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“It doesn’t make sense to hire smart people and then tell them what to do; we hire smart people so they can tell us what to do.”

- Steve Jobs

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**Need to Define the Required Staff for a Bioskills Workshop**

- Title
  - Roles/responsibilities
  - Qualifications/Education
  - Skills/Experience
- Sources of staff
- Training and Continuing Education
  - Competency Testing
  - Training Records
- NOTE: This excludes Non-Transplant Anatomical Donation Organization (NADO) staff requirements

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## Key Personnel Roles

- Anatomical Specimen Escort
- Bioskills Associate
- Bioskills Technician
- Radiation Technologist or C-arm operator

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## Anatomical Specimen Escort

- Roles/responsibilities
  - Tissue Escort provides assurance that all ethical handling and behavior, as well as OSHA requirement are followed in properly caring, handling, use and disposing of anatomical specimen.
    - **Receipt/disposition** - Assumes full responsibility for receipt of specimen(s), including coordination with facility/venue personnel. The specimen is supervised until it has been removed from the premises by the freight courier.
    - **Setup/breakdown** - Verifies contents of each package, ensuring proper temperature, cleanliness, and specifications of specimen(s). Preps and drapes specimen to procedure specification for surgery ready use. Properly repackages the specimen(s), assuring proper fluid retention within each package, for return shipment to Vendor.
    - **Security** - Assumes all custodial responsibility for specimens. Insures the specimen(s) are accessible to only workshop participants.
  - **NOT RESPONSIBLE FOR:** Specimen cut down, Removal of implants, C-arm Operation, Workshop operation or activities
- Qualifications/Education
  - Minimum HS diploma, OSHA training, Company SOP training program
- Skills/Experience
  - Previous experience as a Mortuary attendant

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## Bioskills Associate

- Roles/responsibilities
  - Can perform all the roles and responsibilities of a Anatomical Specimen Escort
  - Ensures that the Bioskills laboratory environment is safe, that equipment functions properly, and that the workshop activities are conducted under conditions that maximize attendee safety. They handle the instruments, scrubs, and other supplies and equipment necessary during the surgical procedure. They perform basic tasks such as Station preparation, instrument set-up, instrument cleaning, lab cleaning, etc...
- Qualifications/Education
  - Minimum 2 yr Associate degree in Nursing, Biological sciences, or similar. OSHA training, Company SOP training program
- Skills/Experience
  - Recommend working under a Bioskills Technician Mentor for a minimum of 6 months.
  - This can be a physically demanding position. The role performs various specimen positioning and transporting duties, equipment loading and set-up, all of which require lifting and pushing/pulling >75lbs.
  - Ensures cleaning and maintenance of instruments, equipment, and supplies.

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## Bioskills Technician

- Roles/responsibilities
  - Can perform all of the roles of an Bioskills Associate
  - Similar to a Surgical Technologist in a clinical setting: Require the skills and knowledge to assist surgical teams before, during, and after surgery. Maintain clean surgical environments, ensure proper instruments are on hand, and provide surgeons side-by-side assistance during surgical procedures.
- Qualifications/Education
  - Minimum 2 or 4 year College diploma or equivalent in Biological Sciences, preferably with focus on anatomy any physiology, or Surgical Technician, Surgical Assistant, Physician Assistant, Anatomist, a Surgical Instrument Technician certification, or similar education.
  - Minimum of one year of experience
- Skills/Experience
  - Knowledge of uses of Anatomical Tissue, including, but not limited to, Specimen suitability determination, tissue preparation for surgery ready use, decontamination techniques, and clinical application of specimens for procedures.
  - Able to anticipate the surgeon needs in order to make the procedure as smooth and efficient as possible.
  - Working knowledge of each surgical procedures and the steps the surgeon needs to take in order to complete the procedure including the very wide range of surgical instruments needed.
  - Works under the supervision of the proctoring surgeon/Sponsor/or more senior Technologist., aid the Proctoring physician in "First Assist" role in the laboratory.
  - Need to possess & utilize exceptional communication skills with a professional and courteous demeanor during challenging and stressful situations.
  - Must have effective problem solving, decision making skills, attention to detail, and accuracy in completing paperwork.

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## Radiation Technologist/ C-arm operator

- Roles/responsibilities
  - Operates of radiological equipment provided for radiographic examinations of anatomical tissue, such as X-ray examinations, magnetic resonance imaging (MRI) scans and computed tomography (CT) scans.
  - Accurately positioning specimen and ensuring that a quality diagnostic image is produced. Arrange, attach, or adjust immobilization and support devices, (e.g., sandbags, binders, etc.) to obtain precise positions, prevent Specimens from moving.
- Qualifications/Education
  - Preparation for Radiologic technologists is offered in hospitals, colleges and universities, vocational-technical institutes and the U.S. Armed Forces. Individuals must have earned a minimum of an associate's degree in order to sit for certification exams offered by the American Registry of Radiologic Technologists.
  - Preparation for C-arm operator is provide by the C-arm equipment manufacturer. They should also have taken a Radiation Safety course
- Skills/Experience
  - Radiologic technologists and C-arm Operators need to be educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, and radiation protection.

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## Where to find qualified Candidates

- Anatomical Specimen Escort
  - Internally trained staff, Internships
  - Funeral Service and Mortuary Schools
- Bioskills Associate
  - Internally trained staff, Internships
  - Community Colleges: LVN, Biology Students
- Bioskills Technician
  - Transplant Tissue/Organ Procurement Centers
  - College Job Placement offices
  - Associations for Surgical Technician, Surgical Assistant, Physician Assistant, Anatomist, and schools that offer Surgical Instrument Technician certification
- Radiation Technologist or C-arm operator
  - Radiation Technologist Program Job Placement offices, Radiologic Technologists Associations job boards
  - C-arm Operators: Train Bioskills Technicians in C-arm operation through manufacturers

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### Staff Training programs

- Staff training is one Key to retaining staff and illustrating their value to the company
- OSHA training Centers (<https://www.osha.gov/dte/edcenters/index.html> )
  - OSHA #7200 - *Bloodborne Pathogens Exposure Control for Healthcare Facilities*
  - OSHA Ionizing Radiation Hazards-29 CFR 1910.1096 Online Training Courses and Certification
- In-house training- SOPs
- Industry related conference attendance and Professional development courses
  - ABLE Annual Bioskills Symposium
  - AATB Annual Meeting, Webinars
  - Anatomy online courses
  - Surgical Instrument Technician courses

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### Standard Operating Procedures (SOPs): a training tool

- SOPs are the documented processes that a company has in place to ensure staff are following or complying with a standard (legislated or otherwise) to ensure services and/or products are delivered consistently every time.
- SOPs consist of step by step instructions to assist workers in implementing the various policies, standards and guidelines adapted to fit to a specific facility or operation.
- SOPs are provided to employees as reference to common business practices, activities, or tasks.
- SOPs are required for a company to grow and pass down the corporate knowledge, train the growing employee base, and establish a succession plan. SOPs document that the company is "process driven" rather than "founder/Individual driven".

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### How to Create SOPs

- First, determine what SOPs are necessary. Standards (legislated or company specific) can define those process that should be standardized and documented.
- Produce a First Draft
  - If possible, have the employee responsible for the SOPs draft them, or observe someone performing the process as it now exists and write down everything that the person does.
- Conducting an Internal Review
  - Provide each worker who performs the procedure with a copy of the SOP draft, to suggest changes that will make the procedure easier to understand or that will improve accuracy or performance.
  - Make sure the SOPs match the procedures
  - Keep the SOPs succinct where possible, and feasible to comply with.
- Post final SOPs- A master SOP file should be kept in a central location so workers can review little-used SOPs when necessary.
- Train the staff to the SOPs- Document training, and test for understanding. If training and retraining doesn't happen, individuals will interpret the meaning of procedures in different ways, leading to inconsistency in work routines and inconsistent performance.
- Audit the SOPs to make sure they are being implemented correctly. An audit will show whether the SOP procedures are being adhered to and whether the objectives are being met.
- It is essential to keep SOPs up-to-date. Remove all out of date SOPs or you will be expected to follow them!

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**Some Key Bioskills Documents and Standard Operating Procedure (SOPs)**

1. DOC: Blood Borne Pathogens Exposure Control Plan
2. DOC: Bioskills Workshop Waiver
3. SOP: Receipt/Return, Handling and Storage of Anatomical Specimens
4. SOP: Procedures for the care, cleaning, maintenance, and decontamination of Bioskills instruments and equipment.
5. SOP: Laboratory Cleaning Procedures
6. SOP: Blood or other potentially infectious materials (OPIM) Exposure Incident Reporting and Investigation
7. SOP: Training Program And Documentation

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**Documentation of Training and Compliance Auditing**

- Ensure that all current and new employees participate in an initial and annual training program.
- Documentation of training confirmed by completion of a training record.
  - Internal Documentation of SOP training. Paper-based or Online compliance tracking (example: <http://www.soptracker.com/>)
  - OSHA compliance training and tracking solution example: <http://www.stericycle.com/compliance/compliance-solutions/>
- Provide additional training when changes, such as modifications of tasks or procedures, affect employee.

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