

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Phlebotomy

Date Distributed: 1/5/2016
Due Date: 1/22/2016
Implementation: 1/22/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Respiratory Protection Certification Process (Fit Testing) SGAH.P34, WAH.P29 v1
Description of change(s):
<p>Section 1&2: remove Chantilly EHS</p> <p>Section 5: update to follow hospital process</p> <p>This revised SOP will be implemented on January 22, 2016</p>

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

Approved draft for training (version 1)

Non-Technical SOP

Title	Respiratory Protection Certification Process (Fit Testing)	
Prepared by	Samson Khandagale	Date: 5/1/2013
Owner	Samson Khandagale	Date: 5/1/2013

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

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure outlines the **annual** 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 Supervisor/**Group Leads** 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. The Field Operations Manager / Supervisor identify staff that requires Respiratory Protection / Fit Testing.
2. Fit Testing is performed annually in accordance with the specific hospital protocol. The manager/supervisor coordinates scheduling and notifies staff
3. If a medical questionnaire is required, staff will complete and submit prior to Fit Testing.
4. The Fit Testing documentation date is logged on the annual Training grid and documentation placed in the employee's training file.

6. REFERENCES

Occupational Safety & Health Administration (OSHA)

7. RELATED DOCUMENTS

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	12/14/15	Section 1&2: remove Chantilly EHS Section 5: update to follow hospital process Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett	S Khandagale

9. ADDENDA AND APPENDICES

None