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	Document Type:	Policy
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	Document Title:	<b>DECONTAMINATION OF INSTRUMENTS AND EQUIPMENT POLICY</b>

### **PURPOSE:**

1. This policy aims to improve safety and reduce the risk of the spread of infections and consequently improve patient's/service user's care and outcomes.
2. To provide staff with clear guidelines on the actions they must take in order to prevent cross-infection due to contamination of equipment and the environment.

### **LEVEL:**

Sterilization and Reprocessing Unit (SRU)

### **DEFINITION OF TERMS:**


**Cleaning-** the first step required to physically remove contamination by foreign material. It will also remove organic material such as blood, secretions, excretions and microorganisms, to prepare a medical device for disinfection and sterilization.

**Decontamination-** the process of removing soil to surgical instruments for reuse. The term decontamination used in this document refers to all of the processes involved, including cleaning, disinfecting and sterilizing of reusable equipment and the environment.

**Disinfectant-** a chemical agent which under defined conditions is capable of disinfection

**Disinfection-** the term decontamination used in this document refers to all of the processes involved, including cleaning, disinfecting and sterilizing of reusable equipment and the environment; a process which removes or destroys contamination, so that infectious agents or other contaminants cannot reach a susceptible site in sufficient quantities to initiate infection or other harmful



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response. Different levels of decontamination can be used dependent on the device and the procedure involved. Levels of decontamination are:

- Cleaning
- Cleaning followed by disinfection
- Cleaning followed by sterilization

**Enzymatic Solution-** chemical agent used to remove soil


**Single Use-** definition of single use is that the medical device is intended to be used on an individual patient during a single procedure and then discarded. The device is not intended to be reprocessed and used on another patient. The labelling identifies the device as disposable and not intended to be reprocessed and used again.

**Sterilization-** a process that removes or destroys all micro-organisms including spores.

#### **POLICY:**

1. The Sterilization and Reprocessing Unit shall have a specific, closed area for decontamination that is separate from other reprocessing areas and the rest of the organization.
2. The Maintenance and Engineering Department shall regulate the air quality, ventilation, temperature, and relative humidity, and lighting in the decontamination, reprocessing, and storage areas.
  - 2.1. Air quality shall be regulated to ensure a minimum of 10 air exchanges per hour.
  - 2.2. Ventilation in SRU shall be designed to prevent the infiltration of lint into the air stream and provide directional airflow from clean areas, e.g.




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preparation and sterilization areas, under positive pressure in relation to contaminated or soiled areas, e.g. decontamination areas.


- 2.3. Air from contaminated or soiled areas shall be exhausted to the outdoors.
- 2.4. The use of portable fans and heaters that can create turbulent airflow and circulate dust or microorganisms in the work area is strictly not allowed.
- 2.5. Close monitoring of temperature and relative humidity shall be done at all times. Temperature shall be maintained between 18 and 23 degree Celsius (°C) in all areas, and relative humidity between 30 and 60%.
  - a) The temperature and humidity shall be recorded in the checklist at the beginning of the shift.
  - b) Any reading beyond the recommended range shall be notified immediately to the Maintenance and Engineering Department for proper assessment and immediate action.
3. All SRU staff shall wear the appropriate and properly maintained personal protective equipment in the decontamination area.
  - 3.1. The appropriate personal protective equipment includes gloves that are appropriate to the task; a liquid-resistant cover garment with sleeves, e.g. backless gown, jumpsuit, or surgical gown; and a full face shield or a high filtration, fluid-impervious face mask and eye protection.
4. All SRU staff shall follow safe work practices and infection control precautions when handling contaminated devices and equipment
  - 4.1. All devices and equipment received in the decontamination area should be considered contaminated with infectious material.
5. Prior to decontamination, all SRU staff shall follow manufacturers' recommendations to clean and rinse equipment and devices.
  - 5.1. Cleaning may be done manually or using automatic methods. Inorganic and organic matter (e.g. blood, protein) retained on devices can inhibit the sterilization process by providing a medium for the growth of microorganisms, rendering chemical germicides inactive, or physically protecting micro-organisms from the sterilization process



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6. All detergents, solutions, and disinfectants to be used shall be compatible with the devices being reprocessed, the equipment used for washing or sterilization, and the decontamination or sterilization processes used.
  - 6.1. SRU may consult with others in the organization, (e.g. infection prevention and control or occupational health and safety) when selecting appropriate detergents, solutions or disinfectants.
7. All staff shall perform proper hand hygiene technique before beginning and after completion of work activities, as well as at other key points to prevent infection.
  - 7.1. Staff should wash their hands after handling items contaminated or likely to be contaminated with blood, bodily fluids, excretions, or secretions; after removing gloves; after touching the face; before leaving the decontamination area; after using the toilet; and at any other time specified by the organization's policies and procedures.
8. The staff shall follow manufacturers' instructions to select and perform appropriate cleaning methods.
  - 8.1. For each detergent, solution and disinfectant, the SRU staff shall follow manufacturers' recommendations for use, contact time, shelf life, storage, appropriate dilution, testing for appropriate concentration and effectiveness, and required personal protective equipment.
9. Following cleaning, and prior to additional reprocessing, the SRU staff shall inspect each device for cleanliness, functionality, and defects such as breaks, chips, or cracks, and follows up with additional cleaning or maintenance if required.
  - 9.1. A magnifying instrument should be available to inspect each device following cleaning.
10. All staff shall remember that cleaning must precede disinfection.
  - 10.1. The routine use of disinfectants is wasteful, potentially harmful and unnecessary.
  - 10.2. Cleaning and disinfection are required for articles that may be contaminated with pathogenic micro-organisms. Heat is the preferred method of



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disinfection and may be used in combination with chemicals i.e. washer disinfectors.

10.3. General considerations include:

- a) Dilution- chemical disinfectants/ antiseptics must be used at the recommended strength. Too high a concentration is wasteful; too low a concentration is ineffective.
- b) Preparation- many disinfectants deteriorate after dilution. Solutions should always be freshly prepared and used in accordance with manufacturers' instructions.
- c) Contact time- no disinfectant/ antiseptic acts instantaneously. It is essential that the correct contact time be observed.

**DOCUMENTATION:**

New Policy

**DISSEMINATION:**


Hospital Policies and Procedure

Hospital Communicator

**REFERENCE:**


1. *The Sterile Supply Departments Quick Guide Manual*. (n.d.). Infection Control Directorate Ministry of Health-Kuwait. Retrieved May 29, 2022, from <http://www.icdkwt.com/pdf/policiesandguidelines/decontamination/guidelines-english.pdf>
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>



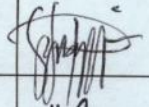
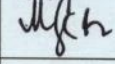
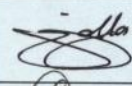
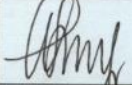
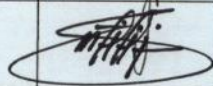
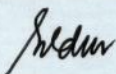


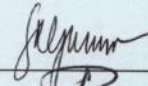

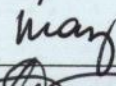
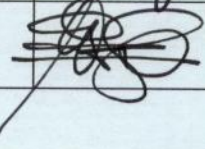
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3. AST Education and Professional Standards Committee. (2009, April 16). *Standards of Practice for the Decontamination of Surgical Instruments*. AST. Retrieved March 30, 2022, from [https://www.ast.org/uploadedFiles/Main\\_Site/Content/About\\_Us/Standard Decontamination %20Surgical Instruments .pdf](https://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Standard_Decontamination_%20Surgical_Instruments_.pdf)
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### **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.






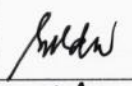




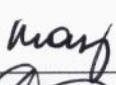
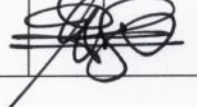
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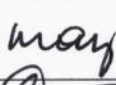
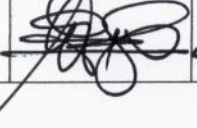
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KEY TASKS	PERSON RESPONSIBLE
1. Transfers collected instruments from the trolley to the work surface	SRU Technician
2. Segregates the instruments according to size	
3. Disassembles multi-part instruments	
4. Places the instruments in the first section 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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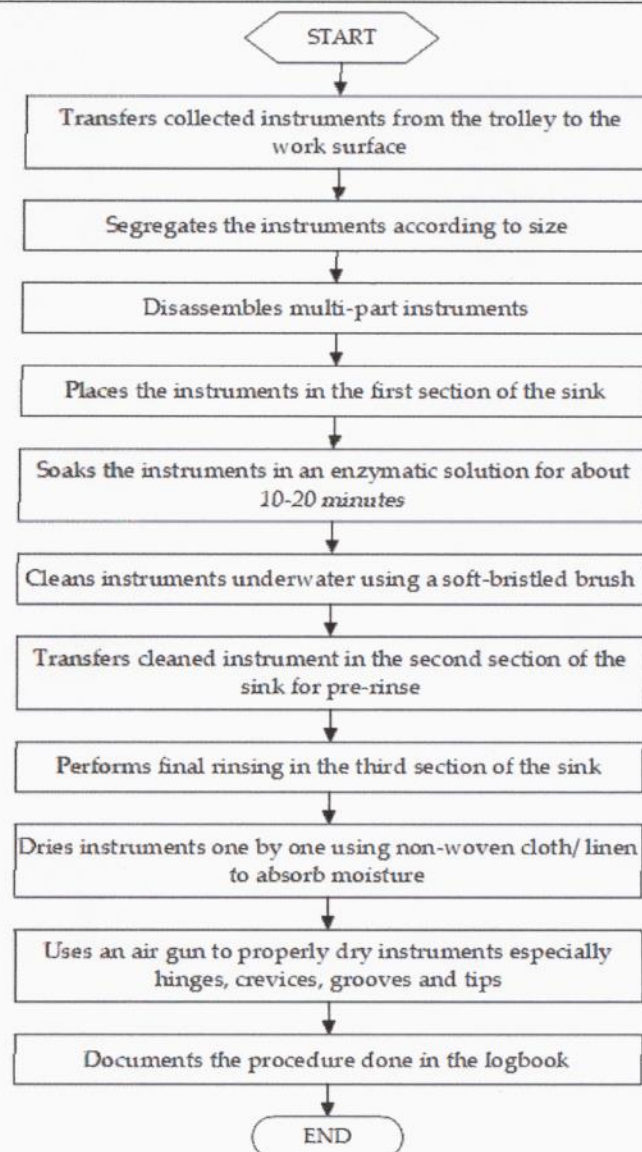


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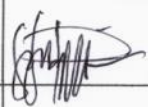

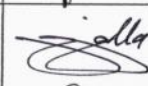

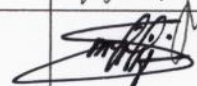
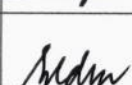

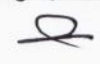
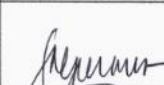


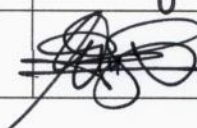
## FLOWCHART





 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P04-FC02
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	Document Title:	<b>CLEANING, DISINFECTION AND DRYING OF SURGICAL INSTRUMENTS AND EQUIPMENT</b>

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