



Department of Veterans Affairs

# Supply, Processing and Distribution Training Manual



Level One 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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## Main Menu for Supply, Processing and Distribution Level I

### Training

Section One: Introduction to SPD

Section Two: Microbiology.

Section Three: Decontamination

Section Four: Surgical Instrumentation

Section Five: Packaging

Section Six: Sterilization

Section Seven: Clean/Sterile Storage

Section Eight: Distribution

Section Nine: Inventory Management

Section Ten: Anatomy & Physiology

To make this menu functional, highlight an entry then click Insert, Hyperlink and Existing web file.

Enter the name and path of the .pdf file for that module.

Repeat for remaining nine.