# Healthcare Worker Competency Tools

# The healthcare worker competency tools are designed to assess the competency of clinicians performing procedures requiring aseptic technique, and should be used in conjunction with the following documents:

* Aseptic Technique Practice Guidline
* Protocol for Standard Aseptic Technique
* Protocol for Surgical Aseptic Technique

Instructions:

The assessor observes the healthcare worker performing a procedure requiring Standard Aseptic Technique. The assessor will indicate whether the healthcare worker is competent (yes) or not yet competent (no) against each of the key steps.

If the healthcare worker is not yet competent, the assessor should record comments to assist the healthcare worker in becoming competent in that key step.

Healthcare workers should be deemed competent to aseptic practice providing their technique does not breach the aseptic field.

# Healthcare Worker Competency Tool - Standard Aseptic Technique

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Component | Key Step | Yes | No | Comments |
| **Risk Assess** | Healthcare worker undertakes risk assessment of procedure and determines suitability of Standard Aseptic Technique. |  |  |  |
| **Consent** | Obtains consent from the patient. |  |  |  |
| Completes identification check using three identifiers, and checks allergies. |  |  |  |
| **Environmental risks** | Manages environmental risk factors prior to commencing the procedure. |  |  |  |
| **Preparation** | Performs hand hygiene effectively. |  |  |  |
| Cleans work surface (tray/trolley), and allows to dry |  |  |  |
| Gathers equipment, inspects packaging for damage, sterility indicators, expiry dates. |  |  |  |
| Reusable items are clean before use. |  |  |  |
| Performs hand hygiene. |  |  |  |
| Prepares general aseptic field by opening packaging using a non-touch technique. |  |  |  |
| Micro-critical aseptic fields are maintained (e.g., protective caps on syringes). |  |  |  |
| **Patient preparation** | Positions and prepares patient, using gloves where appropriate. |  |  |  |
| **Procedure** | Removes gloves (if used) and performs effective hand hygiene. |  |  |  |
| Applies non-sterile gloves (or sterile if key parts/sites will be touched). |  |  |  |
| Performs the procedure using a non-touch technique, protecting key parts. |  |  |  |
| Sterile items are used once and disposed of into waste bag. |  |  |  |
| Only sterile items are in contact with key sites. |  |  |  |
| Remove gloves and perform hand hygiene. |  |  |  |
| **Waste management** | Discards all waste and sharp devices |  |  |  |
| Cleans reusable equipment and work surface. |  |  |  |
| Performs hand hygiene |  |  |  |
| **Documentation** | Documents procedure in medical record. |  |  |  |
| Advises patient on post-procedure care. |  |  |  |

Aseptic Technique – Protocol for Surgical Aseptic Technique Reviewed: 3/2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of assessment: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
| HCW competent: | Yes | No | If no, date of re-assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| HCW name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | HCW signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Assessor name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Assessor signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Healthcare Worker Competency Tool - Surgical Aseptic Technique

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Component | Key Step | Yes | No | Comments |
| **Risk Assess** | Healthcare worker undertakes risk assessment of procedure and determines suitability of Standard Aseptic Technique. |  |  |  |
| **Consent** | Obtains consent from the patient. |  |  |  |
| Completes patient identification using three identifiers, and checks allergies. |  |  |  |
| **Environmental risks** | Manages environmental risk factors prior to commencing the procedure. |  |  |  |
| **Preparation** | Performs hand hygiene effectively. |  |  |  |
| Cleans work surface (tray/trolley), and allows to dry |  |  |  |
| Gathers equipment, inspects packaging for damage, sterility indicators, expiry dates. |  |  |  |
| Reusable items are clean before use. |  |  |  |
| Performs hand hygiene. |  |  |  |
| Prepares general aseptic field by opening packaging using a non-touch technique. |  |  |  |
| Micro-critical aseptic fields are maintained (e.g., protective caps on syringes). |  |  |  |
| **Patient preparation** | Positions and prepares patient, using gloves where appropriate. |  |  |  |
| **Procedure** | Removes gloves (if used) |  |  |  |
| Applies PPE as required – e.g., hat, mask |  |  |  |
| Performs a surgical scrub/rub |  |  |  |
| Applies sterile gown and gloves |  |  |  |
| Performs the procedure using a non-touch technique, protecting key parts. |  |  |  |
| Only sterile items contact key sites. |  |  |  |
| Remove gloves and perform hand hygiene. |  |  |  |
| **Waste management** | Discards all waste and sharp devices |  |  |  |
| Cleans reusable equipment and work surface. |  |  |  |
| Performs hand hygiene |  |  |  |
| **Documentation** | Documents procedure in medical record. |  |  |  |
| Advises patient on post-procedure care. |  |  |  |

Aseptic Technique – Protocol for Surgical Aseptic Technique Reviewed: 3/2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of assessment: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
| HCW competent: | Yes | No | If no, date of re-assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| HCW name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | HCW signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Assessor name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Assessor signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |