

Standard Operating Procedure

Staff, Management and Staff Qualification, Education and Training Specific to Medical Device Reprocessing

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OBJECTIVES

To ensure that all personnel involved in general medical device reprocessing have the appropriate qualifications and knowledge to effectively perform their duties.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staff, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary) working within Medical Device Reprocessing.

ELEMENTS

1. Qualifications

- 1.1 Personnel assigned to work in all aspects of medical device reprocessing including endoscopy reprocessing shall have completed a recognized Medical Device Reprocessing Technician program.
- 1.2 Personnel hired to work in general medical reprocessing areas shall receive device-specific training.
- 1.3 Competency testing of personnel shall be done and documented annually.
- 1.4 All education and training shall be documented.
- 1.5 All personnel assigned to work in all aspects of MDR shall maintain either CSA or IAHCSSM certification.
- 1.6 Personnel who have not been fully trained and/or competency tested shall not reprocess critical and semi-critical medical devices unless under the direct supervision of fully trained and/or competency tested personnel.
- 1.7 Developmental role – Individuals may be hired to work in MDR after completion of a recognized MDRT program but are not yet certified as long as the following guideline is adhered to:
 - a) An employee in a developmental role will perform technical duties under the DIRECT supervision of an individual who is certified in one of the recognized certification programs. (An employee in a developmental role will be required to obtain certification within 65 full time shifts or 503.75 hours. This may be extended after consultation with Human Resources.)

DEFINITIONS

None

REFERENCES

- Non-Alberta Health Services documents
 - *Reusable & Single-Use Medical Devices Standards*. (Government of Alberta-Alberta Health) (September 2019).
 - *Canadian Medical Device Reprocessing*. (Canadian Standards Association) (CAN/CSA Z314-18).

VERSION HISTORY

Date	Action taken
October 2017	Initial approval
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