**Hospital Sample Field Placement Rotation**

**Week 1-3**

[ ]  Orientation

[ ]  Organization chart, [ ]  Facility and Department Policies and Procedures [ ]  Introduction to department staff and inter-professional team [ ]  Department Job Descriptions and Routines and Schedules

[ ]  Review Department Team leads/Supervisors/Managers orientation checklist Organization chart

[ ]  Review Department Policies and Procedures to cross reference with PIDAC, IPAC department

Infection Control and Safety Procedures

[ ]  WHMIS, Global Harmonized System (GHS)

[ ]  Infection Control and Prevention committee

[ ]  Occupational Health and Safety Committee

[ ]  Proper lifting Procedures [ ]  Ergonomics

[ ]  Fire Safety and drills

[ ]  Evacuation procedures

[ ]  Emergency codes

[ ]  Additional Precautions protocols, [ ] Contact Precautions, [ ] Droplet Precautions and [ ] Airborne Precautions, [ ] PPE don and doff, ☐ Personal Protective Gear re-stocking, signage protocols

Waste Management and Recycling

[ ]  Waste streams for Biomedical and General Waste

[ ]  Hazardous waste (ie. biohazard/sharps, cyto toxic, radioactive, battery Disposal

[ ]  Safe Disposal of Sharps, Handling sharps training and policy

☐ Recycling, Reduction, Reuse programs [ ]  Explore revenue waste programs

[ ]  Collection, Storage and Transport of Waste processes and protocols [ ]  Review contractual services

Procurement Process

[ ]  Purchasing and purchase orders, Par Stocks and standing orders

[ ]  Receiving procedures, invoices, packing slips, specifications

[ ]  General stores and supply requisition process

[ ]  Storage areas and control

[ ]  Inventory Management

[ ]  Inventory tallies and month end budgets

[ ]  Purchase journals and Departmental budgeting

**Week 4-7**

Housekeeping Areas

[ ]  Cleaning equipment operations and daily preventative maintenance protocols

[ ]  Chemicals, cleaning agents, disinfectants [ ]  WHMIS and MSDS sheets

[ ]  Daily Cleaning job routines and time activity:

[ ]  Non-Patient/Hotel Area Cleaning and Disinfecting

[ ]  Common and Service Area Cleaning and Disinfecting (food service areas, kitchen/cafeteria, staff areas, nursing stations, public washrooms…)

[ ]  Housekeeping Patient/Hospital Area Cleaning and Disinfecting

[ ]  Discharge/isolation/terminal cleaning protocols, turnover times and follow up; interprofessional roles and responsibilities

[ ]  Patient Bed terminal cleaning and bed making protocols

[ ]  Bed bugs protocols

[ ]  Specialty disinfecting equipment; UV light disinfection process

[ ]  Flood response and emergency clean up

[ ]  CBRN (Chemical, Biological, Radioactive, Nuclear), etc.

[ ]  Specialty cleaning of rooms/items cleaning and disinfecting routines, roles and responsibilities with interprofessional team

[ ]  operating and labour & delivery rooms/tubs, [ ]  labs: chemo therapy;

[ ]  pharmacy; reprocessing/sterilization areas, [ ]  imaging

[ ]  Cleaning Schedules and Cleaning Frequencies

[ ]  Floor care programs

[ ]  Project and deep cleaning protocols

Laundry services, Linen Management and Distribution

[ ]  Linen unit carts and linen quotas calculations per care units

[ ]  Types of linens and proper usage

[ ]  Linen Distribution procedures, carts and storage

[ ]  Transportation and Handling of soiled linens protocols

[ ]  Uniforms, scrubs, lab coat distribution

[ ]  Linen outsourcing process, contract company agreement

Transportation and Porter Services

[ ]  Patient Transfer process

[ ]  Porter’s roles and responsibilities, schedules and time activities

[ ]  Cleaning and disinfecting of transfer equipment and storage

[ ]  Communication Methods and logistics

Maintenance and General Facility Services

[ ]  Project work

[ ]  Preventative Maintenance Program and Maintenance Software

[ ]  Equipment Inspection Frequencies

[ ]  Work Orders process

[ ]  Pest Control monitoring

[ ]  Tagging out equipment process

 [ ]  EVS Preventative Maintenance Programs

Human Resources

[ ]  Department Job Descriptions and Time activity Routines, Work Schedules

[ ]  Hiring process, interviewing, reference checking

[ ]  Performance Appraisals

[ ]  Disciplinary process

[ ]  Collective agreement

[ ]  Payroll processing

[ ]  Master Schedules, rotation

[ ]  Staff replacement protocols, sick calls, vacation/leave relief using seniority

Supervision, Continuous Quality Indicators, Education and Communication

[ ]  Auditing and Monitoring systems/Software

[ ]  Types of audits, conducting audits, benchmarks, follow up, results staff training

[ ]  Develop and conduct EVS staff In-servicing, education sessions

[ ]  Department Memos, communication process, emails, inter-professional correspondence process

[ ]  Participate in management functions and provide relief supervision

[ ]  Describe the role of each supervisor, manager, team lead

**Long Term Care Sample Field Placement Rotation**

**Week 1-3**

[ ]  Orientation

[ ]  Organization chart, [ ]  Facility and Department Policies and Procedures [ ]  Introduction to department staff and inter-professional team [ ]  Department Job Descriptions and Routines and Schedules

[ ]  Review Department Team leads/Supervisors/Managers orientation checklist Organization chart

[ ]  Review Department Policies and Procedures to cross reference with PIDAC, IPAC department

Infection Control and Safety Procedures

[ ]  WHMIS, Global Harmonized System (GHS)

[ ]  Infection Control and Prevention committee

[ ]  Occupational Health and Safety Committee

[ ]  Proper lifting Procedures [ ]  Ergonomics

[ ]  Fire Safety and drills

[ ]  Evacuation procedures

[ ]  Emergency codes

[ ]  Outbreak management; Additional Precautions protocols, [ ] Contact Precautions, [ ] Droplet Precautions and [ ] Airborne Precautions, [ ] PPE don and doff, ☐ Personal Protective Gear re-stocking, signage protocols

Waste Management and Recycling

[ ]  Waste streams for Biomedical and General Waste

☐ Recycling, Reduction, Reuse programs [ ]  Explore revenue waste programs

[ ]  Hazardous waste (ie. biohazard/sharps, battery disposal

[ ]  Safe Disposal of Sharps, [ ]  Handling sharps training and policy

[ ]  Collection, Storage and Transport of Waste processes and protocols [ ]  Review contractual services

Procurement Process

[ ]  Purchasing and purchase orders, Par Stocks and standing orders

[ ]  Receiving procedures, invoices, packing slips, specifications

[ ]  General stores and supply requisition process

[ ]  Storage areas and security controlled

[ ]  Inventory Management

[ ]  Inventory tallies and month end budgets

[ ]  Purchase journals and Departmental budgeting

**Week 4-7**

Housekeeping Areas

[ ]  Cleaning equipment operations and daily preventative maintenance protocols

[ ]  Chemicals, cleaning agents, disinfectants [ ]  WHMIS and MSDS sheets

[ ]  Daily Cleaning job routines and time activity:

[ ]  Non-Resident/Hotel Area Cleaning and Disinfecting

[ ]  Common and Service Area Cleaning and Disinfecting (food service areas, kitchen/cafeteria, staff areas, nursing stations, public washrooms…)

[ ]  Housekeeping Resident/Healthcare Area Cleaning and Disinfecting

[ ]  Discharge/isolation/terminal cleaning protocols, turnover times and follow up; interprofessional roles and responsibilities

[ ]  Patient Bed terminal cleaning and bed making protocols

[ ]  Bed bugs protocols

[ ]  Specialty disinfecting equipment; UV light disinfection process

[ ]  Flood response and emergency clean up

[ ]  Cleaning Schedules and Cleaning Frequencies

[ ]  Deep cleaning schedule and routines

[ ]  Floor care and carpet cleaning programs

[ ]  Project cleaning protocols

Laundry services, Linen Management and Distribution

[ ]  Linen unit carts and linen quotas calculations per home areas

[ ]  Types of linens and proper usage

[ ]  Linen Distribution procedures, carts and storage

[ ]  Transportation and Handling of soiled linens protocols, soiled utility rooms

[ ]  Linen outsourcing process, contract company agreement

[ ]  On the Premises laundry (OPL) processes

[ ]  Laundry equipment operation, safety and preventative maintenance

[ ]  Proper Folding techniques

[ ]  Sorting at the source process

☐ Linen Management and Inventory

[ ]  Handling Personal Clothing and Labelling New Personal Items Procedures

[ ]  Washing Codes and Cycles; Washer weight capacities

[ ]  Drying Procedures, proper times and temperatures, dryer weight capacities

[ ]  Chemicals, detergents, water softeners, fabric softeners and sours

[ ]  Distribution of Exchange linen carts Removal of Linens from

[ ]  Laundering other department linens; kitchen, physio, housekeeping, salon,

[ ]  Infection Control Procedures Laundering Slings, wheelchair pads, cushions

Maintenance and General Facility Services

[ ]  Preventative Maintenance Program and Maintenance Software

[ ]  Project work, minor repairs, painting protocols

[ ]  Transfer Equipment inspection checklist (lifts, wheelchairs)

[ ]  Plumbing/Water Temperature limitations, temperature audits

[ ]  Locate Electrical panels/requirements

[ ]  HVAC system and filtration replacement process

[ ]  Generator tests and routine inspections

[ ]  Work Order Process

[ ]  Pest Control monitoring

[ ]  Tagging out equipment process

[ ]  EVS Preventative Maintenance Programs

[ ]  Contractual services-landscape/snow removal

Human Resources

[ ]  Department Job Descriptions and Time activity Routines, Work Schedules

[ ]  Hiring process, interviewing, reference checking

[ ]  Performance Appraisals

[ ]  Disciplinary process

[ ]  Collective agreement

[ ]  Payroll processing

[ ]  Master Schedules, rotation

[ ]  Staff replacement protocols, sick calls, vacation/leave relief using seniority

Supervision, Continuous Quality Indicators, Education and Communication

[ ]  Auditing and Monitoring systems/Software

[ ]  Types of audits, conducting audits, benchmarks, follow up, results staff training

[ ]  Develop and conduct EVS staff In-servicing, education sessions

[ ]  Department Memos, communication process, emails, inter-professional correspondence process

[ ]  Participate in management functions and provide relief supervision

[ ]  Describe the role of each supervisor, manager, team lead