



Department of
Veterans Affairs

Supply, Processing and Distribution Training Manual



Level I: Training

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FOREWARD

A successful organization is dependent upon employees who are trained to do their jobs properly. This is the reason the SPD training and certification program were begun. The complexities of the various functions within SPD are continuously increasing making it essential that employees who work there understand what they are doing, why the established procedures are necessary, and how SPD fits into the overall process of patient care. The need for continuing education is evident by the numerous of professional organizations, instructional guides, workshops, conferences, seminars, and certification programs developed for SPD employees. This instruction manual provides a structured format for mandatory level I training in all aspects of SPD. Upon completion of the coursework, employees are encouraged to obtain their certification as a Certified Medical Supply Technician. A workforce of well trained and certified employees is the best assurance for outstanding patient care to our veterans.

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TABLE OF CONTENTS

	PAGE
ACKNOWLEDGMENTS	1
FOREWORD	3
INTRODUCTION SPD	11
Objectives	13
Supply, Processing and Distribution	15
Important Terms	21
Questions	23
MICROBIOLOGY	25
Objectives	27
Microbiology	29
Bacteria	29
Gram Stain	30
Endospores	31
Viruses	31
Protozoa	31
Fungi	31
Disease Transmission	33
Portal of Exit	33
Pathway of Transmission	33
Portal of Entry	34
Susceptibility of the Host/Probability of Infection	34
Nosocomial Infections and Cross-Contamination	34
Hand Washing	35
Universal Precautions	35
Disinfection Principles	36
Sterilization Principles	36
Terms	37
Questions	39
DECONTAMINATION	43
Objectives	45
Introduction	47
Description of the Decontamination Area	47
Personal Protective Equipment (PPE)	48
Mechanical Equipment Processing	49

DECONTAMINATION (Cont'd)	PAGE
Detergents and Disinfectants	52
Systems For Collection and Transport of Soiled Instruments and Small Equipment	54
Soiled Supply Collection Procedures	55
Soiled Supply Sorting Procedures	56
Cleaning and Disinfecting Procedures	56
Infection Control Practices	62
Safety	64
Terms	65
Questions	67
 PACKAGING	 73
Objectives	75
Principles of Packaging	77
Types of Materials	79
Terms	91
Questions	93
 STERILIZATION	 95
Objectives	97
Principles	99
Steam Sterilization	99
Surface Contact	100
Time-Temperature	100
Temperature-Pressure	100
Steam Quality	101
Basic Sterilizer Function	102
Gravity Displacement Cycle	103
Prevacuum Cycle	103
Flash Sterilization	104
EtO Sterilization	105
Loading the EtO Sterilizer	107
Sterilization Monitoring	107
Types of Sterilizers	111
Steam Sterilizers	111
Dry Heat Sterilizers	113
Ethylene Oxide Sterilizer	113
Sterilizer/Aerator Combination	114
100 Percent Ethylene Oxide Sterilizer	115
Mechanical Aeration	116
New Technical Developments in Sterilization Equipment	116

STERILIZATION (Cont'd)	PAGE
Health Hazards of EtO	119
Personnel Monitoring	119
Medical Surveillance	120
Area Monitoring	120
EtO Tank Changing	120
Safe Handling and Storage of EtO Tanks	121
Implants	123
Terms	125
Questions	127
 SURGICAL INSTRUMENTATION	 129
Objectives	131
Introduction	133
Hand Held Surgical Instruments	133
Anatomy and Quality of Surgical Instrumentation	140
Care and Handling	141
Recommended Processing Procedure	142
Preparation and Sterilization	144
Instrument Set Assembly	146
Sterilization	150
Storage and Transportation	152
Endoscopic Equipment	153
Powered Equipment	156
New Technology	158
Summary	159
Terms	161
Questions	163
 STERILE STORAGE	 165
Objectives	167
Importance of Sterile Storage	169
Maintenance of Sterility	170
Environmental Control	170
Product Handling	172
Storage System	174
Replenishment of SPD Stock (Inventory Replenishment)	176
Terms	177
Questions	179

	PAGE
DISTRIBUTION	181
Objectives	183
Introduction to Distribution	182
Types of Distribution	185
Demand Distribution System	185
Par-Level Restocking Distribution Systems	186
Exchange Cart System	187
Case Cart System	187
Specialty Carts	188
Delivery Methods and Equipment	191
Distribution Work Practices	191
Selection of Items From Inventory	191
Delivery of Items to Patient Care Areas	192
Equipment Tracking	192
Terms	193
Questions	195
INVENTORY MANAGEMENT	199
Objectives	201
Inventory Management	203
Terms	211
Questions	213
ANATOMY AND PHYSIOLOGY	
Objectives	219
Human Anatomy and Physiology	221
Joints/Articulation System	225
Muscular System	229
Nervous System	233
Vascular System (Circulatory)	239
Respiratory System	245
Urogenital System	249
Alimentary System	255
Integumentary System	259
Endocrine System	263
Cytology	267
Questions	269

ILLUSTRATIONS

	PAGE
Gram Stain	30
Components of the Infectious Disease Process	32
Receiving Case Cart in Decontamination Area	43
PPE Attire	48
Washer/Sterilizer	49
Ultrasonic Cleaner	50
Scope Washer	51
Cart Washer	52
Tube Dryer	53
Ward Equipment	57
Cleaning Process	60
Wrapping	73
Procedure Tray	82
Basin Pack	83
Square Fold or Straight Method of Wrapping	85
Envelope Fold or Diagonal Method of Wrapping	86
Item Placed in Pouch	87
Steam Sterilizer	95
Sterilizer/Aerator Combination	115
EtO Aerator	117
Work Flow/People Flow/Air Flow Chart	122
Instrument Assembly and Preparation	129
Hemostatic Forceps	134
Soft Tissue Forceps	135
Thumb Forceps	135
Needle Holders	136
Scissors	137
Retractors	138
Miscellaneous Instruments	139
"Anatomy" of the Hand Held Instrument and Scissors	140
Proper Alignment of String Instruments	147
Placement of Instruments in Foam Inserts	148

	PAGE
Instrument Placement	149
Placement of Trays for Sterilization	151
Flexible Endoscope with EtO Cap Attached	156
Technician in Sterile Storage Area	169
Work Flor/People Flor/Air Flow Chart	173
Wire Shelving Unit	174
Closed Shelving and C-Locker	175
Nurse Server	181
Case Cart	189
Crash Cart	190
Closed Shelving	199
Automated Picking Lists	208
Skeletal System	223
Articulating Joints	226
Joint: Types	227
Muscular System – Anterior	230
Muscular System – Posterior	231
Central Nervous System	236
Structure of the Eye	237
Structure of the Ear	238
Anterior View Major Arteries and Veins	242
Blood Flow Through the Heart	243
Respiratory System	247
Urinary System	252
Anterior View of the Male Genital System	253
Digestive System	257
Skin Diagram	261
Endocrine System – Female	264
Endocrine System – Male	265
Cell	268