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		E-63-S06
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Department of Imaging Sciences
	Document Title:	HANDLING SOILED AND EXPIRING SUPPLIES

PURPOSE:

1. To assure that all soiled supplies from patient care areas are handled in a manner consistent with proper infection control practices so that opportunities for cross contamination are reduced.
2. To outline the steps in checking the expiration date of medical supplies and discard any outdated items.

SCOPE:

Applies to all Department of Imaging Sciences staff of Dr. Pablo O. Torre Memorial Hospital


PERSON RESPONSIBLE:

Radiologist, Radiologic/X-ray Technologist, Housekeeping/Linen Staff, Infection Control Department

PROCEDURE:

Handling soiled supplies by healthcare workers


1. Health care workers must wear gloves when handling soiled supplies. Remove gloves, wash and dry hands or use an antiseptic hand rub. All soiled items are considered contaminated.
2. Employees are not to rinse soiled items before returning them to Central Supply Room/Linen Section since this can lead to environmental contamination.
3. Disposable items are used only once and then discarded in the appropriate trash container.
4. Disposable items are not opened until actually needed in order to avoid unnecessary waste.

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5. Disposable sharps such as needles and scalpel blades are removed and discarded in the sharps container before sending the tray and/or supplies back to Central Supply Room. Failure to remove sharps is a serious threat to health care worker and will result in a variance report.
6. Staff must return items no longer needed by patient care to CSR as quickly as possible.
7. In-use equipment that malfunctions or breaks is returned to CSR while new equipment will be returned to Materials Management with attached Incident Report stating the source of the trouble. An immediate replacement is issued to the staff.
8. Routine disinfection and sterilization procedures occurring on the unit must be approved by the Infection Control Committee.
9. Contaminated wastes should be disposed of during or immediately following a procedure, using non-corrosive leak proof containers with lids. There should be a sufficient number of waste containers, in convenient locations, to minimize carrying contaminated wastes from place to place.

Soiled Linen/Laundry

1. Soiled linen should be handled as little as possible and with minimum agitation to prevent gross microbial contamination of the air and of the person handling the linen.
2. All soiled linen should be bagged and labeled, put into carts at the location where it was used. It should not be sorted or pre-rinsed in patient-care areas.
3. Linen supersaturated with blood or body fluids should be deposited and transported in plastic bags (labeled) that prevent leakage.
4. Standard precautions shall be observed at all times when handling soiled linen/laundry or all soiled linen containers will be labeled to indicate the use of universal precautions.


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Out – of –date/Expired supplies

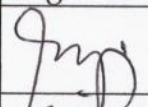
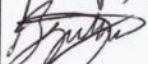
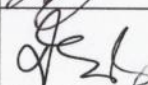

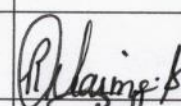


1. Items/Supplies are not to be used but returned to Materials Management. An incident report should be generated to document this occurrence.
2. It is the responsibility of the health care worker to check for expiration dates on all supplies.


REFERENCES:

1. Environment Agency: Technical Guidance on Clinical Waste version 2.2/2001.
2. Controls of substances Hazardous to Health (C.O.S.H.H) 1994


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APPROVAL:

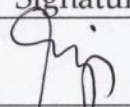
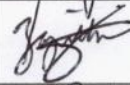
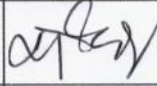

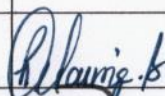

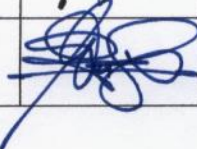
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Verified:	ARVI JOHN A. VILLANUEVA, RN OIC- Infection Prevention and Control Unit Supervisor		3/31/2022
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Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		3/31/2022
Recommending Approval:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		03.31.2022
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		6.16.2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22

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KEY TASKS	PERSON RESPONSIBLE
1. Discards disposable items in the appropriate trash container	Staff-on-duty
2. Discards disposable sharps such as needles and scalpel blades in the sharp container	
3. Returns items no longer needed by patient care to CSR as soon as possible	
4. Disposes contaminated wastes during or immediately following a procedure, using non – corrosive leak proof containers with lids	
5. Bags and labels all soiled linens and puts into carts at the location where it was used	

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Flowchart

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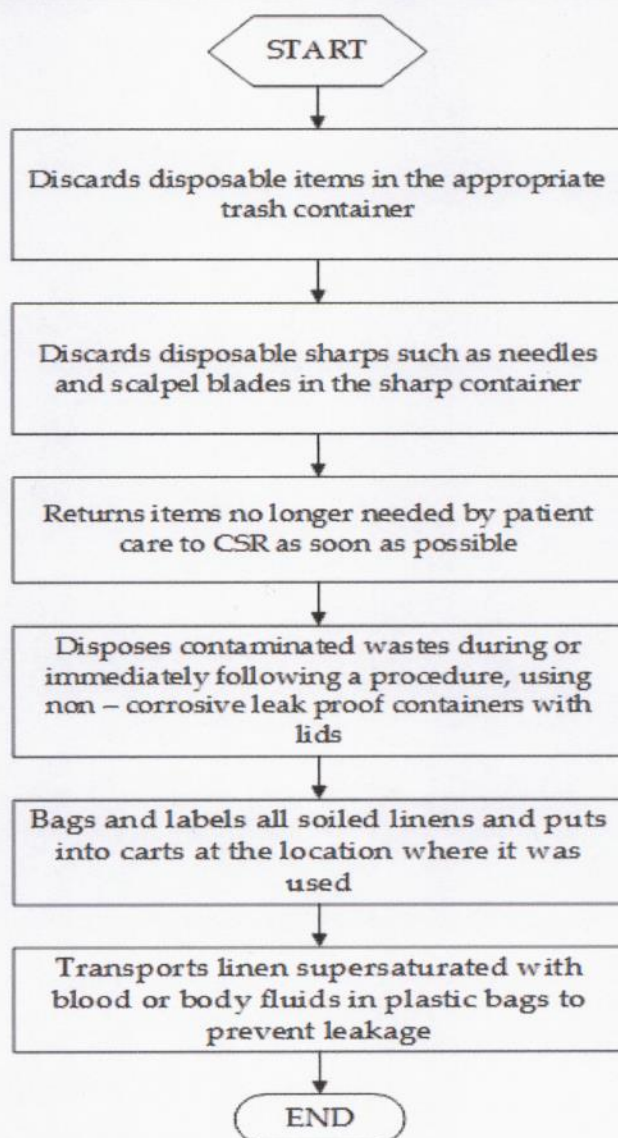
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**HANDLING SOILED AND EXPIRING
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FLOWCHART



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