

**Memorandum of Understanding (MOU) for the  
VA Portland Health Care System between  
Department of Veterans Affairs, Portland Healthcare System (VAPORHCS) and  
American Federation of Government Employees (AFGE), AFL-CIO  
National VA Council 53, AFGE Locals 2157 and 2583**

The following constitutes an agreement between the [parties] of the VA Portland Health Care System (VAPORHCS) [Portland/Vancouver Divisions] within VISN 20, and the American Federation of Government Employees (AFGE), AFL-CIO, National VA Council #53 (NVAC), AFGE Local 2157 & AFGE Local 2583, the parties have reviewed and agreed upon the appropriate arrangements and procedures regarding the Environmental Management Service Competencies for Technicians WG-3566-02 and Work Leaders WL-3566-02.

Both Management and the Union reserve the right to re-open bargaining in this MOU by providing a minimum of 30 days advance written notice requesting negotiation. The terms of this MOU will remain in place until any new updates are agreed upon.

**Donald Fowler**  
NVAC 11<sup>th</sup> District Representative  
Chief Negotiator, Labor

Donald L. Fowler

Date: 10/4/2021

**Denise L. Lieb**  
President AFGE Local 2583

Denise L. Lieb

Date: 9/23/21

**Marcia Blaine**  
President AFGE Local 2157

Marcia Blaine

Date: 9/29/21

**Jessica Hawley**  
Chief, Environmental Management Service  
Chief Negotiator, Management

Jessica M. Hawley 1133340  
Digitally signed by Jessica M. Hawley  
1133340  
Date: 2021.09.15 10:27:00 -07'00

Date: 9/15/2021

Employee Name (Print): \_\_\_\_\_ Service/Dept: Environmental Management

Position/Grade: \_\_\_\_\_ Supervisor Name (Print): \_\_\_\_\_

The Supervisor (Preceptor, Evaluator, Verifier or Subject Matter Expert) will:  
 Initial and date the day the evaluation was completed

The Supervisor/Chief will file and maintain the initial completed competency form in the employee's competency file (6-part file)  
 Evaluation methods will be identified as (O) Observation of Competency, (W) Work Demonstration, (V) Verbalization

Competencies	Initial Competency Check				Year 1 Annual Competency				Year 2 Annual Competency				Year 3 Annual Competency			
	Evaluation Method Used	Inspector Initials	Employee Initials	Date	Evaluation Method Used	Inspector Initials	Employee Initials	Date	Evaluation Method Used	Inspector Initials	Employee Initials	Date	Evaluation Method Used	Inspector Initials	Employee Initials	Date
<b>Level I - Basic knowledge and Skills</b>																
1. Describes working knowledge and proper use of all Housekeeping chemicals.	O W V				O W V				O W V				O W V			
2. Demonstrates the ability to change and/or refill any dispenser (paper, soap, etc.)	O W V				O W V				O W V				O W V			
3. Verbalizes and demonstrates the proper dwell time for each type of disinfectant	O W V				O W V				O W V				O W V			
4. Describes working knowledge and proper use of all Housekeeping supplies.	O W V				O W V				O W V				O W V			
5. Demonstrates and describes proper Drinking Fountain and Ice Machine cleaning.	O W V				O W V				O W V				O W V			
6. Verbalizes and demonstrates the proper Public Area Cleaning	O W V				O W V				O W V				O W V			
7. Demonstrates and/or verbalizes the proper procedure for Restroom cleaning including: sinks, toilets, showers, stalls and fixtures.	O W V				O W V				O W V				O W V			
8. Demonstrates and/or verbalizes proper Waste Handling and Soiled Linen Handling	O W V				O W V				O W V				O W V			
9. Demonstrates and/or verbalizes the proper procedure for high/low dusting	O W V				O W V				O W V				O W V			
10. Demonstrates and/or verbalizes the proper procedure for Window, Blinds, Curtains, and Window Fixtures cleaning	O W V				O W V				O W V				O W V			
11. Demonstrates and/or verbalizes the proper procedure for Morgue cleaning	O W V				O W V				O W V				O W V			
12. Demonstrates and/or describes proper procedure for high-touch surface cleaning/disinfecting.	O W V				O W V				O W V				O W V			
13. Describes what Standard Precautions are. Verbalizes and/or demonstrates how to follow Standard Precautions	O W V				O W V				O W V				O W V			
14. Describes what Enhanced Barrier Precautions are. Verbalizes and/or demonstrates how to follow Enhanced Barrier Precautions.	O W V				O W V				O W V				O W V			

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Competencies	Initial Competency Check				Year 1 Annual Competency				Year 2 Annual Competency				Year 3 Annual Competency			
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15. Describes what Contact Precautions are. Verbalizes and/or demonstrates how to follow Contact Precautions.	O W V				O W V				O W V				O W V			
16. Describes what Contact Plus Precautions are. Verbalizes and/or demonstrates how to follow Enteric Precautions.	O W V				O W V				O W V				O W V			
17. Describes what Droplet Precautions are. Verbalizes and/or demonstrate how to follow Droplet Precautions.	O W V				O W V				O W V				O W V			
18. Describes what Airborne Precautions are. Verbalizes and/or demonstrates how to follow Airborne Precautions	O W V				O W V				O W V				O W V			
19. Demonstrates and/or describes the proper procedure for bed washing.	O W V				O W V				O W V				O W V			
20. Demonstrates and/or verbalizes the proper procedure for Examination Room cleaning.	O W V				O W V				O W V				O W V			
21. Demonstrates and/or verbalizes the proper procedure for Cleaning of Non-Critical RME.	O W V				O W V				O W V				O W V			
22. Demonstrates and/or verbalizes the proper procedure for Cleaning of Asbestos Areas.	O W V				O W V				O W V				O W V			
23. Demonstrates and/or verbalizes the proper procedure for Hazardous Materials Management	O W V				O W V				O W V				O W V			
24. Demonstrates and/or describes proper procedure for high-touch surface cleaning/disinfecting.	O W V				O W V				O W V				O W V			
25. Demonstrates and/or verbalizes the proper procedure for EMS Equipment Lockout Tagout.	O W V				O W V				O W V				O W V			
26. Demonstrates and/or verbalizes the proper procedure cleaning for the basic flooring types found within facility.	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
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Competencies	Initial Competency Check				Year 1 Annual Competency				Year 2 Annual Competency				Year 3 Annual Competency			
	Evaluation Method Used	Inspector Initials	Employees Initials	Date	Evaluation Method Used	Inspector Initials	Employees Initials	Date	Evaluation Method Used	Inspector Initials	Employees Initials	Date	Evaluation Method Used	Inspector Initials	Employees Initials	Date
<b>Level 2 - Terminal Clean, Patient Occupied rooms, and Infection Prevention Specialized Competencies</b>																
27. Demonstrates and/or verbalizes the proper procedure for Terminal Cleaning.	O W V				O W V				O W V				O W V			
28. Demonstrates and/or verbalizes the proper procedure for Patient Room cleaning, Occupied Patient Room, and Isolation Room Cleaning.	O W V				O W V				O W V				O W V			
30. Demonstrates and/or verbalizes the proper procedure for MRI and Radiology Department Cleaning.	O W V				O W V				O W V				O W V			
31. Demonstrates and/or verbalizes the proper procedure for Spill response to include mercury and pesticides.	O W V				O W V				O W V				O W V			
32. Demonstrates and/or verbalizes the proper procedure cleaning for VCS.	O W V				O W V				O W V				O W V			
33. Demonstrates and/or verbalizes the proper procedure for cleaning of Food & Nutrition Service.	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
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Competencies	Initial Competency Check				Year 1 Annual Competency				Year 2 Annual Competency				Year 3 Annual Competency			
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<b>Level 3 - Specialized Infection Prevention and Specific Work Location Assignment Competencies</b>																
34. Demonstrates and/or verbalizes the proper procedure for Operating Room cleaning.	O W V				O W V				O W V				O W V			
35. Demonstrates and/or verbalizes the proper procedure for Pharmacy and Pharmacy Compounding Room cleaning.	O W V				O W V				O W V				O W V			
36. Demonstrates and/or verbalizes the proper procedure for SPS cleaning.	O W V				O W V				O W V				O W V			
37. Demonstrates and/or verbalizes the proper procedure for Laboratory Cleaning.	O W V				O W V				O W V				O W V			
38. Demonstrates and/or verbalizes the proper procedure for Post Operation/ICU Cleaning.	O W V				O W V				O W V				O W V			
39. Demonstrates and/or verbalizes the proper procedure for GI Cleaning.	O W V				O W V				O W V				O W V			
40. Demonstrates and/or verbalizes the proper procedure for Community Living Center (CLC) Cleaning.	O W V				O W V				O W V				O W V			
41. Demonstrates and/or verbalizes the proper procedure for Cleaning of the Fisher House.	O W V				O W V				O W V				O W V			
42. Demonstrates and/or verbalizes the proper procedure for Acute Psyche Unit (APU) Cleaning.	O W V				O W V				O W V				O W V			
43. Demonstrates and/or verbalizes the proper procedure for Substance Abuse Recovery Rehabilitation Therapy Program (SARRTP) Cleaning.	O W V				O W V				O W V				O W V			
44. Demonstrates and/or verbalizes the proper procedure for Research Department Cleaning.	O W V				O W V				O W V				O W V			
45. Demonstrates and/or verbalizes the proper procedure for Emergency Department Cleaning.	O W V				O W V				O W V				O W V			
46. Demonstrates and/or verbalizes the proper procedure for Cleaning of the hospital wards 5/6/7/8/9	O W V				O W V				O W V				O W V			
47. Completes required documentation related to environmental cleaning accurately, legibly, and completely according to the established Standard Operating Procedures.	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			

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Competencies	Initial Competency Check				Year 1 Annual Competency				Year 2 Annual Competency				Year 3 Annual Competency			
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<b>EMS Equipment Competencies</b>																
48. Demonstrate and/or verbalize the proper procedure for EMS Equipment Care and Cleaning.	O W V				O W V				O W V				O W V			
49. Demonstrate and/or verbalize the proper procedure for operation of basic EMS Equipment; upright and backpack vacuum and wet dry vac	O W V				O W V				O W V				O W V			
50. Demonstrate and/or verbalize the proper procedure for operation of iMOP battery operated floor scrubber.	O W V				O W V				O W V				O W V			
51. Demonstrate and/or verbalize the proper procedure for operation of EMS specialized floor care equipment; Floor Scrubber, Burnisher, Buffer, and Carpet Extractor.	O W V				O W V				O W V				O W V			
52. Demonstrate and/or verbalize the proper procedure for operation of UVC Lights	O W V				O W V				O W V				O W V			
53. Demonstrate and/or verbalize the proper procedure for operation Trash Compactor and Carboard Compactor	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			
	O W V				O W V				O W V				O W V			

My signature confirms I have reviewed and received a copy of this competency log checklist for my records and understand that I will be reassessed annually.

Employee Print / Sign Date

Supervisor Print / Sign Date

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