

Template for Department Policy related to Ergonomics Education Compliance

Preamble:

The intent of this policy is to address the increasing incidence of work-related musculoskeletal injuries in the vascular ultrasound lab and to comply with the requirements of ICAVL accreditation with respect to ergonomics. The ICAVL accreditation process requires that:

3.1 Examinations must be performed in a setting providing patient safety, comfort and privacy.

3.1.1 A policy must be in place to address technical staff safety, comfort and avoidance of work related musculoskeletal disorders (MSD).

The Technical Director must show evidence of maintaining current knowledge by participating in CME courses that are relevant to vascular testing. To be relevant the course content must address principles, instrumentation, techniques or interpretation of noninvasive vascular testing.

1.2.5.1 A minimum of 15 hours of CME is required every three years.

1.2.5.2 At least one hour of the 15 CME should be relative to work related musculoskeletal disorders (MSD).

Definitions:

A-1 Work-related musculoskeletal disorders (WRMSDs) are a group of painful conditions of muscles, tendons, and nerves. Carpal tunnel & cubital tunnel syndromes, tendonitis, thoracic outlet syndrome, and tension neck syndrome are examples. Work activities which require frequent repetitive motions or activities with awkward and/or static postures cause these disorders which may be painful during work or at rest.

Almost all work requires the use of the arms and hands. Therefore, most WRMSD affect the hands, wrists, elbows, neck, and shoulders. Work using the legs can lead to WRMSD of the legs, hips, ankles, and feet. Some back problems also result from repetitive activities.

A-2 Continuing medical education (CME) consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

A-3 CME courses are courses that have been prior approved for Continuing Medical Education credit by an authorized AACCEEM:

A-4 ACCEEMS are organizations that have met the ARDMS Accent Continuing Education Evaluation Model System (AACCEEMS) and therefore may provide continuing medical education acceptable by the American Registry of Diagnostic Medical Sonography (ARDMS).

Policy:

B-1 Describe what you will do to comply with this requirement Example: Require all staff to listen to a CME-eligible DVD on ergonomics that is purchased by the vascular facility

B-2 Describe where the CME activity will take place. Example: An educational DVD can be provided in employee health or HR

B-3 The Technical Director must obtain at least one CME in ergonomics education in addition to the DVD provided for the staff which provides up-to-date knowledge on ergonomics in vascular technology.

B-3 Identify who must comply by January 1st each year.

B-4 List any exceptions to this policy and the reasons for the exception. Example: Any staff member attending an in-person course or lecture of at least one hour and carrying at least 1 CME credit on ergonomics within 8 weeks of January 1st each year need not watch the on-site DVD.

B-5 It is the staff's responsibility to ensure that a copy of their successful completion of a CME-eligible course, whether provided in-house or outside, is on file in the Technical Director's office

B-6 Newly hired employees have three calendar months from date of hire to obtain their CME credit in ergonomics.

Contact Information

C-1 The Technical Director of the laboratory is the primary resource person for ensuring this policy is followed by all staff members. Contact email can be provided.