

# Respiratory Protection Compliance

Kick-off Date: 02/14/19—Completion Date: 10/15/19

Respiratory Protection Compliance

DEFINE MEASURE ANALYZE IMPROVE CONTROL

## Project Charter

Charter Element	Description
<b>Background &amp; Purpose</b>	Based on clinical academic and job responsibilities, 20% of UTHSC's campus population requires annual respiratory fit testing to comply with OSHA regulations.  However, the process is performed by several departments (UHS, Research Safety, and Campus Safety) across campus, with no single owner. As a result, it is difficult to achieve or to prove 100% compliance with this standard. In addition, a vendor is utilized by several customer groups to provide the services to a high volume of individuals in a short period of time.  This lack of a cohesive process and proper oversight puts the university in jeopardy of non-compliance and our campus customers at risk.
<b>Mission Statement</b>	<ul style="list-style-type: none"> <li>To develop a cross-functional, standardized process for completing fit tests for staff, faculty, residents, and students that incorporates the strengths of UHS, Research Safety, and Campus Safety.</li> <li>To protect health and safety of staff, faculty and students while complying with the regulatory standard for respiratory protection and limiting institutional liability.</li> </ul>

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## Customers

UTHSC Students and Employees That Are Required To Get a Fit Test

Require a Fit Test

**Approximately 20% of UTHSC population requires annual fit testing**

- Vendor performs majority of GME & UME Fit Tests in a short-term blitz

Customer Group	Quantity	Percentage of Total
GME	801	65%
UME - M3 & M4	340	28%
CLS	30	2.4%
Researchers	21	1.7%
Other Crafts (Carpentry)	15	1.2%
Painters	13	1.0%
Forensic Center	10	0.8%
<b>Total</b>	<b>1230</b>	

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## Voice of The Customer

- The survey was sent to approximately 1100 individuals that received fit tests from Research Safety or UHS from January 2018 through May 2019.
- 54 people completed the survey.

Do you require an annual Fit Test?

Only 83% of customers surveyed were aware they were required to take an annual Fit Test  
Goal: 100%

How well did you understand the process once informed?

Only 81% of customers surveyed were clear on the process for obtaining an annual Fit Test  
Goal: 100%

**Requirement: Clear, highly visible process**

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## Critical To Quality

Management CTQs per Interviews

- Location Size (Accessibility)
- Large Volume Accommodation
- Speed of Training and Test

UTHSC CTQs

- Student and Employee Safety
- OSHA Standard Compliance
- Management Needs

**The process will address management needs without compromising OSHA Compliance and more importantly the health and safety of students, residents, and employees.**

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## New Business Process Map

**Improvements**

- Developed a cross-functional process with 3 primary steps and clear ownership of each sub-process:
  - Health Check – UHS
  - Training – Research Safety
  - Fit Testing – Research Safety
- Identified a central repository (EHS system) to track all individuals requiring a Fit Test
  - Identified Owner: Research Safety
- Developed a Communication Plan, including annual reminders, website updates, and supervisor notification
- Created a Performance Standard Evaluation Checklist to ensure consistent Fit Testing
- Developed plan for Research Safety to conduct Fit Test sessions weekly to test multiple customers

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## Future Projects

- Perform Risk Assessments for all departments to determine full population of individuals who require a Fit Test.
- Develop a process to handle a high-volume of patients for various events, such as flu shots, biometric screenings, and fit tests.
- Develop standardized Blood-borne Pathogen program.

## Project Team

