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Owner: *Roshelle Satterthwait: Dir
 Perioperative Svcs*
Policy Area: *Sterile Processing*
References:
Applicability: *WA - Kadlec Regional Medical
 Center*

Employee Work Assignments, 32.00.03

Document Type : Policy

POLICY:

1. All employees are expected to be competent in all areas of SPD
 1. This includes but is not limited to Decontamination, Sterilization, Case Carts, Prep and Pack, and any off site locations.
 2. FOR FURTHER INFORMATION ABOUT THE DUTIES IN EACH AREA, PLEASE REFER TO THE STANDARDS OF WORK AND THE COMPETENCIES.
2. All employees will share assignments, performing their duties on an assigned basis and assisting wherever needed. In addition, SPD Leads will have certain permanent duties and additional responsibilities to perform (for further details refer to the Lead Standard Work). All SPD personnel are expected to assist co-workers if and when help is needed.
3. Assigned areas will be rotated evenly on a daily basis between all staff members.
 1. On occasion the needs of the department may dictate otherwise. Leads are able to adapt the schedule to the daily needs of the department.
4. Employees in all areas are required to hand off all helpful information during the shift change huddles. Although shift duties may vary, we are not divisible by shift, but function as a unit with the same goals.
5. The cleaning and organization of all areas of the department is the responsibility of all SPD personnel on all shifts.
 1. Each assigned area should be organized and cleaned (disinfected) at the end of each shift.
6. Always communicate with your Leads if additional training is needed in an assigned area. Always ask SPD Lead or charge person when doubtful of a procedure.
7. All employees will comply with dress code requirements in their respected assigned areas. Additional personal protective equipment is necessary when assigned to the decontamination area.
8. The storage areas should be wiped down daily. Carts, racks, etc. are to be thoroughly cleaned each week with hospital-approved germicidal cleaner.

Attachments

No Attachments

Approval Signatures

Approver	Date
Kirk Harper: CNO	01/2020
Heather Shipman: Executive Assistant	01/2020
Roshelle Satterthwait: Dir Perioperative Svcs	12/2019

Applicability

WA - Kadlec Regional Medical Center

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