IAHCSMM
Instrumental to Patient Care®

CHL Exam Content Outline

Revised Nov 2014 **3 Pages**

The CHL Exam Content Outline was created through the 2012 job task analysis and outlines the specific areas of knowledge necessary to perform the duties of a Central Service Leader. The Content Outline also details the percentage weight for each of the seven sections which comprise the CHL Exam. The higher the percentage weight, the more heavily the questions in that area will affect your overall test score.

CLEANING, DECONTAMINATION, AND DISINFECTION [PERCENTAGE WEIGHT: 20%]

a **Safety Standards**
- i OSHA/Blood Borne Pathogens
- ii Body Mechanics
- iii Equipment Operation
- iv Ergonomics (e.g. work-flow)
- v Chemical Safety
- vi How to contain, transport, and receive soiled items into decontamination or soiled utility rooms

b **Personal Protective Equipment (PPE)**
- i How to take PPE off

c **Temperature & Humidity of the Work Environment**
- i Standards for temperature
- ii Standards for humidity
- iii Frequency to record
- iv What to do if not within the parameters

d **Preparing Work Area For Decontamination**
- i Correct cleaning agent or chemicals for cleaning process
- ii Supplies Needed (e.g. brush, towels)
- iii Equipment (e.g. compressed air, water)
- iv How to mix chemicals following the manufacturer's Instructions For Use (IFU) (e.g. dilution)
- v How to check & replenish chemicals in equipment
- vi How to determine the correct chemicals for the equipment

e **Quality Tests**
- i Efficacy testing process for washers
- ii Efficacy testing process for ultrasonic
- iii Efficacy testing process for Automated Endoscope Reprocessor (AER)
- iv Efficacy testing process for cart washer
- v Water quality test process
- vi When to test
- vii How to interpret tests

f **Troubleshooting Cleaning Equipment**
- i Water pressure
- ii Operator's manual (where to find, how to use)

g **Disposable Items from Non-Disposable Items**
- i Process of broken & repairable instrumentation

h **Preparing Items for Decontamination**
- i How to disassemble instrument
- ii Manual & mechanical cleaning according to IFU
- iii Where the IFU is located
- iv Methods for reducing the risk of Toxic Anterior Segment Syndrome (TASS)
- v How to load items into the equipment
- vi Special precautions for Creutzfeldt-Jacob Disease (CJD) instruments

i **Cleaning & Decontaminating Non-Disposable Items**
- i Location of IFU
- ii Proper opening & positioning of instruments
- iii Operation times for processes (e.g. manual & mechanical)
- iv What goes in each sink (e.g. two or three sink method)
- v Selection of correct brush & size
- vi Brush care
- vii Proper loading of equipment

j **Selecting Appropriate Disinfectant**
- i How to mix & test chemicals
- ii Three levels of Spaulding Classification (e.g. non-critical, semi-critical, critical)
- iii Documentation of chemical testing
- iv Disinfectant family (what they do, how to use)

k **Disinfecting Instruments & Equipment**
- i Use of correct disinfectant
- ii Exposure times
- iii Rinsing

l **Transferring Items to Preparation Area**
- i Air exchange (e.g. negative pressure, positive pressure)
- ii How to perform visual check for cleanliness

PATIENT CARE EQUIPMENT [PERCENTAGE WEIGHT: 6%]

a **Temperature and Humidity of the Work Environment**
- i Standards for temperature
- ii Standards for humidity
- iii Frequency to record
- iv What to do if not within the parameters

b **Preparing Work Area for Distribution**
- i Supplies needed
- ii Location of IFUs

c **Receiving Items for Preparation**
- i Process for recording and tracking rental equipment
- ii How to sort items (e.g. type of equipment)

d **Inspecting Equipment for Cleanliness and Functionality**
- i How to check for cleanliness
- ii How to check for compliance with safety standards (e.g. frayed cords, preventative maintenance date, damage)

e **Assembling Equipment for Distribution**
- i How to assemble equipment for distribution
- ii How to test equipment per manufacturer's use policy
- iii How to package equipment
- iv How to access IFUs

f **Care and Handling**
- i What equipment requires charging or battery replacement
- ii Location and proper storage of equipment
- iii Environmental requirements for stored equipment (e.g. dry, clean)
- iv Preventative maintenance dates

g **Distributing Equipment**
- i Process for recording
- ii Types of equipment maintained in CSSD
- iii Delivery protocols
- iv Delivery locations (e.g. OR, ED, Labor and Delivery)

h **Tracking Medical Equipment**
- i Systems used (e.g. manual, computer, RFID, hybrid)
- ii How to record and track the distribution

PREPARATION & PACKAGING [PERCENTAGE WEIGHT: 14%]

a **Temperature and Humidity of the Work Environment**
- i Standards for Temperature
- ii Standards for humidity
- iii Frequency to record
- iv What to do if not within the parameters

b **Preparing Work Area for Packaging**
- i Supplies needed
- ii Location of IFUs

c **Receiving Items for Preparation**
- i How to unload equipment
- ii How to check for cleanliness
- iii How to sort items (e.g. service, facility, loaner)

d **Inspecting Items for Cleanliness and Functionality**
- i How to check for cleanliness and functionality
- ii How to follow the IFU
- iii Proper testing tools and process for checking functionality of items (e.g. sharpness testing)
- iv How to assemble, test, and disassemble items according to IFUs
- v How to lubricate items according to IFUs

e **Selecting Items for Assembly**
- i How to cross-reference different instruments
- ii How to size and measure items

f **Assembling Items for Packaging**
- i Proper handling procedures
- ii Instrument protection devices (e.g. tip protectors, foam, mats)
- iii Tray liners
- iv Proper instrument placement (e.g. facilitate sterilization, protect instruments)
- v Instrument organizers
- vi Classes and appropriate use of chemical indicators (e.g. proper placement, intended cycle)
- vii Weight limits and weight distribution

g **Packaging Method**
- i How to select appropriate packaging method (e.g. size, packaging weight)
- ii Packaging Method (e.g. flat wrap, peel pack, container)
- iii Sterilization method/cycle to be used
- iv Proper application method of packaging
- v Proper wrapping technique

h **Labeling Method**
- i Storage destination
- ii Special information identifiers (e.g. implant, loaners, steril ization methods/cycle)

i **Transferring Items to Appropriate Area**
- i How to prioritize for rapid turn-around
- ii Air exchanges (e.g. negative pressure, positive pressure)
- iii Body mechanics
- iv Ergonomics
- v How to track items (e.g. manual, computer)

DOCUMENTATION & RECORD MAINTENANCE [PERCENTAGE WEIGHT: 18%]

a **Record Maintenance**
- i Environmental conditions for records storage
- ii Protocol of time-frame to keep records
- iii What needs to be kept
- iv Where kept (on-site, off-site)
- v How to retrieve

b **Temperature, Humidity, and Corrective Action**
- i Acceptable temperature humidity ranges for work areas
- ii Procedure for reporting deficiency

c **Quality Test Results**
- i Ultrasonic systems
- ii Water quality and temperature
- iii Bowie Dicks tests (e.g. run as first load of the day, empty load)
- iv Sterilizer leak tests (e.g. when test should be performed)
- v Biological and chemical tests (e.g. lot numbers, running con trol tests, correct placement of tests, incubation procedure, how to interpret results, recall process in case of undesirable outcomes)
- vi How to interpret the results of the test
- vii Take corrective action if test fails
- viii Washer decontamination process (e.g. frequency, type)
- ix Cart washer

d **High Level Disinfection (HLD) Process**
- i Safety measures when using HLD
- ii Proper disposal methods
- iii Dilution labeling requirements (e.g. concentration, expira tion, end of use date)
- iv Technician information
- v Patient information

e **Employee Incident Reports**
- i Hospital reporting policy
- ii Exposure control plan
- iii State and federal safety regulations
- iv Risk management and safety management policies
- v Patient tracing procedure (e.g. in event of needle stick, cut)

CUSTOMER RELATIONS [PERCENTAGE WEIGHT: 12%]

a **Customer Requests**
- i Phone Etiquette
- ii Active listening (e.g. technique of repeating back to customer "I heard you say")

b **Communication**
- i Decision-making skills
- ii Communication method (email, face-to-face, phone)
- iii Medical terminology (e.g. anatomy and physiology, surgical terminology, instrumentation)

c **Internal and External Teams**
- i Troubleshooting task forces
- ii Types of teams (e.g. quality, cross disciplinary)
- iii Engagement level (e.g. attendance, follow-through)
- iv Completion of assignments
- v Role on the team (e.g. leader, observer)

d **Facility and Procedures**
- i Where to find policies and procedures
- ii How to interpret policies and procedures
- iii Frequency of review
- iv Responsibility related to review (e.g. make suggestions, keep current with them)

STERILIZATION PROCESS [PERCENTAGE WEIGHT: 20%]

a **Temperature and Humidity of the Work Environment**
- i Standards for temperature
- ii Standards for humidity
- iii Frequency to record
- iv What to do if not within the parameters

b **Preparing Work Area for Sterilization**
- i Supplies needed (e.g. printer supplies, test packs, label gun supplies)
- ii Perform sterilizer component checks according to manufacturer's IFU
- iii Perform cleaning according to manufacturer's IFU

c **Sterilizer Tests**
- i Leak tests
- ii Bowie Dick/air removal test according to standard
- iii Placement of biological test packs for sterilization
- iv When to perform test (e.g. repair, construction, malfunction, routine)

d **Receiving Items for Sterilization**
- i How to move items from cart to cart
- ii Proper body mechanics
- iii Proper handling of item to preserve packaging integrity
- iv How to access IFUs

e **Sterilization Method and Cycle**
- i Functionality of sterilizer
- ii How to select and change the cycle
- iii How to identify appropriate use of external indicators (e.g. sterilization method, placement)
- iv Sterilization method of items
- v Identification of appropriate packaging for the sterilization method

f **Pre-Sterilization Package Integrity**
- i What comprises integrity (e.g. holes, filters, broken locks and seals)
- ii Filter placement, locks, seals, and external indicators

g **Loading Sterilizer**
- i Metal mass versus load configuration
- ii Wrapped versus rigid containers and peel pouch
- iii Biological tests
- iv Appropriate placement of items

h **Operating and Monitoring Sterilization Equipment**
- i How to replace and dispose of empty cartridges/tanks/cassettes
- ii How to select cycle
- iii Where to place biological or air removal tests
- iv Temperature requirements for each sterilization method
- v How to access IFUs

i **Cycle Parameters**
- i How to interpret printout (e.g. temperature, time, and pressure exposure)
- ii Sign-off procedures to ensure accountability

j **Unloading Sterilizer**
- i What maintains sterility (e.g. Cooling time, temperature, handling)
- ii Body mechanics

k **Post-Sterilization Package Integrity**
- i What compromises integrity (e.g. holes, filters, broken locks and seals, moisture)
- ii Filter placement, locks, seals, and external indicators

l **Test Results**
- i Proper handling and incubation of the biological test
- ii How to interpret test results

m **Potential Process Failures**
- i How to identify a process failure (e.g. wet packs, color change, failure to meet sterilization parameters)
- ii Procedure for follow-up after process failure

n **Transferring Sterilized Items to Storage and Distribution**
- i How to prioritize for rapid turn-around
- ii How to handle items without damaging (e.g. stacking, rough handling)
- iii Air exchanges (e.g. negative pressure, positive pressure)
- iv Body mechanics
- v How to track items (e.g. manual, computer)
- vi Traffic flow
- vii Early release of implantable devices

STERILE STORAGE & INVENTORY MANAGEMENT [PERCENTAGE WEIGHT: 10%]

a **Temperature and Humidity of the Work Environment**
- i Standards for temperature
- ii Standards for humidity
- iii Frequency to record
- iv What to do if not within the parameters

b **Preparing Work Area for Sterile Storage**
- i Supplies needed
- ii Location of IFUs

c **Ordering Inventory**
- i The ordering process (e.g. par levels, computerized, manual)
- ii How to handle back-orders

d **Receiving and Inspecting Inventory**
- i What compromises integrity (e.g. holes, filters, broken locks and seals, water damage, dust)
- ii How to match delivery document to what was received (e.g. signing for deliveries)

e **Stocking and Rotating Inventory**
- i Shelf life policy (e.g. First In First Out (FIFO), expiration, event-related)
- ii Process for rotating inventory
- iii Proper storage requirements
- iv Proper break-out area (e.g. corrugated cardboard, external shipping containers)

f **Distributing Sterile and Non-Sterile Items**
- i Distribution methods
- ii Proper handling of items
- iii Body mechanics
- iv Transport guidelines (e.g. closed cart, bins, dustcovers)

g **Tracking Items Distributed by CSSD**
- i High dollar items
- ii Specialty carts
- iii Critical items
- iv Vendor-owned items
- v How items are tracked (e.g. manual, RFID, computerized)
- vi When to review MSDS information and how to access and interpret MSDS information

h **Disposing Inventory**
- i How to handle recalled items
- ii Open/not used single use item
- iii Damaged items
- iv Expired items
- v Obsolete items
- vi Recycled items
- vii Donations of items to others