

## TRAINING UPDATE

**Lab Location:** SGAH & WAH  
**Department:** Phlebotomy

**Date Distributed:** 7/1/2013  
**Due Date:** 7/31/2013  
**Implementation:** 8/1/2013

### DESCRIPTION OF PROCEDURE

<b>Name of procedure:</b>
<b>Respiratory Protection Certification Process (Fit Testing) SGAH.P34, WAH.P29 v000</b>
<b>Description of change(s):</b>
<p>New SOP to describe the process for mandatory annual Fit Testing for phlebotomists.</p> <p><b>This SOP will be implemented on August 1, 2013</b></p>

Document your compliance with this training update by taking the quiz in the MTS system.

**Approved draft for training all sites (version 000)**

Non-Technical SOP

<b>Title</b>	<b>Respiratory Protection Certification Process (Fit Testing)</b>	
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<b>Owner</b>	Samson Khandagale	Date: 5/1/2013

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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**1. PURPOSE**

This procedure outlines the respiratory certification process used by Employee Health Services (EHS), Quest Diagnostics, Chantilly and Adventist Hospital Laboratory staff for meeting requirements of job related needs for respirator protection.

**2. SCOPE**

This procedure is applicable to respiratory certifications process for EHS Staff and the Adventist Laboratory Phlebotomy Staff.

**3. RESPONSIBILITY**

The Field Operations Manager is responsible for reviewing and updating this procedure on a bi-annual basis.

The Supervisors are responsible for assuring that the Adventist Hospital Laboratory staff members perform the process appropriately and according to SOP.

Adventist Hospital Laboratory staff members are responsible for complying with the requirements of this SOP.

**4. DEFINITIONS**

Work related – needs to be worn in the work setting, mainly hospital environment

Fit Testing – use of a protocol to evaluate the fit of a respirator on an individual

## 5. PROCEDURE

1. At least two months before the due date for recertification of Annual Respiratory Protection Process, all hospital staff members that require Respiratory Protection in the Work Environment are identified by their supervisor.
2. The Field Ops Supervisor will send an email to the EHS Supervisor informing EHS Supervisor with the list of all staff members that require the Annual Respiratory Protection/ Fit testing.
3. The EHS Supervisor/Designee will send the medical questionnaire to each staff member requiring Respiratory Protection via interdepartmental mail, in person (during new hire assessment) and/or regular mail as soon as possible.
4. The staff member will complete the Medical Questionnaire and return to EHS for review at least one month before the actual fit testing date determined by the EHS and Field Ops Supervisor.
5. If no major medical condition is identified on the Medical Questionnaire, the employee is approved for fit testing. Proceed to step 7.
6. If a major health condition is identified on the Health Questionnaire, the employee is referred to Medical Provider (a vendor selected by EHS) which specializes in Respirator Protection and notified via interdepartmental mail, in person (during new hire assessment) and/or regular mail as soon as possible.
  - a. The Health Questionnaire and the employee will be present for the appointment with the Medical Provider.
  - b. The body systems are reviewed and additional testing is performed such as; Spirometry testing and fit testing.
  - c. If failure occurs in these tests, the USE test is performed.
  - d. If the USE test is passed, the employee is approved for wearing a mask and the testing completed for those employees in the Medical Providers office. Completion certificates/ notes will be sent to EHS Supervisor.
  - e. If failures occur for all of the above, the Management team is notified for further advice and directions.
7. The Field Ops Supervisor in conjunction with EHS Supervisor arranges for a vendor to come to each site to perform fit testing for all employees identified in step 5.
  - a. The Field Ops Supervisor is responsible for providing a place (conference room or other space)
  - b. The Field Ops Supervisor schedules staff at least two weeks in advance, on the designated day in 15-20 minute slots, to attend the on-site fit testing conducted by the vendor.
8. Testing will be performed on an annual basis and anytime that there has been a major health condition occurrence.

- 9. At the end of fit testing the Field Ops Supervisor will collect the completion certificates from the vendor. Testing date is logged on the annual Training grid and certificates placed in the employee's training file.
  
- 10. Staff that are unable to attend the required fit testing due to an extreme hardship will be referred to the EHS Supervisor and required to schedule an appointment with the Medical Provider/ Vendor as directed. Fit testing must be completed within a two week period from the missed date and before previous annual certification has expired.

**6. REFERENCES**

Occupational Safety & Health Administration (OSHA)

**7. RELATED DOCUMENTS**

None

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

**9. ADDENDA AND APPENDICES**

None