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|  <p>B.S. Aquino Drive,<br/>Bacolod City,<br/>Negros Occidental,<br/>6100</p> <p>DR. PABLO O. TORRE<br/>MEMORIAL HOSPITAL</p> | Document Code:      | DPOTMH-I-20-P04-S02  |
|   | Effective Date:     | 07-15-2022   |
|   | Document Type:      | Standard Operating Procedure   |
|   | Page Number:        | 1 of 3   |
|   | Department/Section: | Sterilization and Reprocessing Unit  |
|   | Document Title:     | <b>CLEANING, DISINFECTION AND DRYING OF SURGICAL INSTRUMENTS AND EQUIPMENT</b> |

### **PURPOSE:**

1. To remove all visible debris from instruments.
2. To kill or reduce number of particulates.
3. To maintain the integrity of the surgical instruments.
4. To ensure safety of the patients and protect staff from infectious risk.

### **SCOPE:**


Applies to all Sterilization and Reprocessing Unit staff of Dr. Pablo O. Torre Memorial Hospital.

### **PERSON RESPONSIBLE:**

SRU Technician

### **GENERAL GUIDELINES:**

1. A three (3) section sink is designated for instrument cleaning with a drying surface.
2. The sink is not intended for hand washing.
3. Cleaning agent shall be measured as recommended by the manufacturer.
4. Cleaning agent should be non-foaming and non-abrasive.
5. Instruments shall be scrubbed underwater using a soft-bristled brush.
6. Hinges, crevices and tips are given special attention when cleaning.
7. All instruments shall be inspected individually after cleaning to check if there are any residues.

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### **PROCEDURE:**

1. Transfer collected instruments from the trolley to the work surface.
2. Segregate the instruments according to size.
3. Disassemble multi-part instruments.
4. Place the instruments in the first section of the sink.
5. Soak the instruments in an enzymatic solution for about 10-20 minutes.
6. Clean instruments underwater using a soft-bristled brush.
7. Transfer cleaned instrument in the second section of the sink for pre-rinse.
8. Perform final rinsing in the third section of the sink.
9. Dry instruments one by one using non-woven cloth/ linen to absorb moisture.
10. An air gun may be used to properly dry instruments especially hinges, crevices, grooves and tips.
11. Once all instruments are completely dried, transport to the next area via pass box for packaging.
12. Document the procedure done in the logbook.

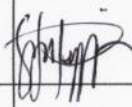


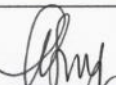
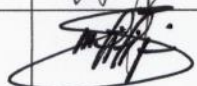
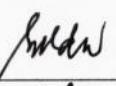


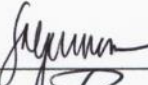
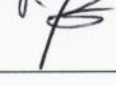
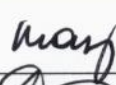
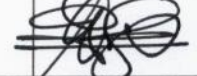
### **REFERENCE:**


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2. World Health Organization. (2016). *Decontamination and Reprocessing of Medical Devices for Health-care Facilities*. Retrieved May 29, 2022, from <https://apps.who.int/iris/bitstream/handle/10665/250232/9789241549851-eng.pdf>
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|  | Document Title:     | <b>CLEANING, DISINFECTION AND<br/>DRYING OF SURGICAL<br/>INSTRUMENTS AND EQUIPMENT</b> |


**APPROVAL:**

|                        | Name/Title   | Signature   | Date       |
|------------------------|--|---|------------|
| Prepared by:           | <b>LEA MAY PANUGALING</b><br>Sterilization and Reprocessing Unit Technician          |    | 7/7/22     |
|                        | <b>MELANIE MOJENO-SAN FRANCISCO, RN</b><br>Surgical Suites Staff Nurse               |    | 7/7/22     |
| Verified:              | <b>PAUL WILSON T. JALLA, RN</b><br>Sterilization and Reprocessing Unit Head          |    | 7/7/22     |
|                        | <b>MARIA AGNES A. SARIEGO, RN, MN</b><br>Surgical Complex Manager                    |   | 7/7/22     |
|                        | <b>RICHARD S. MONTILIJAO, RN</b><br>OIC Policy Development                           |  | 7/7/22     |
|                        | <b>SHALAINE SOCORO L. DURAN, RN</b><br>Nurse Manager for Operations                  |  | 7/7/2022   |
|                        | <b>HANNAH KHAY S. TREYES, RN, MN</b><br>Chief Nurse                                  |  | 07/07/2022 |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b><br>Quality Assurance Supervisor         |  | 07/07/2022 |
| Recommending Approval: | <b>MARIA LIZA C. PERAREN, RN, MAN</b><br>Nursing Service Division Head               |  | 7/7/22     |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC- Total Quality Division                      |  | 7/8/22     |
|                        | <b>MA. ANTONIA GENSOLI, MD, FPPS, FPCHA</b><br>Vice President- Chief Medical Officer |  | 7.8.22     |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                |  | 8/3/22     |




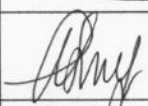
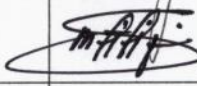





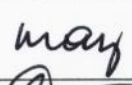
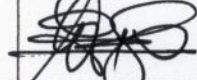
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| KEY TASKS   | PERSON RESPONSIBLE |
|---|--------------------|
| 1. Transfers collected instruments from the trolley to the work surface                       | SRU Technician     |
| 2. Segregates the instruments according to size   |                    |
| 3. Disassembles multi-part instruments  |                    |
| 4. Places the instruments in the first section of the sink                                    |                    |
| 5. Soaks the instruments in an enzymatic solution for about 10-20 minutes                     |                    |
| 6. Cleans instruments underwater using a soft-bristled brush                                  |                    |
| 7. Transfers cleaned instrument in the second section of the sink for pre-rinse               |                    |
| 8. Performs final rinsing in the third section of the sink                                    |                    |
| 9. Dries instruments one by one using non-woven cloth/ linen to absorb moisture               |                    |
| 10. Uses an air gun to properly dry instruments especially hinges, crevices, grooves and tips |                    |
| 11. Documents the procedure done in the logbook   |                    |



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| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b><br>Quality Assurance Supervisor         |  | 07/07/2022 |
| Recommending Approval: | <b>MARIA LIZA C. PERAREN, RN, MAN</b><br>Nursing Service Division Head               |  | 7/7/22     |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC- Total Quality Division                      |  | 7/8/22     |
|                        | <b>MA. ANTONIA GENSOLI, MD, FPPS, FPCHA</b><br>Vice President- Chief Medical Officer |  | 7-8-22     |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                |  | 8/1/22     |

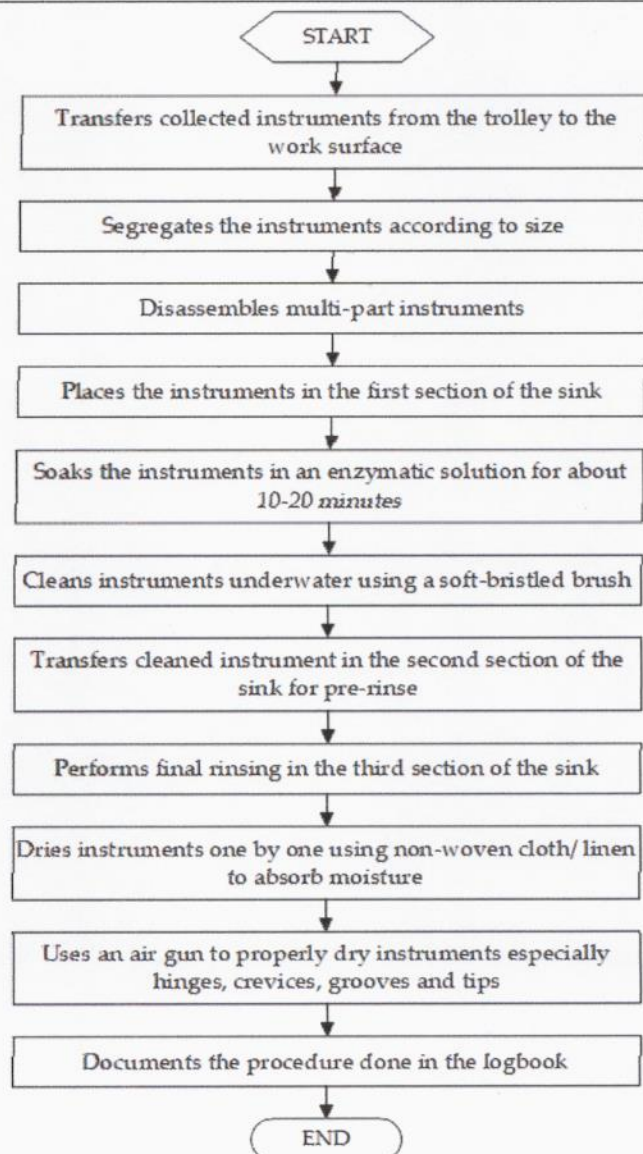


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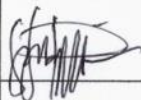

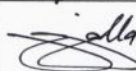
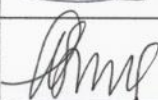
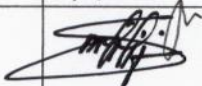



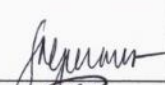


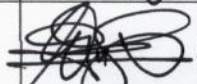
## FLOWCHART





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| Recommending Approval: | <b>MARIA LIZA C. PERAREN, RN, MAN</b><br>Nursing Service Division Head               |  | 7/7/22     |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC- Total Quality Division                      |  | 7/8/22     |
|                        | <b>MA. ANTONIA GENSOLI, MD, FPPS, FPCHA</b><br>Vice President- Chief Medical Officer |  | 7-15-22    |
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