



Department Analysis Questions: **ASSESSING YOUR HAND & PLACING YOUR BETS**

Call, raise, or fold: a quick self-analysis of your current pre-cleaning practices will help you determine how to best play your current hand.

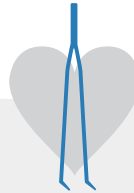
Try assessing the following in your own decontamination room and department after reviewing the training video, *A Royal Flush: Your Winning Hand for Manual Cleaning Protocol*, and discover which hands to trade-in for the best practices and procedures.



Compliance Analysis

Understand the resources available to you and your team. Many organizations provide detailed training, in-depth guidelines, and vendor purchasing guides to support instrument reprocessing staff.

- Do you have copies of all your IFU?
 - Instruments
 - Detergents and cleaning chemistries
 - Automated equipment
- Do you have copies of all your relevant guidelines?
 - ANSI/AAMI ST79
 - ANSI/AAMI ST91
 - ANSI/AAMI TIR34
 - SGNA Guidelines
 - AORN Guidelines
- Do you conduct annual reviews on policies and procedures to ensure guideline compliance?
- Are you taking advantage of the educational resources provided by IAHCSMM, AAMI, SGNA, AORN, the AAO, and other related organizations for instrument reprocessing?
- Do you have all the required equipment to meet guideline and IFU requirements?



Staff Analysis

Your team is the most vital component of your department, and with the most important, real time feedback available. Conduct a survey on thoughts from staff to get their input, and help address changes.

- Is everyone caught up with in-servicing?
- Can staff members rationalize the individual steps of reprocessing, and understand why each is important?
- Survey your staff on the following questions and topics:
 - What do you think we can specifically address in decontamination?
 - Do you lack any resources to do the tasks asked of you in decontamination? Training? Support?
 - Any ergonomic challenges you notice in decontamination? Carpal tunnel complaints?
- Consider the need for certification and action plans for specific employees. How can we empower our staff to take ownership of their roles?
- Do staff understand the safety hazards of instrument reprocessing, and take appropriate action to protect themselves and others?
- Help staff members understand their accountabilities. Be a clear communicator of what strong performance entails related to their daily activities.



Procedural Analysis

Auditing and observing your procedures not only visualizes what's on paper, but allows you to catch laps in reprocessing, and where your procedures require the most change.

- How are you pre-cleaning your lumens now?
- Does anything require frequent replacement? Do you have logs indicating that those items are replaced on a routine basis, according to their IFU?
- Are you visually inspecting channels? Prep and pack *and* decontamination?
- Are detergents, disinfectants, and other cleaning chemistries IFU being properly followed and documented?
- Do you have the most up-to-date wall charts and guides? Are they easy to read?
- Are IFU clear to read and understandable?
- What are your policies and procedures when there is a breach in reprocessing, or reprocessing error?
- Define verbiage in your department procedures. Make sure terminology is defined to explain generic states.
 - How old is old, before we replace this unit/component?
- Are staff being routinely interrupted during pre-cleaning activities?
- Are you following all soaking requirements? Does your instrumentation fit their designated basins?
- Observe your workflow. Do staff have a clearly defined workflow pattern for their instruments and equipment?
- Is equipment properly stored and easily accessible? Are heavier items loaded in precarious or dangerous places?
- How often do you have a routine check for consumable items? Who performs the check?
 - Are supplies within their expiration date?
- Do you take a "first in, first out" approach? If not, what method do you use?
- Is there a clear separation between dirty and clean?
- Are single-use items being reused?
- Do the fixtures in your department function properly?
 - Leaking faucets, burnt lightbulbs, broken cabinet doors and cracked tiles should be replaced or fixed.



Self-Analysis

In poker, reading your own hand is as important as reading the room. Ask yourself the following questions to understand your own impact in the department.

- Do I make myself available for my staff members on a regular basis? Am I easily accessible by phone, e-mail, and/or with office hours?
- Do I understand each of my employee's specific strengths and weaknesses? How can I create an action plan for my employees tailored to their personal professional growth?
- Do you have up to date documentation for in-servicing and competency checks?
- Do you run practice audits on your department from start to end?
 - How frequently do you run these audits?
 - Do staff members get the ability to shadow, and see how your audits may be conducted to take over this responsibility in the future?
- How do you train and foster your own management and coaching style?
- Are you able to be both a coach and manager to staff? If not, where do you believe you can assess and improve?

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