

## Sterile Processing

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Who is your recruiter? \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** This checklist is meant to serve as a general guideline for our client facilities as to the level of your skills within your nursing specialty. Please use the scale below to describe your experience/expertise in each area listed below.

**Proficiency :- 1 = Never Performed      2 = Limited Experience      3 = Comfortable Performing      4 = Proficient**  
**Frequency :- 1 = Never                      2 = Sometimes                      3 = Often                      4 = Always**

Age Specific	Proficiency				Frequency			
Infant (Birth to 1 year)	1	2	3	4	1	2	3	4
Toddler (1-3 years)	1	2	3	4	1	2	3	4
Pre-school (3-6 years)	1	2	3	4	1	2	3	4
School Age (6-12 years)	1	2	3	4	1	2	3	4
Adolescent (12-18 years)	1	2	3	4	1	2	3	4
Young Adult(18-30 years)	1	2	3	4	1	2	3	4
Mature Adult (30-60 years)	1	2	3	4	1	2	3	4
Elderly(>60 years)	1	2	3	4	1	2	3	4

Decontamination	Proficiency				Frequency			
Personal protective equipment (PPE) in decontamination	1	2	3	4	1	2	3	4
Precleaning	1	2	3	4	1	2	3	4
Soiled receiving	1	2	3	4	1	2	3	4
Sink arrangement	1	2	3	4	1	2	3	4
Manual cleaning techniques	1	2	3	4	1	2	3	4
Mechanical cleaning techniques	1	2	3	4	1	2	3	4
Brushes and cleaning tools	1	2	3	4	1	2	3	4
Handling sharps	1	2	3	4	1	2	3	4
Disposable items	1	2	3	4	1	2	3	4
Sending items for external maintenance	1	2	3	4	1	2	3	4
Water quality	1	2	3	4	1	2	3	4
Detergents	1	2	3	4	1	2	3	4
Ultrasonic cleaners	1	2	3	4	1	2	3	4
Irrigating sonics	1	2	3	4	1	2	3	4

Water disinfectors	1	2	3	4	1	2	3	4
Automated cart washers	1	2	3	4	1	2	3	4
Enzyme products	1	2	3	4	1	2	3	4
Instrument inspection	1	2	3	4	1	2	3	4
Pasteurizers	1	2	3	4	1	2	3	4
Flexible endoscopes	1	2	3	4	1	2	3	4
Rigid endoscopes	1	2	3	4	1	2	3	4
Leak testing endoscopes	1	2	3	4	1	2	3	4
Automated endoscope reprocessors	1	2	3	4	1	2	3	4

### Assembly and Packaging

### Proficiency

### Frequency

Paper materials	1	2	3	4	1	2	3	4
Packaging labeling	1	2	3	4	1	2	3	4
Heat sealing	1	2	3	4	1	2	3	4
Instrument count sheets	1	2	3	4	1	2	3	4
Preparing instrument trays	1	2	3	4	1	2	3	4
Instrument identification	1	2	3	4	1	2	3	4
Instrument inspection	1	2	3	4	1	2	3	4
Pass-thru window	1	2	3	4	1	2	3	4
Magnifying lamps	1	2	3	4	1	2	3	4
Light tables	1	2	3	4	1	2	3	4
Instrument testing	1	2	3	4	1	2	3	4
Lubricating instruments	1	2	3	4	1	2	3	4
Multifaceted instruments	1	2	3	4	1	2	3	4
Demagnetizer	1	2	3	4	1	2	3	4
Rigid containers	1	2	3	4	1	2	3	4
Tray filters	1	2	3	4	1	2	3	4
Peel pouches	1	2	3	4	1	2	3	4
Reusable materials (e.g., woven,towels)	1	2	3	4	1	2	3	4
Disposable packaging material (eg., paper,flat wrap)	1	2	3	4	1	2	3	4
Protects instruments (e.g.,tip protectors, silicone mats,sleeves)	1	2	3	4	1	2	3	4
Tamper-evident seals	1	2	3	4	1	2	3	4
Wicking material (e.g., towels)	1	2	3	4	1	2	3	4
Wrapping techniques	1	2	3	4	1	2	3	4

Autoclave tape	1	2	3	4	1	2	3	4
Sending defective items for repair	1	2	3	4	1	2	3	4
<b>Instrument Care and Handling</b>		<b>Proficiency</b>				<b>Frequency</b>		
Single-use instruments	1	2	3	4	1	2	3	4
Powered surgical instruments	1	2	3	4	1	2	3	4
Loaner instruments	1	2	3	4	1	2	3	4
Flexible endoscopes	1	2	3	4	1	2	3	4
Rigid endoscopes	1	2	3	4	1	2	3	4
Robotic instruments	1	2	3	4	1	2	3	4
Pneumatic-powered equipment	1	2	3	4	1	2	3	4
Implants	1	2	3	4	1	2	3	4

<b>Sterilization</b>		<b>Proficiency</b>				<b>Frequency</b>		
Biological indicators	1	2	3	4	1	2	3	4
Chemical indicators	1	2	3	4	1	2	3	4
Sterilizer cycle reports	1	2	3	4	1	2	3	4
Ethylene oxide	1	2	3	4	1	2	3	4
Hydrogen peroxide systems	1	2	3	4	1	2	3	4
Ozone sterilization	1	2	3	4	1	2	3	4
Tabletop sterilizers	1	2	3	4	1	2	3	4
Gravity air displacement sterilizers	1	2	3	4	1	2	3	4
Steam-flush pressure-pulse sterilizers	1	2	3	4	1	2	3	4
Prevacuum sterilizers	1	2	3	4	1	2	3	4
Immediate Use Steam Sterilization (IUSS)	1	2	3	4	1	2	3	4
Steam sterilization parameters	1	2	3	4	1	2	3	4
Loading/unloading sterilizers	1	2	3	4	1	2	3	4
Maintaining and cleaning sterilizers	1	2	3	4	1	2	3	4
Wet packs	1	2	3	4	1	2	3	4

<b>Disinfection</b>		<b>Proficiency</b>				<b>Frequency</b>		
Low to Intermediate-Level Disinfectants	1	2	3	4	1	2	3	4
High-Level Disinfectants	1	2	3	4	1	2	3	4
Minimum effective concentration (MEC) of the active ingredient	1	2	3	4	1	2	3	4

Vapor exposure levels	1	2	3	4	1	2	3	4
Cleaning noncritical items and surfaces	1	2	3	4	1	2	3	4
Disinfectant labeling	1	2	3	4	1	2	3	4

<b>Sterile Storage</b>		<b>Proficiency</b>			<b>Frequency</b>			
Drying and storing endoscopes	1	2	3	4	1	2	3	4
Stock rotation	1	2	3	4	1	2	3	4
Shelf-life events that compromise sterility	1	2	3	4	1	2	3	4
Storage carts	1	2	3	4	1	2	3	4
Environmental conditions	1	2	3	4	1	2	3	4
Dust covers	1	2	3	4	1	2	3	4
Closed shelving	1	2	3	4	1	2	3	4
Semi-closed shelving	1	2	3	4	1	2	3	4
Open shelving	1	2	3	4	1	2	3	4
Shelf-life events that compromise sterility	1	2	3	4	1	2	3	4

<b>Handling and Distribution</b>		<b>Proficiency</b>			<b>Frequency</b>			
Hazardous materials and sharps	1	2	3	4	1	2	3	4
Contaminated items	1	2	3	4	1	2	3	4
Event-related sterility	1	2	3	4	1	2	3	4
Leakproof, puncture-resistant containers	1	2	3	4	1	2	3	4
Endoscope storage cabinets	1	2	3	4	1	2	3	4
Transporting sterile items	1	2	3	4	1	2	3	4
Endoscopes	1	2	3	4	1	2	3	4

<b>Inventory Management</b>		<b>Proficiency</b>			<b>Frequency</b>			
Entering and receiving sterile/unsterile inventory	1	2	3	4	1	2	3	4
Tracking packages	1	2	3	4	1	2	3	4
First-in, first-out (FIFO) system	1	2	3	4	1	2	3	4
Automated (PAR) levels for items	1	2	3	4	1	2	3	4
Preference card/pick list	1	2	3	4	1	2	3	4
Exchange cards	1	2	3	4	1	2	3	4
Radio-frequency identification (RFID)	1	2	3	4	1	2	3	4

Preparing case carts	1	2	3	4	1	2	3	4
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<b>Infection Prevention</b>	<b>Proficiency</b>				<b>Frequency</b>			
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Attire (semi-restricted and restricted areas)	1	2	3	4	1	2	3	4
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Testing/monitoring	1	2	3	4	1	2	3	4
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Routine cleaning	1	2	3	4	1	2	3	4
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Environmental standards	1	2	3	4	1	2	3	4
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Negative/positive pressure airflow	1	2	3	4	1	2	3	4
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Air exchange rate	1	2	3	4	1	2	3	4
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Hand hygiene	1	2	3	4	1	2	3	4
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Chain of infection	1	2	3	4	1	2	3	4
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Biofilm formation	1	2	3	4	1	2	3	4
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Personal protective equipment (PPE)	1	2	3	4	1	2	3	4
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Traffic control	1	2	3	4	1	2	3	4
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<b>Other</b>	<b>Proficiency</b>				<b>Frequency</b>			
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Spaulding Classification system	1	2	3	4	1	2	3	4
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Record Keeping	1	2	3	4	1	2	3	4
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Location safety data sheets (SDS)	1	2	3	4	1	2	3	4
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Location of emergency eyewash stations	1	2	3	4	1	2	3	4
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Following manufacturer's instruction for use (IFU)	1	2	3	4	1	2	3	4
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<b>Professional Issues</b>	<b>Proficiency</b>				<b>Frequency</b>			
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Ethical considerations	1	2	3	4	1	2	3	4
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Legal responsibilities	1	2	3	4	1	2	3	4
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Health Insurance Portability and Accountability Act (HIPAA)	1	2	3	4	1	2	3	4
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Workplace safety	1	2	3	4	1	2	3	4
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Scope of practice	1	2	3	4	1	2	3	4
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Documentation	1	2	3	4	1	2	3	4
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Professional development	1	2	3	4	1	2	3	4
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Personal development	1	2	3	4	1	2	3	4
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Job responsibilities	1	2	3	4	1	2	3	4
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Therapeutic communication	1	2	3	4	1	2	3	4
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Collaboration	1	2	3	4	1	2	3	4
Time management	1	2	3	4	1	2	3	4
Active listening	1	2	3	4	1	2	3	4
Confliction resolution	1	2	3	4	1	2	3	4

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**Work History**

Years Experience in Clinical Specialty :

Most recent facility worked at :

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I hereby certify that ALL information I have provided to Clover Health Services, on this skills checklist and all other documentation, is true and accurate.  
I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.