CENTRAL SERVICE DEPARTMENT
POLICY AND PROCEDURE MANUAL

SECTION I: PERSONNEL

POLICY:
A. Health Requirements:
   1. Employee health policies are to be found in the Occupational Health and Safety Manual.
   2. Personnel shall be free of active infections.
B. Personal Hygiene:
   1. Central Service personnel shall maintain a high standard of personal hygiene.
C. Attire:
   1. Designated uniforms, including head covering shall be worn by all personnel working in the restricted areas of the Central Service Department.
D. Handwashing:
   1. Proper handwashing is required and emphasized as ABSOLUTELY ESSENTIAL FOR THE PREVENTION AND CONTROL OF INFECTION WITHIN THE HOSPITAL.
   2. Refer to Central Service Department’s “Handwashing”.
E. Orientation:
   1. New employees shall receive initial orientation and on-the-job training.
   2. Refer to the Departments “Orientation Plan” for new employees in Section I of this manual.
F. Inservice Education:
   1. Inservice shall be a component of monthly staff meetings.
   2. Educational efforts are primarily directed at sterile supply processing and infection control practices, policies and procedures, fire drills and safety measures.
   3. Attendance is mandatory.
G. Staffing:
   1. The number of support personnel shall be related to the scope of the service provided.
   2. Refer to department Staffing Plan and Policy located in Section I of this manual.
   3. The Central Service Department Manager and the Assistant Administrator for Patient Care Services shall review the staffing needs of the department at the end of each fiscal year and recommend to Administration, personnel changes in levels to meet the demands of the clinical areas serviced by the Central Service Department.