weeks after the initial orientation will be devoted to on the job training. The new employee will perform normal duties under close supervision. This way he/she can immediately begin fulfilling the duties of the job and at the same time be provided the benefit of direct instruction by the trainer.
3. During the first three (3) weeks the new employee will be assigned to work directly with the Operations Supervisor or designated trainer. For the following 9 weeks, the new employee will at times be assigned to perform duties alone.
4. The attached checklists will be used to document training and satisfactory demonstration of specific tasks/procedures.
5. The SP Manager and the department educator will maintain copies of all completed checklists.

### Orientation Schedule - Day 1 - Meet with Department Educator

1. Introduction to department personnel
2. Explanation of department policies and procedures. The new employee will read the policy and procedure manual.
3. Review of Hospital personnel policies if required.
4. Complete tour of department
5. Observe operation of department.

### Week 1-3

The new employee will be assigned to each of the following areas and will work alongside a educator or designated trainer. Assignments to these areas will be split up evenly among the 3-week period.

## Decontamination Room

Information/Demonstration/Return demonstration format to include the following topics: Use separate Orientation Checklist to document orientation training. See attached:

1. Meaning/Purpose of Decontamination
2. How to find, understand and follow IFU
3. Equipment Operation
  - A. Washer/Disinfectors
  - B: Ultrasonic Washer
  - C. Case Cart Washer
3. Cleaning and maintaining work surfaces
  - A. Sinks
  - B. Counters
  - C. Equipment
4. Manual cleaning procedure
  - A. Proper Attire
  - B. Sorting Procedures
  - C. Approved cleaning chemicals
  - D. Use of brushes where appropriate
  - E. Flushing procedure for lumened devices
  - F. Drying Procedures
5. Care of specific equipment (IV infusion pumps, PCAs, ortho traction equipment, K-thermal machine cleaning/processing)
  - A. Inspection.

## Case Carts

1. Procedure for surgical Case Carts
  - A. Drying of case carts as they come from cart washer
  - B. OR schedule.
  - C. Filling case carts, utilizing O.R. case cart requisition.
  - D. Sorting case carts.

## Basins (Table #2)

1. Checking of O.R. Sterile metal ware using Check sheet.
2. Preparation of metal ware for O.R.

## Prep and Pack (Front Table)

1. Maintenance of work surfaces and equipment.
2. Operation of equipment
  - A. Steam Sterilizers
  - B. Sterrad
3. Changing of charts on sterilizers
4. Computerized sterilization recordkeeping system
5. Use of load sticker system
6. Bowie Dick test
7. Preparation and use of Biological indicators
8. Proper loading/unloading procedures for all sterilizers and aerator
9. Proper handling and distribution of sterilized items (cooling time).

10. Completion and dust covering of trays
11. Preparation and handling of all trays and items that are not O.R. items.
12. Use of Receiving and Dispensing Control Sheet.

At the end of the 3-week period an assessment will be made of the new employee. Strengths and weakness of the new employee's performance will be discussed. At this time a determination will be made whether to continue training on day shift or to assign the employee to his/her designated shift for the remainder of the training period. The employee will continue to be monitored closely throughout the 120 –day probationary period.

Reviewed/Revised

2010

1/28/2014

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