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## QSE 2 – Resources

### Key Concepts

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This QSE describes the need for resources—human, financial, and otherwise—to support the work performed. It also describes personnel issues such as the qualification of staff, assessments of competence [including those performed under Clinical Laboratory Improvement Amendment (CLIA) regulations], and continuing education requirements.

### Key Terms

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**Competence:** An individual's demonstrated ability to apply knowledge and skills needed to perform the job tasks and responsibilities.

**Qualification (individuals):** The aspects of an individual's education, training, and experience that are necessary for the individual to successfully meet the requirements of a position.

### Examples of Objective Evidence

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- Policies, processes, and procedures related to this chapter.
- Current job descriptions.
- Evaluation of staffing levels and workload, if performed.
- Process for recruiting and hiring.
- Personnel records (eg, certifications, qualifications, competence assessments, diplomas, transcripts).
- Training records.
- Evaluations of competence records.
- Evidence that job qualifications are met.
- Continuing education records.

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## 2. Resources

### 2.0 Resources

The organization shall have adequate resources to perform, verify, and manage all the activities described in these *Perioperative Standards*.

### 2.1 Human Resources

The organization shall employ an adequate number of individuals qualified by education, training, and/or experience.



#### 2.1.1 Job Descriptions

The organization shall establish and maintain job descriptions defining the roles and responsibilities for each job position related to the requirements of these *Perioperative Standards*.



#### 2.1.2 Qualification

Personnel performing critical tasks shall be qualified to perform assigned activities on the basis of appropriate education, training, and/or experience.



#### 2.1.3 Training

The organization shall provide training for personnel performing critical tasks.

**2.1.3.1** The organization shall define the qualifications required for trainers.

**2.1.3.2** The organization shall ensure that personnel from third-party providers are trained to perform critical tasks related to these *Perioperative Standards* and are capable of consistently ensuring the safety and quality of the delivered product.



#### **2.1.4 Competence**

Evaluations of competence shall be performed before independent performance of assigned activities and at specified intervals.

**2.1.4.1** Action shall be taken when competence has not been demonstrated.

**2.1.4.2** The medical director or medical director designee shall verify at defined intervals that operators of perioperative collection equipment are trained and capable of delivering a safe product.



#### **2.1.5 Personnel Records**

Personnel records for each employee shall be maintained.



**2.1.5.1** For those authorized to perform or review critical tasks, records of names, signatures, initials or identification codes, and inclusive dates of employment shall be maintained.



#### **2.1.6 Continuing Education**

The organization shall ensure that continuing education requirements applicable to these *Perioperative Standards* are met when applicable.

#### **2.1.7 Workload**

Organization personnel shall have time to perform their duties.

**2.1.7.1** At defined intervals, organizations shall evaluate the workload of the program against staffing levels to ensure quality patient care (eg, procedure volume, staff-to-case ratio, emergency coverage,