**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