Orientation

* Analyze Department operative staff orientation checklist
* Describe inter-professional team members
* Department Policies and Procedures Manual
* Review/Revise/Draft Department Policies and Procedures to cross reference with PIDAC, IPAC and MOHLTC
* Review/Revise/Draft Department Policies and Procedures using the summary of recommendations of Environmental Cleaning in all healthcare settings in the PIDAC document

Safety and Infection Control and Prevention protocols

* Perform Infection Control audits
* Demonstrate/Educate on Proper lifting Procedures
* Research and introduce the use of different types of Personal Protective Equipment
* WHMIS training and MSDS sheets on new chemical products
* Update WHMIS and MSDS sheets as necessary
* Execute Fire Safety audits and appraise fire protection equipment
* Develop Evacuation procedures
* Instruct Emergency codes
* Develop a chart and/or info. Session to summarize environmental safety and patient/resident safety
* Label Fire Safety areas, audit fire safety equipment and review expiry/inspection dates
* Map out/update Evacuation plan using existing floor plans
* Develop/Conduct in-service on hand hygiene, don and doff PPE
* Safe sharp handling training
* Review/audit outbreak management protocols
* Audit ergonomics, proper use of equipment

Waste Management and Recycling and Hazardous materials

* List/summarize departmental hazardous materials and their disposal
* Audit waste stream disposal routines
* Review Recycling, Reduction, Reuse programs
* Explore revenue waste programs
* Review waste receptacles and public waste collection containers

Receiving and Storage

* Evaluate storage security and supply requisition process
* Audit receiving procedures and develop plan of action for improvement
* Transportation and Porter services (acute care)
* Organize the delivery/pick-up of linens, food/meal tray meals, snacks, water jugs…
* Coordinate transportation schedules with job routines
* Develop/review time activity schedule

Procurement Process

* Prepare purchase orders for Department supplies of linens, chemicals, materials…
* Evaluate suppliers and services
* Evaluate/develop order guides
* Review/Establish par stocks and standing orders
* Conduct Physical Inventory and tallies month end budgets
* Update Purchase journals and Departmental budget
* Develop a Request for Proposal (RFP) process

Housekeeping Areas

* Review equipment usage and effectiveness
* Analyze effectiveness of current cleaning equipment, Microfiber cleaning systems
* Research/report innovative cleaning systems
* Conduct cleanliness audits in Non-resident/patient areas, resident/patient areas, procedure rooms…
* Create cleaning frequencies checklist for resident/non-resident areas
* Conduct time activity schedule for housekeeping cleaning routines/procedures
* Determine staffing patterns according to square footage/meters of cleaning area
* Observe/Review/revise/rewrite/comment job routine
* Review Cleaning Schedules and Cleaning Frequencies using the recommendations of Environmental Cleaning in all healthcare settings in the PIDAC document
* Assess effectiveness of current (washroom) cleaning procedures
* Develop/revise/schedule floor care program using floor plans
* Report/compare the use of Large Cleaning Equipment according to size of area and time
* Audit the use of Personal Protective Equipment
* Assess housekeeping Chemicals, cleaning agents, disinfectants for “Green” properties
* Review Discharge/isolation/terminal cleaning protocols, turnover times and follow up; interprofessional roles and responsibilities
* Patient Bed terminal cleaning and bed making protocols
* Research/Educate staff Bed bugs protocols

Laundry Services

* Conduct Physical Inventory and Costing for linens Develop linen management process
* Identify possible hoarding locations of linens
* Calculate total laundry poundage Resident per day (LTC)
* Determine laundry staffing pattern based on total laundry poundage per day
* Develop load count sheets
* Assist with determining linen quotas per unit/home area
* Review/explore/develop transportation schedule of clean/soiled laundry and linens with an interprofessional approach
* Audit use of PPE and develop plan of action for improvement
* Audit infection control procedures of the laundry process
* Research Green Products and/or develop a plan to conserve utilities
* Develop education session for sorting at the source, proper drying times
* Review folding techniques considering ergonomics
* Review protocols stocking linen carts
* Audit loading washing machines at full capacity
* Review/audit laundry equipment operation, safety and preventative maintenance protocols
* Linen Management and Inventory
* Review policy Handling Personal Clothing and Labelling New Personal Items Procedures
* Washing Codes and Cycles; Washer weight capacities
* Audit Drying Procedures, proper times and temperatures, dryer weight capacities
* Review chemicals, detergents, water softeners, fabric softeners and sours
* Review distribution of Exchange linen carts Removal of Linens from home areas/care units
* Review Laundering other department linens; kitchen, physio, housekeeping, salon,
* Audit Infection Control Procedures Laundering Slings, wheelchair pads, cushions

General Maintenance

* Detect Daily, Weekly, Monthly, Annually, Preventative Maintenance Programs
* Organize Manufacturer’s equipment manuals and Supplement data in a
* Preventative Maintenance Programs Software
* Conduct inspection checklist on Transfer Equipment inspection (lifts, wheelchairs)
* Conduct Water Temperature audits
* Review Electrical Panels labelling process/logging Develop Utilities conservation
* strategies
* Execute Preventative maintenance on HVAC system, air exchange,
* boilers, Conduct Generator tests and routine inspections
* Review/revise Work Order Process-determine priorities
* Monitor Pest Control contractual services
* Review/cost analysis on contractual services-landscape/snow removal
* Review Tag and identify equipment protocols

Human Resources

* Conduct time activity schedule within the Environmental Department operative staff
* Observe/Review/revise/rewrite/comment job routine within the Environmental Department
* operative staff
* Evaluate job routine tasks and responsibilities
* Determine departmental staffing patterns
* Assess work schedules
* Develop interview questions
* Conduct/assist with an interview with potential employee, reference checks Assist
* with performance appraisals
* Conduct scheduling and review payroll processes

Supervision, Quality Indicators, Education and Communication

* Develop staff memos and/or other forms of communication
* Develop and conduct education session(s)
* Record Meeting Minutes
* Assist with conducting a Fire or other emergency drills Supervisor duties assigned
* Participate in quality management activities
* Recommend corrective actions when standards are not me
* Participate as EVS supervisor duties