

*VALLEYCARE*  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 547**  
**VERSION: 1**

**SUBJECT/TITLE: BEAS ROOM OPERATOR TRAINING**

**POLICY:** All BEAS Room operators shall be trained on BEAS Room policies and operations (normal and emergency) prior to being assigned to work as a BEAS Room operator and annually thereafter.

**PURPOSE:** To ensure that BEAS Room operators are properly trained and assessed for competency.

**PROCEDURE:** The BEAS Room supervisor shall do the following to ensure that BEAS Room operators are properly trained on BEAS Room Operation and competent as a BEAS Room operator:

1. Develop, and maintain current, a BEAS Room operator training outline containing the following subjects.
  - a. Fire System
  - b. Roof Access
  - c. Elevators
  - d. Mechanical Systems
  - e. Medical Gas Alarms
  - f. Pneumatic Tube System
  - g. General BEAS Room Policies
2. Develop and maintain BEAS Room Operator competency assessment exams.
3. Train existing and prospective BEAS Room operators using an up-to-date training outline
4. Issue pre-test and post-training competency exams to trainees.
5. Evaluate new BEAS Room operators six (6) months after initial competency assessment.
6. Annually evaluate all BEAS Room operators.
7. Provide timely training to all operators when new policies, issues, etc. are developed.

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

**SUBJECT/TITLE: BEAS ROOM OPERATOR TRAINING**

**Policy Number: 547**

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References:	
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