

SUBJECT: JOB DESCRIPTION - ENVIRONMENTAL SERVICES SUPERVISOR	REFERENCE #2004
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 OF: 4
APPROVED BY:	EFFECTIVE:
	REVISED:

SUMMARY:

Oversees and directs the day-to-day operation of the Environmental Services Department ensuring a clean, orderly and safe environment.

DUTIES AND RESPONSIBILITIES:

- Assists in development and implementation of departmental policies and procedures and standards of work.
- Provides leadership and guidance to departmental personnel.
- Assists the Environmental Services Director in developing the department's annual budget.
- Maintains a current inventory of supplies and equipment.
- Maintains proficiency in all techniques and equipment used by the Environmental Services Department.
- Ensures that quality standards are met, by inspecting completed work.
- Makes recommendations to the Environmental Services Director for changes in supplies, equipment or procedures to improve safety and patient care or to reduce costs.
- Maintains good working relationships with other departments.
- Investigates, documents and reports all unusual occurrences to the Environmental Services Director.
- Ensures that patient care units are adequately stocked with linen.
- Monitors linen usage and reviews statistics with the Environmental Services Director.
- Ensures all equipment is tested regularly.
- Schedules personnel for proper coverage of the Hospital.
- Conducts orientation and ongoing training for departmental personnel.

ENVIRONMENTAL SERVICES DEPARTMENT NEW EMPLOYEE ORIENTATION AND SKILLS CHECKLIST

ORAL QUESTION/ANSWER SESSION: EVALUATION OF CLINICAL PERFORMANCE

- 1 = Cannot Perform Skill Independently
 2 = Requires Some Assistance to Perform Skill
 3 = Can Perform Skill Independently
 NA = Not Applicable

					Supervisor's Initials
Environmental Cleaning Supplies	1	2	3	NA	
Mixture Ratios	1	2	3	NA	
Equipment Cleaning and Maintenance	1	2	3	NA	
Housekeeping	1	2	3	NA	
Standard Cleaning Procedures	1	2	3	NA	
Daily Patient Room Cleaning	1	2	3	NA	
Patient Room Discharge/Transfer Cleaning	1	2	3	NA	
Patient Isolation Room Daily Cleaning	1	2	3	NA	
Patient Isolation Room Discharge/Transfer Cleaning	1	2	3	NA	
Nurses' Station Cleaning	1	2	3	NA	
Dust Mopping Procedure	1	2	3	NA	
Damp Mopping Procedure	1	2	3	NA	
Spray Buffing Procedure	1	2	3	NA	
High Speed Burnishing Procedure	1	2	3	NA	
Scrub and Top Coat Procedure	1	2	3	NA	
Finish Removal - Stripping Procedure	1	2	3	NA	
Sealer Application Procedure	1	2	3	NA	
Finish Application Procedure	1	2	3	NA	
Wet Vacuuming Procedure	1	2	3	NA	
Vacuuming Procedure	1	2	3	NA	
Carpet Spotting Procedure	1	2	3	NA	
Stairwell Cleaning	1	2	3	NA	
Elevator Cleaning	1	2	3	NA	
Wall Washing	1	2	3	NA	
Interior and Exterior Glass Windows	1	2	3	NA	
Soap Dispensers Refilling and Cleaning	1	2	3	NA	
Paper Towel Refilling and Cleaning	1	2	3	NA	
Exterior Entrance Area	1	2	3	NA	
Interior Entrance Area	1	2	3	NA	
Blinds Cleaning	1	2	3	NA	
Locker Room Cleaning	1	2	3	NA	
Furniture Cleaning	1	2	3	NA	
Dining Room Cleaning	1	2	3	NA	
Radiation Therapy Room Cleaning	1	2	3	NA	
Examination Rooms/Treatment Rooms	1	2	3	NA	
Office Cleaning	1	2	3	NA	
Clean Linen Room Cleaning	1	2	3	NA	
Soiled Linen Room Cleaning	1	2	3	NA	

SUBJECT: PERFORMANCE IMPROVEMENT PLAN	REFERENCE #3001
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 3
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APPROVED BY:	EFFECTIVE:
	REVISED:

- Cleanliness inspections.
- Interdepartmental issues/concerns/relationships:
 - Office waste recycling program;
 - Lighting energy efficiency;
 - Patient complaints about rooms;
 - Stripping beds for discharge/transfers;
 - Room preparation for admittance.
- An inventory of processes that make up a specified function, including activities performed by management and support personnel is defined in writing and approved.

RESPONSIBILITY AND DIRECTING DEPARTMENT:

- The Environmental Services Director is responsible for reporting, monitoring and evaluating the outcomes and processes of the departmental performance improvement plan.
- The Environmental Services Department employees will collect data for each important function as appropriate. The data is collected, on an ongoing basis, in order to prevent any potential problems. The data sources include the following:
 - Statistical data
 - Worksheets
 - Meeting minutes
 - Direct observation
 - Patient/Staff complaints

PERFORMANCE MEASUREMENT:

- The department will collect data systematically for both improvement priorities and continuing measurement. The process of data collection activities are often collaborative and interdisciplinary in nature.
- Measurement and data collection is the foundation of all performance improvement activities and organization functions. To measure performance, the department collects data on the following:

SUBJECT: BIOHAZARDOUS WASTE MANAGEMENT PLAN HANDLING REQUIREMENTS	REFERENCE #4009
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DEPARTMENT: ENVIRONMENTAL SERVICES	EFFECTIVE:
APPROVED BY:	REVISED:

The Biohazardous Waste Management Plan has been developed to insure the health and safety of employees, patients and visitors. Information regarding medical wastes will be provided by the proper identification, labeling, containment and handling of biohazardous waste and by the training of the employees who normally work at jobs where exposure to biohazardous waste is reasonably anticipated. This program covers all aspects of handling medical waste:

- Identification and Labeling
- Handling Techniques and Precautions
- Emergency Procedures
- Disposal

CONTAINMENT AND LABELING:

- All biohazardous waste is contained separately from other waste.
- Biohazardous waste shall be contained as close to the site of origin as possible.
- Biohazardous waste shall be contained in red biohazard bags or rigid puncture-resistant containers, as appropriate.
- Any container used shall be labeled with Biohazardous Waste and/or the international biohazard symbol.
- Red biohazard bags, hereafter referred to as red bags, are disposable plastic bags impervious to moisture and meet the 165 Gm dropped dart impact resistance test. The bags are labeled "Biohazardous Waste" and with the international biohazard symbol.
- Double bagging with red bags is no longer required.
- All red bags should be tied securely to prevent spilling or leaking of contents during storage, handling or transport.
- All waste is transported to the designated storage areas in a closed cart by Environmental Services Department personnel.

SUBJECT: CLEANING CENTRAL SERVICE DEPARTMENT	REFERENCE #8004
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE:
	REVISED:

POLICY:

- The Environmental Services Department personnel will clean the Central Service Department on a daily basis.
- Emergency response services are available 24 hours per day.

PROCEDURE:

- Environmental Services Department personnel must follow the Central Service dress code which includes: head cover, shoe covers and scrubs.
- If Environmental Services Department personnel must leave the Central Service Department before cleaning has been completed, the employee must remove their shoe covers and cap and put on a cover coat. Upon returning to the department, remove the cover coat and put on a clean cap and shoe covers.
- Environmental Services Department personnel will clean the decontamination area of the Central Service Department last. A floor plan of the Central Service Department is available in the department showing the non-contaminated and contaminated areas of Central Service.
- Environmental Services Department personnel will:
 - Empty all waste containers. The waste containers will be wiped out with a hospital approved germicidal solution and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in biohazardous waste receptacles and clear bags will be placed in regular waste receptacles.
 - Damp dust counters, furniture, telephones and receivers, etc., with a hospital approved germicidal solution. Do not clean equipment or work spaces unless instructed to do so. If there are any questions, ask the supervisor.
 - Spot clean walls, doors and partitions as needed;
 - Clean mirrors, glass doors and partitions with glass cleaner;
 - Dust mop floor;
 - Mop floors using a hospital approved germicidal solution according to procedure. Place wet floor signs prior to mopping.