

SFHDEC6

Monitor procedures and operate tracking systems and procedures



Overview

This standard covers the maintenance of quality control measures by monitoring equipment, processes and procedures and using tracking systems and procedures in the decontamination facility.

Users of this standard will need to ensure that practice reflects up to date information and policies.

SFHDEC6

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Performance criteria

You must be able to:

- P1 apply standard precautions for infection prevention and control any other relevant health and safety measures
- P2 make regular and random checks of processing equipment functions and record results
- P3 follow established procedures if you find equipment is faulty
- P4 clearly identify equipment that is isolated and/or out of service.
- P5 ensure that equipment that has been isolated and subsequently repaired, is properly documented for acceptance back into use
- P6 maintain records and use them to identify emerging trends and ensure quality maintenance
- P7 carry out audits consistent with the department schedule and against agreed quality procedures
- P8 follow established procedures for recording and maintaining batch numbers of source materials
- P9 follow established procedures for logging and batching all production
- P10 follow practices and procedures for tracing back through the decontamination cycle to patients and users
- P11 record and report any identified non conformances
- P12 undertake corrective actions as instructed by your line manager
- P13 maintain and complete all quality documentation necessary for the maintenance of the system

SFHDEC6

Monitor procedures and operate tracking systems and procedures

Knowledge and understanding

You need to know and understand:

- K1 the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to monitoring procedures and operating tracking systems and procedures
- K2 your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance
- K3 the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer
- K4 the importance of applying standard precautions to monitoring procedures and operating tracking systems and the potential consequences of poor practice
- K5 the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence
- K6 the difference between 'quality assurance' and 'quality control'
- K7 the importance of monitoring all aspects of the decontamination cycle
- K8 how to activate recall procedures
- K9 following manufacturers' instructions when dismantling, disinfecting and reassembling of medical devices processed
- K10 the application of standard operating procedures or quality control procedures.
- K11 methods used to audit machine performance and report discrepancies
- K12 how to use batch codes to identify raw materials
- K13 maintaining machinery performance logs
- K14 the processes of maintaining and using tracking systems
- K15 how to use logging systems
- K16 how to track equipment
- K17 how to maintain facility/department record systems
- K18 the importance of keeping accurate and up to date records
- K19 the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff

SFHDEC6

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: EF2 Environments and buildings

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Relevant occupations	Health, Public Services and Care; Health and Social Care; Managers and Senior Officials; Associate Professionals and Technical Occupations; Health and Social Services Officers; Health Associate Professionals; Personal Service Occupations; Healthcare and Related Personal Services
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Suite	Decontamination
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