

Special Pathogens Response Center (SPARC) SOP: Special Pathogens Unit (SPU) Roles and Responsibilities	
Subject	This procedure describes the roles and responsibilities of the Site Manager, Resource RN, and PPE monitor in the Special Pathogens Unit.
Procedure	<p>Site Manager:</p> <ul style="list-style-type: none"> • This role is staffed by an SPU member, Infection Preventionist, or other team member knowledgeable with SPU policies and SOPs. • The Site Manager will be responsible for infection control, in collaboration with the Infection Prevention department, within the SPU. • The Site Manager will monitor supply status (PPE, waste management supplies, etc...) • The Site Manager will work with the Resource RN to oversee the clinical care of the patient. <ul style="list-style-type: none"> ○ Assist with pulling SOPs to guide the patient care RNs in care of the patient. ○ Plan staff roles for upcoming shifts • The Site Manager role is critical during initial activation of the unit and deactivation of the unit. The Site Manager does not need to be always onsite after the unit is up and running and there is a Resource RN available. • At activation, the Site Manager will manage the SPU Activation Checklist. <p>Resource RN:</p> <ul style="list-style-type: none"> • The Resource RN is a part of the SPU Response Team. • Response team members will rotate into this role while not in a direct patient care role. • The Resource RN assists with guiding the patient care staff in protocols while donned in PPE and in the room. • The Resource RN hands supplies into the room via the bedside table at the threshold of the door. • The Resource RN will assist with holding the rigid container for lab specimens when being handed out of the patient's door. • The Resource RN will notify the PPE monitor when a patient care member is ready to leave the room and doff PPE. • The Resource RN will retrieve medications from the Pyxis and other supplies needed. • The Resource RN will work in conjunction with the Site Manager. • The Resource RN will observe the patient care team and notify them when there is contamination of the environment that requires decontamination, or reminders for hand hygiene and daily cleaning. <p>P</p>

	<ul style="list-style-type: none">• The PPE monitor will assist staff with donning and doffing of Special Pathogen PPE.• The PPE monitor will doff staff 1:1.• The PPE monitor will be in the doffing area with staff to read the doffing checklist one line at a time.• The PPE monitor will wear a semi-impermeable blue gown, gloves, mask, and face shield when in the doffing area.
Responsible	SPARC Program Manager SPARC Medical Director