

NEW ZEALAND STERILE SERVICES ASSOCIATION

ORIENTATION CHECKLISTS TEMPLATES

ORIENTATION FIRST DAY

Discussion with the Manager

Preceptor to show the trainee around the department with a brief description of the areas as follows:

Decontamination Area

Machinery

Trolley System

Cleaning Techniques

Clean Linen-

Laundry Involvement

Linen Packs to Sterilisers

Assembly/Wards

Information Folders

Equipment that is processed here

Assembly/Theatre

Information & Photo Folders

Equipment that is processed here

Sterilisers

Types of Sterilisers

How they run

Dispatch

Importance of sterilised stock

How to handle sterile stock

Rotation of stock

Wrapping Technique

What is NWW & peel pack

Parcel fold & envelope fold

Autoclave tape

After the tour of the department, start in Decontamination.

Signature:

Date:

ORIENTATION WEEKS 3 & 4

ASSEMBLY/WARDS

How the equipment arrives in the department:

Collections

Deliveries

Transport

Who owns what – S/S stock versus Wards/Areas stock

Document Folders – the layout and use of

Expiry Dates

Event Related Sterility

Sterile Equipment

Sterilised On Equipment

Peel pouch versus Plastic Bags

Forms and how they work

Wrapping Technique Sizes of NWW

Wrapping with or without a guard

Signature: _____

Date: _____

ORIENTATION WEEKS 5 & 6

ASSEMBLY/THEATRE

How the equipment arrives in the department:

Theatre

Endoscopy

Anaesthetic Equipment

Document Folders – Layout and use of:

Expiry Dates

Sterile Equipment

Flash Sterilised Equipment

Forms and how they work

Intercom and Communication – dealing with Theatre Staff

Who

When

Clear up one hit of work before starting another

How to prioritise

Surgeons and Specialities

Loan Equipment – In & Out

Signature:

Date:

ORIENTATION WEEKS 7 & 8

STERILISERS

- Loading and batching of the steriliser trolleys
- Steriliser Tests:
 - Where to find the stock
 - Where to find the spare stock
 - Forms and how they work
 - Storing of forms
- Handling of sterilised equipment
- Printouts and how they work
- Different cycles – Warm up, Leak Rate, Bowie Dick
- Maintenance – how to contact them
- What and where to document

Signature:

Date: