 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-20-P03
	Effective Date:	07-15-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	TRANSPORTING SURGICAL INSTRUMENTS

PURPOSE:

To ensure the proper transportation of contaminated instruments from the collection area to the reprocessing area.

LEVEL:

Sterilization and Reprocessing Unit


DEFINITION OF TERMS:

Collector- collects contaminated surgical instruments from point-of-use and transports to the decontamination area for cleaning and ensures that data sheets are included for checking and monitoring of instruments.


Monitoring sheet- a tool of instruments included in a surgical set and additional single instruments used in the surgery.

POLICY:

1. All instruments collected from a doctor/secretary shall be recorded to the endorsement logbook for easy monitoring and make them sign when requesting after sterilization.
2. Schedule of collection for Surgical Complex:
 - 2.1. There is no specific time for collection of used instruments in the Surgical Complex.
 - 2.2. Collection only happens when a call is received or SRU is notified by a nurse or a scrub technician once the surgical procedure(s) is/are done.
 - 2.3. If there is no notification received, the collector shall check the room where used instruments are placed.

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3. Contaminated instruments shall be contained during transport from the point of use to the decontamination area.
 - 3.1. Contaminated instruments should be handled as little as possible at the point of use and should be immediately contained and transported to the decontamination area. Immediate containment and transport reduces the risk of surgical personnel's contact with the contaminated instruments.
 - 3.2. Containment should be achieved through the use of some type of container that has been identified to prevent surgical personnel and other HCWs from contact with the contaminated instruments and prevention of airborne microorganisms during transport. The type of container to be used depends on the items to be transported. Types of recommended containers include closed carts, bins with lids, rigid sterilization container systems, and impermeable bags that can be used alone or in combination.
4. All SRU Technicians/ collector involved in the transport and reprocessing of devices contaminated with high-risk tissue shall be familiar with the healthcare facility policies and should be adequately trained.
 - 4.1. SRU Technician/ Collector involved in the transport of instruments or surfaces exposed to high-risk tissues should wear single-use PPE, including gloves, mask, and eyewear, such as goggles.
5. After sterilization, sterile items transported outside the immediate perioperative areas must be in a closed cart or containment bin
6. Sterile items should be protected from excessive handling during movement and transport to minimize potential for sterile package contamination or compromise.
7. Items should be transported to the storage location as soon as possible after cooling or on a regular schedule.

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DOCUMENTATION:


New Policy

DISSEMINATION:

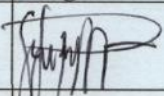
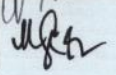

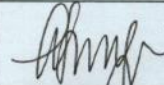
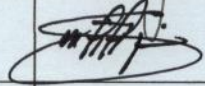
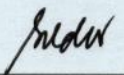


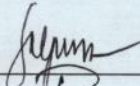

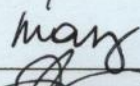

1. Hospital Policies
2. Hospital Communicator


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>
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

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	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	TRANSPORTING SURGICAL INSTRUMENTS

APPROVAL:

	Name/Title	Signature	Date
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	RICHARD S. MONTILIJAO, RN OIC Policy Development		7/7/22
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		7/7/2022
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		07/07/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Head		7/7/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/8/22
	MA. ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7-18-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/3/22

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	Document Title:	TRANSPORTING SURGICAL INSTRUMENTS

PURPOSE:

To safely carry contaminated instruments for decontamination and reprocessing.

SCOPE:


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

PERSON RESPONSIBLE:

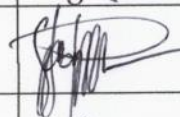
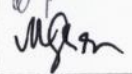

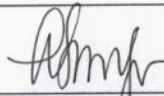
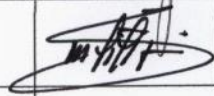
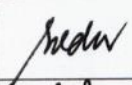



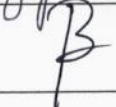
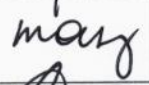

SRU Technician, Collector


PROCEDURE:

1. Wear proper set of personal protective equipment (PPE) before the collection.
2. Ensure that the instruments are properly contained.
3. Take the contaminated instruments and monitoring sheet from the point-of-use to the decontamination area.
4. Hand in the used instruments together with the monitoring sheet to the technician assigned in the decontamination area.
5. Receive the instruments and monitoring sheet through the receiving window, or through the door if the instrument to be received cannot fit.
6. After sterilization, items to be transported outside the immediate perioperative areas must be placed in a closed cart or containment bin.
7. Sterile items should be protected from excessive handling during movement and transport to minimize potential for sterile package contamination or compromise.

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	Page Number:	2 of 2
	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	TRANSPORTING SURGICAL INSTRUMENTS

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	LEA MAY PANUGALING Sterilization and Reprocessing Unit Technician		7/7/22
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Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		07/07/2022
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/21/22

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	Document Type:	Work Instruction
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	Document Title:	TRANSPORTING SURGICAL INSTRUMENTS

KEY TASKS	PERSON RESPONSIBLE
1. Wears proper set of personal protective equipment (PPE) before the collection	SRU Technician/ Collector
2. Ensures that the instruments are properly contained	
3. Takes the contaminated instruments and monitoring sheet from the point-of-use to the decontamination area	
4. Hands in the used instruments together with the monitoring sheet to the technician assigned in the decontamination area	SRU Technician
5. Receives the instruments and monitoring sheet through the receiving window, or through the door if the instrument to be received cannot fit	
6. Places the packed sterile items for transport in a closed cart or containment bin	
7. Protects sterile items from excessive handling during movement and transport to minimize potential for sterile package contamination or compromise	

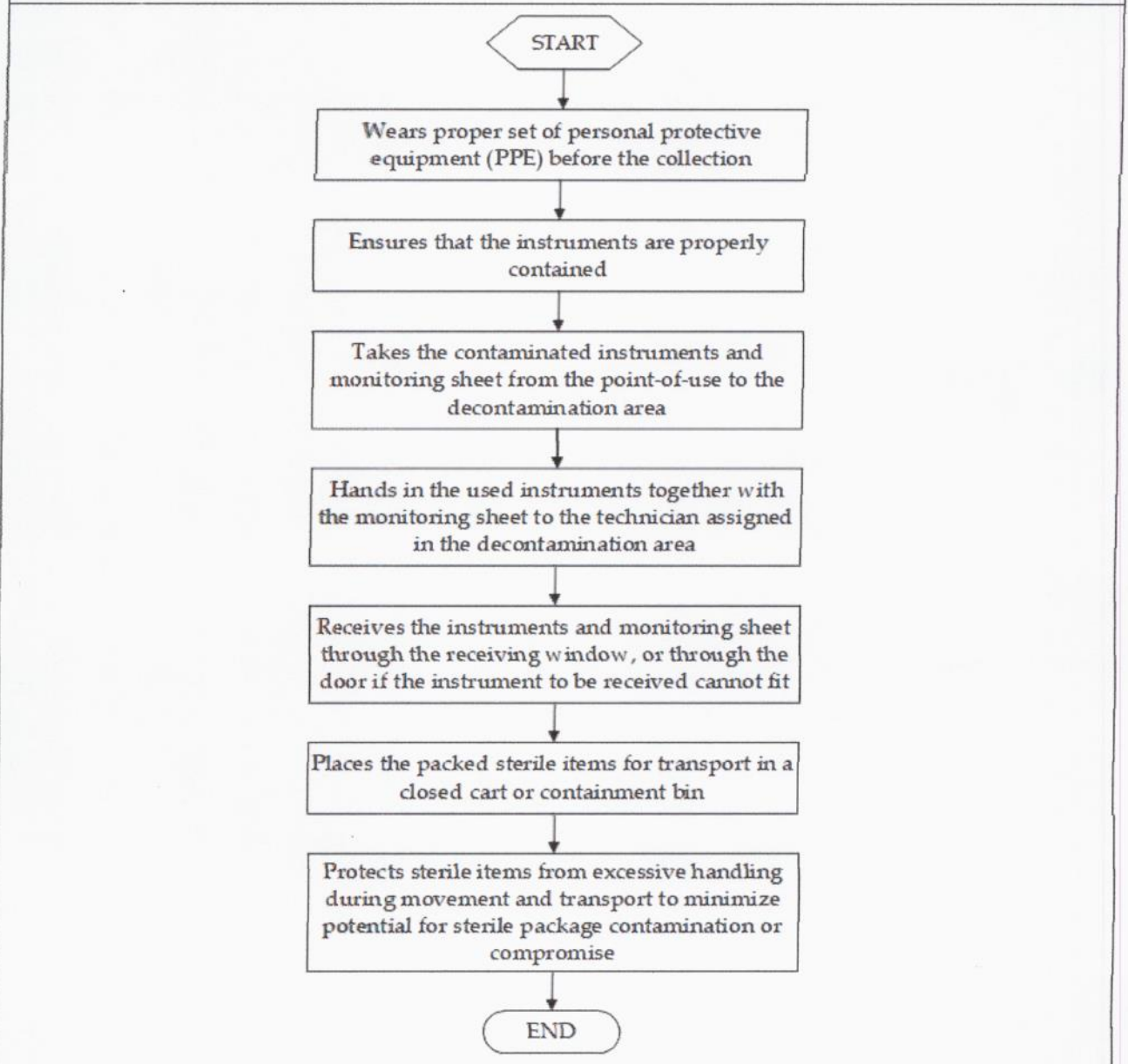



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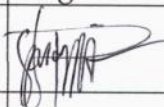
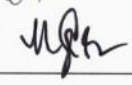

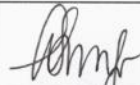





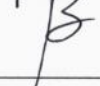
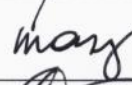

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FLOWCHART



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