IST is not responsible for the competency created or adopted by the organization.

Competency Assessment Form: ONE TRAY®

Competency Statement: The employee will be able to identify and perform the steps in the preparation, sterilization, handling, delivery and storage of a ONE TRAY® sealed sterilization container.
Related policy: (Insert policy number, if appropriate)

[X] Organization-Wide	[ ] Department Specific:	[ ] Other

Employee Name			
Dept.	OR, SPD, SURGERY CENTER	Job Title	CST, RN, ST

VALIDATION METHODS – multiple methods may be used.	
AP Actual performance **P** Presentation **PE** Peer evaluation **RD** Return Demonstration **SP** Simulated performance / lab **T** Test **V** Verbal/ interview response **AV** Audio and/or video review	**CR** Chart review **CS** Case study/Example **G** Group Discussion **SS** Self Study Module NL Net Learning Module ME Mock Event **O Other:**

PERFORMANCE CRITERIA Employee must complete all criteria without prompting to successfully complete the competency assessment	**Validation Method**	**Checkmark Indicates Criteria Met**
PRIOR TO LOADING TRAY: • Obtain ONE TRAY® container and items that have been successfully decontaminated. • Use a ONE TRAY® single use processing kit with the appropriate sized ONE TRAY® container. • Inspect container, inside and out for dents or damage that can affect sterilization of contents. • Check the inner lid gasket for cracks or damage. • Confirm that the lid properly mounts on the base and seals in place,		
TRAY SET UP: a. Use a single disposable ONE TRAY® filter for each of the perforated vents (one in lid and two in the base). b. Inspect each filter to confirm the absence of imperfections or defects such as puncture or holes. c. Insert the ONE TRAY® filter with the ONE TRAY® logos placed face up. The holes should be under the filter cover slide bar. d. Confirmed the notched end of the filter cover is properly oriented with the correct set of retention posts. e. Position “keyholes” in the filter cover under the retention posts. f. Apply downward pressure on the outer edges of the belt loops on the filter cover and push the slide bar completely forward into a fully locked position under the retention posts. g. All filters and filter covers are interchangeable. h. Prevent contents from contacting the lid. i. Avoid obstruction perforated areas and filter covers. j. Chemical integrator should be used within each assembled content set per the organization’s policy on integrators.		

k. When loading the container, utilize ONE TRAY® deck plate or equivalent size containment device for the direct placement of medical devices or instrument organizing trays. l. Inspect the rim of the base to confirm there are no dents or burrs. m. Inspect the lid gasket to confirm there are no cracks, tears, imperfections, or defects. n. Place the lid on the base evenly and confirm proper fit. o. Secure the lid by simultaneously pressing down to engage the latching mechanisms at each end. p. Insert a ONE TRAY® tamper evident lock through the latching mechanisms at both ends of the base. q. Complete ID cards and insert into slot on latch and place at both ends of container.		
STERILIZATION OF TRAY: a. Place a single ONE TRAY® container into the sterilizer confirming vented areas are not obstructed. DO NOT STACK or PLACE on SIDE while sterilizing! Place tray in a level horizontal position in the sterilizer. b. Run prevac cycle – steam sterilization exposure time and temperature is instructed by the manufacturer of the device being sterilized/sterilizer/ ONE TRAY®. Note: After the load is completed, there may be moisture in the tray but this DOES NOT compromise the sterility of the contents. Retained moisture is normal and expected and will vary by load composition. This moisture does not compromise the sterility of the contents.		
VERIFY CYCLE AND STERILITY OF CONTAINER: a. Check that the prevac cycle reached a temperature greater than or equal to 270 degrees for a minimum of 4 minutes (steam sterilization exposure time and temperature is instructed by the manufacturer of the device being sterilized/sterilizer/ ONE TRAY®) and sign the autoclave cycle print out. b. Remove tray from sterilizer and transport aseptically to OR suite or for placement on shelf, be careful as the container will be hot to touch. DO NOT use hot instruments on patient. Follow facility policy for method to be used to cool down instruments. c. If placed on shelf, stacking of ONE TRAY® containers is now permitted. If taken to an OR suite, once in OR, place ONE TRAY® container on a level surface with a height that is appropriate to facilitate aseptic opening. d. Verify that the correct instrument tray has been brought to the OR suite. e. Check that the external tamper locks have turned the appropriate color. f. Check that the tamper locks are intact by gently tugging on each lock. g. Before opening, inspect the container and confirm the presence of all three filters. h. Break the tamper evident locks by twisting the lock until the lock breaks. Remove the lock. i. Open the container by placing thumb on upper surface of the lid above latching mechanisms. j. Aseptically lift lid off the base and inspect for proper placement of the filters. k. Before removing tray contents, per facility policy, verify internal sterilization indicators. l. Securely grasp the contents, or modular organizing tray handles and remove in an aseptic manner without touching the outside of the container. m. Before placing contents on the sterile field, each disposable ONE TRAY® filter should be inspected to confirm the absence of imperfections or defects such as puncture holes or tears. n. After container is empty, remove and discard all disposables. o. Return the tray to decontamination for reprocessing as soon as possible to prevent the formation of biofilms. p. Inspect the container lid and base for dents and damage that may affect performance. q. Confirm the rim of the container base is free of burrs and dents.		

r. Inspect to ensure the lid gasket is free of cracks, tears and is properly seated in the lid channel. s. Confirm the lid properly interfaces and engages on container base. t. All reprocessing agents must be thoroughly rinsed off and AAMI TIR 34 compliant water should be utilized prior to sterilization. u. Use reprocessing agents with a neutral ph. v. Alcohol based disinfecting wipes should not be used. w. NEVER clean the container with abrasives or wire brushes. x. All components should be secured or enclosed inside a rack or basket with no protrusions to prevent damage during reprocessing. y. Ensure container and contents are dry prior to sterilization. If necessary, dry container and components with a clean lint-free towel.		
Assessment Date		
Performance Score **Pass** Meets Standards (all criteria met) **Fail** Unable to Assess/Needs Improvement/Does Not Meet All Criteria		
Validator Initials		
ACTION PLAN for reassessment if Failed:		

Validator Name PLEASE PRINT	Validator Signature and Date	Initials