

EUROPEAN FORUM FOR HOSPITAL STERILE SUPPLY**TRAINING PROGRAMME****1. INTRODUCTION****1. Aim**

The aim of the programme :

- To outline the essential content of the courses that will be accredited by the European Forum for Hospital Sterile Supply. (EFHSS)

3. Target population

- Technical and management personnel working within departments where medical devices are reprocessed.
- The need for trained and qualified management and technical staff is self apparent; companion programmes for training basic grade technicians and supervisory grades has been developed to meet their particular requirements.

2. TRAINING PROGRAMMES AVAILABLE**1. Basic grade (Level1)****Admission requirements**

- The candidate must be able to read and write in the language spoken in the department, so that all documentation used in their place of work may be understood.

Examination.

- An examination and/or an assessment of competence will be undertaken.

Course content should cover:

Module1	Departmental organisation and basic quality procedures.
Module 2	Anatomy and physiology, basic knowledge of surgical instruments.
Module 3	Basic Microbiology and infection control procedures.
Module 4	Cleaning and disinfection.
Module 5	Inspection, assembly and packaging.
Module 6	Sterilisation.
Module 7	Storage and distribution.
Module 8	Teambuilding and teamcoaching.
Module 9	Basic Quality Assurance.

Module 1: Departemental organisation and basic quality procedures

Training objectives

To ensure the trainee understands the objectives of the department service, organisation and work-flow; has a general understanding of the disciplines and procedures in each work area to maintain the working environment, afford protection to each worker and can identify the systems and personnel involved.

Topics to be covered

Role of the department: layout of department, basic environmental requirements, workflows, basic operational policies, staffing organisational chart, responsibilities of various members of staff, health and safety regulations, personal protective equipment, (lifting, handling, electrical safety, health surveillance, first aid), emergency action drill, accident/incident reporting, customer service and basic quality assurance practices.

Performance criteria

At the completion of the module, trainees must show that in each work area they understand their own role, that of the team or group, can identify work-flows, the functions of each area, their own responsibilities for personal safety and that of others. Trainees must also demonstrate a clear knowledge of 'standard operating procedures' and all other integrated quality systems.

Module 2: Anatomy and Physiology, Basic knowledge of surgical instruments.

Training objectives

To give an appreciation of the structure and working of the human body enabling the trainee to understand clinical procedures, medical terminology and the purpose of medical devices in the diagnosis, treatment and after-care of patients.

Topics to be covered

Anatomy of the body (skeleton, muscles, joints, organs), physiology-body systems (cardiovascular, respiratory, digestive, lymphatic, endocrine, reproduction, nervous, special senses); basic medical terminology and definitions.

Performance criteria

The trainee must be able to identify the major organs responsible for each bodily function and the terminology used to describe surgical procedures and instruments.

Module 3: Basic microbiology and infection control procedures

Training objectives

To understand the life cycles and functions of micro-organisms; identification of the risks some micro-organisms pose to human health and the environment and to illustrate the effectiveness of preventative measures and good personal and communal hygiene.

Topics to be covered

Microbiology – pathogens (micro-organisms) – definition (bacteria, spores, viruses, fungi, protozoa), prion protein types, reproducibility (growth) conditions, movement patterns; infection control – sources of infection, spread, routes of infection, nosocomial infection, cross infection, prevention and control; control of infection team and its relevance to the department basic hygiene procedures; dress codes; importance of decontamination processes. Architecture of CSSD and its consequence on hygiene procedures, dress codes and circulation of medical devices into areas.

Performance criteria

- At the conclusion of this module, the trainee should be able to demonstrate a basic knowledge of micro-organisms and their potential for causing damage to human beings.
- They should also have a knowledge of infection control procedures used within the hospital, handling and transportation hazards of returning used devices to the reprocessing area, and the requirements for staff protection.

Module 4: Cleaning and disinfection of medical devices**Training objectives**

To understand and practice the skills and procedures required for work in the functional areas, show how to clean and disinfect medical devices both by manual washing and the use of an automated process.

Topics to be covered

Collection, handling, reception, sorting of medical devices, decontamination (cleaning, disinfecting) processes (methods, equipment, validation, routine controls).

Performance criteria

The trainee should be able to clean and disinfect medical devices in manual and automated, load and unload processing equipment, understand cycle stages and monitor the process. The trainee should also demonstrate competence in batch labelling and recording processing data as well as carrying out “load acceptance” procedures.

Module 5: Inspection, assembly and packaging**Training objectives**

To understand the practices and procedures necessary to work in the inspection and packaging area of the SSD. (Decontamination, inspection, function testing, and packaging)

Topics to be covered

Clean room procedures: Sorting of used medical devices, recognition of devices, inspection, testing and assembly of packs, packaging materials used, sealing and labelling, documentation and record keeping.

Performance criteria

On completion of this module, trainee must be able to demonstrate their competence in understanding safe operating of mechanical equipment, emergency drills for faulty equipment, inspection, function testing, assembly, packaging, sealing and labelling techniques.

Module 6: Sterilisation

Training objectives

To identify the essential characteristics and indications for use of each process available; to identify the material properties of devices to be processed; to understand and practice loading and unloading techniques, cycle stages and performance criteria of terminal processes; care of devices prior to and immediately after sterilization.

Topics to be covered

Steam sterilisation, Ethylene Oxide Gas sterilisation, Low Temperature Steam/Formaldehyde sterilisation, Gas Plasma sterilisation Systems. (methods, equipment, validation, routine controls, parametric release, microbiological controls).

Performance criteria

The trainee should be able to prepare a load for sterilisation, to load and unload sterilisers, understand cycle stages and monitor the process. The trainee should also demonstrate competence in documenting and recording data as well as carrying load acceptance procedures.

Module 7: Storage and distribution

Training objectives

To develop skills in the receipt, handling, storage and distribution of raw materials and processed devices. This will involve relevant documentation.

Topics to be covered

Storage requirements; identification of devices/products; distribution policy; shelf life; documentation and record keeping; action to be taken in case of non-conforming products.

Performance criteria

The trainee should be competent to receive, identify, store and issue raw materials and processed medical devices and/or equipment. They must understand the importance of organisation in the storage environment of medical devices. Additionally, the trainee should be familiar with the "first in and first out" (FIFO) principles of storage and distribution.

Module 8: Teambuilding and teamcoaching

Training objectives

To get sight and insight in one's own functioning and to place it in relationship to the going about with others individually and in group.

Topics to be covered

Through communication assignment and forms of psychodrama, the companion observes how every individual behaves in group.

Hereby, verbal as well as non-verbal communication is important. The companion finds the scientific interpretation with cases from the exercises. After this, correction exercises can be trained.

The group as well as the individual come to change through own insight. Opportunity for emotional release can be created in case the group offers enough security but it is not a necessity.

Performance criteria

If work is being done in a climate of trust and security, the group will communicate better. A team that communicates will improve the quality of the work assignments and will contribute to an optimal quality of the finished product.

Module 9: Basic Quality Assurance

Training objectives

To provide background knowledge that will lead to a practical understanding of the departmental quality system, good manufacturing practices and essential documentation requirements.

Topics to be covered

Quality management systems, good manufacturing requirements, standard operating procedures, documentary requirements.

Performance criteria

The trainee should know why a quality management system and standard operating procedures are in place. They should understand the need to fill in the essential documentation.

2. Supervisory grade (Level2) :in preparation

3. Management grade (Level 3) :in preparation

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