

Competency Checklist

Reprocessing of Medical Devices

Regular competency checking can be performed onsite as part of ongoing training, to ensure consistency of performance.

Staff Member Name: _____

Date: _____

Tasks that require competency assessment include:

Task	Not Yet Competent	Competent
Correct application of standard precautions, including hand hygiene and personal protective equipment		
Cleaning of equipment and the reprocessing area, correctly following the practice's protocols (including cleaning products, cleaning equipment and cleaning methods)		
Adherence to workflow protocols in the reprocessing area to avoid cross-contamination		
Correct inspection and packaging of reusable medical devices and equipment		
Correct loading of the steriliser		
Choosing the correct sterilisation cycle		
Monitoring and recording the sterilisation cycle		
Unloading the steriliser		
Parameters for releasing reusable medical devices and equipment for reuse		
Correct storage of equipment and reusable medical devices		
Tracking of sterilised items used in procedures		
Rotation of sterile stock		
Detecting abnormalities in the process, recording them, and taking appropriate corrective action		
Steriliser cleaning and maintenance requirements (daily, weekly, monthly, quarterly and annual maintenance, annual calibration and servicing, validation)		
Cleaning and maintenance requirements for all other reprocessing equipment including ultrasonic cleaners, washer-disinfectors with or without ultrasonic capacity, and biological indicator readers		
Following the practice's procedures for steriliser operation and maintenance		

The information contained in this document was taken directly from the RACGP, Infection prevention and control guidelines for general practices and other office-based and community-based practices. 5th edn. East Melbourne, Vic; 2022. Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.