

Student Name: \_\_\_\_\_ Business: \_\_\_\_\_

**Transferable Job Skills:** *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

**Specific Job Skills:** *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Accurately label each item		
Care of scopes, camera and cords		
Clean instruments		
Glove hands using sterile techniques		
Handle instruments correctly after autoclave process		
Inspect instruments for any damage		
Location of supplies		
Operate autoclaves		
Operate Sonic		
Operate Steris		
Operating room turnovers		
Proper attire for cleaning instruments		
Proper use of Cidex		
Set up of central supply		
Sort and arrange instruments into trays		

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>PROCEDURE OR SKILL</b>	<b>DATE OBSERVED</b>	<b>DATE PARTICIPATED</b>
Understand sterile and unsterile		
Wrap trays and individual items		