

## 2012 SCETT FUND VIDEO TRAINING SERIES DESCRIPTIONS



### CUSTODIAL TRAINING SERIES:

**Blood Borne Pathogens In The Workplace (11 min):** This video reviews the proper training regarding blood borne pathogens for all working environments including offices, bathrooms, and showers. It reviews the standard precautions when cleaning all areas as well as the proper disposal of suspected waste. There is also a review of the proper use of personal protective equipment.

**Cleaning Public Restrooms, Locker Rooms & Showers (15 min):** A complete review of the cleaning of public restrooms, locker rooms and showers. This video covers the daily cleaning as well as the project cleaning of these areas.

**Closets, Carts & Equipment Care (9 min):** The complete review of the proper care and cleaning of closets, cleaning carts and cleaning equipment.

**General Maintenance Pt. 1 (11 min):** This video covers general maintenance duties that do not require licenses or trade skills.

**General Maintenance Pt. 2 (12 min):** This video is a continuation of the general maintenance video part 1.

**Office Cleaning Pt. 1 (9 min):** Reviews the proper steps in the cleaning of office areas.

**Right To Know Pt. 1 (9 min):** A continuation of part one reviewing the Right To Know requirements pertaining to environmental service departments and the products utilized in the cleaning process.

**Right To Know Pt. 2 (11 min):** This continues the overview of the Right To Know requirements pertaining to environmental services departments and the products utilized in the cleaning process.

**Work Rules For Service Departments (12 min):** This video reviews work rules that all organizations need to provide to their associates to ensure a fair and safe working environment.

**Grounds Maintenance And Lawn Care Pt. 1 (11 min):** Part one of a two part series on lawn care. This video reviews the care and basic maintenance of equipment such as the tractor and pull behind cutter, the edger, the weed eater and the blower. This equipment is used to maintain and provide beauty to your total facilities' appearance.

**Grounds Maintenance & Lawn Care Pt. 2 (12 min):** Part two of a two part series on lawn care. This video reviews the proper utilization of equipment such as the tractor and pull behind cutter, the edger, the weed eater and the blower. This equipment is used to maintain and provide beauty to your total facilities' appearance. It also reviews aeration, watering, fertilization, weed control, insect control, general cleanup and safety.

**Personal Protective Equipment Pt. 1 (11 min):** This video will help the viewer understand the different types of personal protective equipment (PPE), know the basics of conducting a hazard assessment in the workplace, selection of the appropriate PPE and provide the training for proper use and care of PPE's.

**Personal Protective Equipment Pt. 2 (13 Min):** This video describes the infection control standards and the basic principles for identifying the need, selection and use of personal protective equipment. It also reviews the importance of isolation prevention and the general guidelines while using PPE's.

### FLOOR CARE TRAINING SERIES:

**Daily Hard Surface Floor Care (16 min):** A review of the daily procedures in maintaining hard surface floor coverings; includes the use of microfiber mops.

**Automatic Hard Surface Floor Care (17 min):** This video provides an overview of the utilization of automatic floor machines in the maintenance of hard surface floor care. Automatic Hard Surface Floor Care is a part of the daily floor care program that maintains the beauty of your facility's floor.

**Project Maintenance Hard Surface Floor Care (15 min):** A review of the different procedures involved in stripping and restoring hard surface floor coverings.

**Riding Machines Pt. 1 (12 min):** This video covers the care and cleaning of the following riding equipment; the burnisher, the scrubber and the rider extractor.

**Riding Machines Pt. 2 (13 min):** This video covers the operation of the following riding equipment; the burnisher, the scrubber and the carpet extractor.

**Carpet Care Pt. 1 (9 min):** An introduction to carpet care including carpet construction. This video reviews vacuuming and spot removal.

**Carpet Care Pt. 2 (10 min):** Part two reviews the next steps in maintaining carpeted surfaces, periodic and restorative. Spin bonneting, pre-spraying and extraction are reviewed.

**Daily Carpet Care (15 min):** Daily carpet care is a part of the carpeted floor care program that consists of daily vacuuming, spotting stains and spills, interim maintenance and extraction.

### FOOD SERVICE TRAINING SERIES:

**Food Service Pt.1 (7 min):** This video reviews safe food handling techniques such as hand washing, wearing gloves and the causes of cross contamination.

**Food Safety Pt. 2 (9 min):** The continuation of Food Safety, Part One. This video reviews the proper cleaning techniques of equipment. Temperatures are also reviewed for food storage and preparation.

**Knife Safety (9 min):** Food Service - This video covers knife safety in the hectic kitchen environment.

**Resident Table Service (11 min):** Food Service - This video covers the proper customer service skills required of food service associates who come in contact with customers in the café environment.

**Retail Merchandising For Food And Nutrition Services (11 min):** The complete video on the setup of retail merchandising areas of your cafeteria in facilities.

**Selling Your Menu (8 min):** This video reviews the responsibilities of marketing and selling your food service's image in cafeterias for all types of facilities.

**Servicing Our Customers For Food And Nutrition Services (8 min):** The complete video on serving patients and residents in facilities.

#### GENERAL SAFETY TRAINING SERIES:

**Body Mechanics / Back Care (10 min):** Complete video on the proper mechanics of lifting, twisting and movements involving the back. This video will help all service workers in the care of their back during work routines.

**General Safety (15 min):** This video reviews all of the necessary safety precautions in the work place.

**Office Ergonomics (9 min):** This video reviews the proper ergonomics of working in an office setting. It reviews back care, eye care as well as proper seating and the proper location of office equipment in relation to body posture.

**Eye Care And Electrical Safety (13 min):** This video is designed to help you learn how to protect your eyes while performing your assigned duties.

#### HOSPITAL HOUSEKEEPING TRAINING SERIES 1:

**Building Customer Loyalty – Providing “WOW” Services (16 min):** This video is designed to provide service departments with illustrated examples for improving customer services in health care and long term care environments.

**Building Customer Service – Achieving Customer Loyalty (15 min):** This video is designed to provide service departments with illustrated examples for achieving customer loyalty in health care and long term care environments.

**Building Customer Loyalty – The ABC’s Of Customer Recovery (14 min):** This video reviews the ABC’s of the Service Recovery Process. It provides associates and managers with a complete process of correcting mistakes in the delivery of services in health care settings.

**Blood Borne Pathogens - Standard Precautions For Health Care (14 min):** A complete overview of the universal precautions and body substance isolation. It is based on the principle that all body fluids, blood secretions, excretions, non-intact skin and mucous membranes may contain transmissible infectious agents. Therefore, standard precautions include prevention practices that apply to all patients in any health care setting. As a result it is very important how we handle these substances to prevent direct contact during the cleaning process.

**Blood Borne Pathogens - Transmission Based Precautions (10 min):** A complete overview of the three transmission based precautions: contact precaution, droplet precaution and airborne precaution. Also includes the specific PPE required as well as the cleaning process for each. This is to be used in addition to standard based precautions.

**Cleaning Ancillary Areas Pt. 1 (11 min):** This video reviews the cleaning responsibilities in the ancillary areas of the patient care floors. These include nursing stations, utility rooms and pantries. For health care and long term care facilities.

**Cleaning Ancillary Areas Pt. 2 (10 min):** This video reviews the cleaning responsibilities in the ancillary areas throughout the facility. Areas reviewed include radiology, lab, nuclear medicine, MRI, and CT scan areas of health care facilities.

**Cleaning The Occupied LDRP (10 min):** This is a complete video on the cleaning of the occupied LDRP room including customer service initiatives.

**Cleaning The Occupied Patient Room (15 min):** This video contains a complete review of cleaning the occupied patient room. The proper steps are highlighted and there is a new customer service review to help the staff in communicating and responding to the patient.

**Emergency Room Cleaning (11 min):** A complete review of the cleaning of all areas of the emergency department for health care facilities including customer service initiatives.

**HIPAA Pt. 1 (11 min):** This video reviews the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) regulations for patient and resident care areas.

**HIPAA Pt. 2 (8 min):** This video reviews the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) regulations for non-patient care areas of the facility including the cafeteria and public areas as they relate to the HIPAA laws. Covered in this video also are penalties associated with non-compliance of HIPAA regulations.

**LDRP Terminal Cleaning (11 min):** The complete video on the terminal cleaning procedures of the LDRP rooms in labor and delivery areas.

#### HOSPITAL HOUSEKEEPING TRAINING SERIES 2:

**Medical Office Cleaning (10 min):** Reviews the proper steps in the cleaning of medical offices and treatment rooms.

**Nursery And Isolette Cleaning (10 min):** The complete video on the cleaning of nursery areas in medical centers and hospitals as well as the specific cleaning of newborn isolettes.

**Surgical Room Cleaning - Between Cases (9 min):** A complete review of the Environmental Services Department’s responsibilities in cleaning surgical suites between surgical cases.

**Surgical Room Cleaning - Terminal (10 min):** A complete review of the end of day terminal cleaning of the surgical suites. Project work is reviewed including wall and ceiling washing, and floor scrubbing.

**Outpatient Surgery Area Cleaning (11 min):** An up to date review of the daily cleaning of outpatient surgery areas including recovery, and special procedure rooms.

**Patient/Resident Restroom Cleaning (8 min):** As part of the continued cleaning of the occupied patient/resident room, the restroom is a significant part. This video is designed to provide the service department with an illustrated review of restroom cleaning.

**Patient Room Discharge Cleaning (9 min):** This video contains a complete review of cleaning the patient room at discharge. The proper steps are highlighted including returning the room to a clean and sanitary environment for the next patient.

**Safety For Health Care Housekeepers P1. 1 (10 min):** This video is part one of a two-part video reviewing the responsibility of all employees in a facility to provide a safe environment for the customer and for each other in the health care workplace.

**Safety For Health Care Housekeepers Pt. 2 (10 min):** A continuation of part one reviewing the processes and procedures that provide a safe work environment for our housekeeping staff and our customers in a health care setting.

**Theory Of Infectious Disease: (16 min):** The review of infectious disease and the responsibility of environmental service departments in the cleaning and containment of disease in a health care setting.

**Understanding Therapeutic Diets (8 min):** A great review of the different diets and the proper food grouping for each. A great introduction for food nutritionists, management, and dieticians. For health care, long term care and CCRC facilities.