

Kaiser Permanente Anaheim

Participating departments and Intern duties

1. Gastroenterology

- Inventory Supplies and linen
- Inventory special orders / notify charge nurse
- Check supplies and medications for expiration dates
- Stock procedure room
- Restock blanket warmer
- Make gurney packets
- Clean and prepare gurneys
- Move gurneys according to workflow
- Dry/tag/hang scopes
- Audit and number pregnancy tests
- Restock paper/ink in printers
- Refill/restock IV cart, rainbow colored

2. Sterile Processing

- Access and use department computer to scan items
- Place sterilized items on shelves; place in order of expiration date.
- Sterilize pumps in nursing dept.
- Label equipment after sterilization
- Deliver items to hospital depts.
- Transport carts to surgery center
- Straightening items on shelves

3. Podiatry Department

- Stocking all exam rooms, supply cabinets and provider offices
- Copy patient information pages/assemble packets
- Check expiration dates / perform outdates on supplies
- Clean, document and transport soiled instruments to Sterile Processing lab
- Separate recycling packaging from expired syringes, toss package/syringe in proper bin

4. Head & Neck Department

- Sterilizing scopes needed for patient procedures
- Sterilizing instruments used in patient procedures
- Check medicine for expiration date
- Stock tools and instruments Inventory

5. Materials Management

- Assist MM mentor with loading crates and boxes needed for supplies
- Assist MM mentor with stocking materials in various supply closets throughout the hospital
- Transport supply carts using safety practices
- Checking expiration dates and assuring correct placement of all supplies
- Deliver special items to departments and getting electronic signatures
- Stack empty crates
- Break down cardboard boxes, load in black bins and put in bailer
- Stock MM items for easier/faster deliveries

6. Oncology Department

- Stock exam rooms
- Check expiration dates
- Organize library
- Infusion center: Cord wrap up
- Stock nurse bays
- Stock calendars in nurse stations
- Check expiration dates
- Escort patient to lab
- Maintain cleanliness of department with light janitorial duties
- Restock printers ink cartridges
- Enter patient info in Excel
- Organize printer cartridge by printer's number on cabinet
- Set up/open phone line
- Prep and place meeting materials in conference rooms
- Lunch delivery/set up
- Gather documents after meeting

7. Diagnostic Imaging

- Preparation of patient questioners
- Scanning patient documentation with NUID access to department's data base

8. General/Vascular Surgery

- Mail delivery to various departments throughout hospital
- Create patient information packets
- Organize and label department supplies
- Restock exam rooms/supply cabinets/exam rooms/ provider offices

- Take instruments to Sterile Processing lab
- Pick up instruments from Sterile Processing
- Sanitize patient rooms between visits
- Filing of department documents
- Check expiration dates on department supplies

9. Urology Department

- Stocking exam rooms, supply cabinets and provider offices
- Inventory on supply closet
- Organize and label department supplies
- Check expiration dates on supplies
- Sterilizing cystoscopes and instruments used in patient procedures

10. Environmental Services

- Collect solid linens from all hospital departments
- Take linen to disposal sanitizing area