

## TRAINING PROGRAMME 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:

## TRAINING PROGRAMME WEEKS 1 & 2

### DECONTAMINATION ROOM

- Clean - dirty separation
- Machine washing versus handwashing
- Loading of machines
- Trolleys to and from theatre
- Handwashing equipment
- Drying oven versus drying cabinet
- Which equipment goes in which cabinet
- Equipment to be sanitised:
  - why
  - how
  - end result
- Cleaning agents used
- Changing of the ultrasonic
- Refilling the lancer detergent
- Forms and how they work

Signature:

## TRAINING PROGRAMME 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:

## TRAINING PROGRAMME 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 bit of work before starting another

How to prioritise

Surgeons and Specialities

Loan Equipment - In & Out

Signature:

## TRAINING PROGRAMME 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: