 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-35-P01-S14
	Effective Date:	07-30-2022
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	Department/Section:	Wound Care Center
	Document Title:	HANDLING OF SOILED AND EXPIRED 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 from cross-contamination are reduced.
2. To check medical supplies with marked expiration dates and discard any outdated items.

SCOPE:


Applies to all Wound Care Center Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Wound Care Center Nurses, Housekeeping, Infection Prevention and Control Department

GENERAL GUIDELINES:


1. All staff who works in areas where soiled and contaminated supplies are generated will receive instructions on risk assessment from the infection control committee involved with waste handling, segregation, and storage and disposal procedures, including the need to wear protective clothing.
2. Appropriate management of soiled/expiring supplies of wound care may contribute to the overall improvement of the corporation in terms of tracking, inventory, control, and effective reduction of waste.
3. DPOTMH practices good inventory control to prevent materials from unnecessarily becoming waste.
 - 3.1. Chose supplies that will produce the least amount of waste.
 - 3.2. Inspect raw materials upon delivery and immediately return unacceptable materials to the supplier.

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- 3.3. Requiring users of chemicals with a limited shelf life to use up old stock before ordering new stocks.
- 3.4. Protect materials from deterioration. Like storing them in covered areas if they are subject to degradation by rainwater or sunlight and storing materials that could be ruined by dirt or dust away from high traffic areas.

PROCEDURE:

1. Health care workers must wear gloves when handling soiled supplies. Remove gloves and 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.
5. Disposable sharps such as needles and scalpel blades are removed and discarded in the sharps container before sending the tray or supplies back to central supply room. Failure to remove sharps is a serious threat to healthcare workers that will result in a variance report.
6. Staff must return items no longer needed by the patient 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 Material Management with the 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 waste should be disposed of during or immediately following a procedure, using non-corrosive leak-proof containers with lids. There should be a

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sufficient number of waste containers, in convenient locations, to minimize carrying contaminated waste 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 persons handling the linen.
2. All soiled linen should be bagged and labeled and 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 place, bags (labeled) that prevent leakage.
4. Standard precautions shall be observed at all times when handling soiled linens/ laundry and soiled linen containers will be labeled to indicate the use of universal precautions.

Defective Sterile Supplies






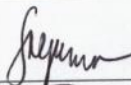

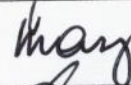
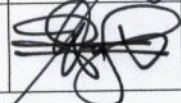
1. Non-sterile – an item is considered non-sterile when:
 - 1.1. The package has been broken or peeled.
 - 1.2. The sterile indicator tape has not changed appropriately.
 - 1.3. The internal indicator has not changed appropriately.
 - 1.4. The integrity of plastic or wrappers is damaged.

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 the occurrence.
2. It is the responsibility of health care workers to check the expiration dates of all the supplies.

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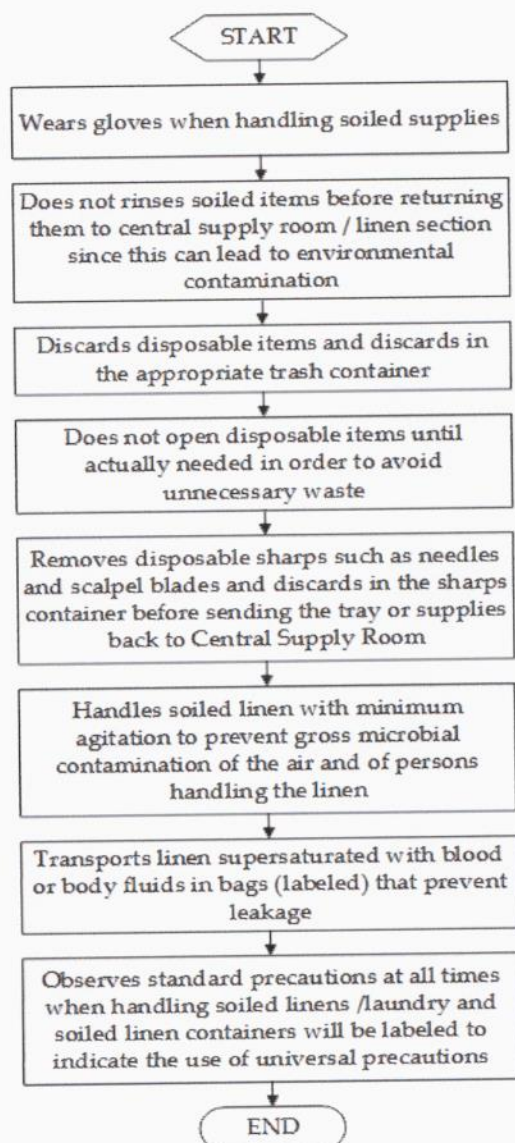



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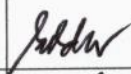


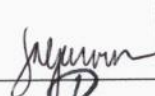

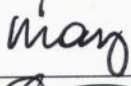

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FLOWCHART



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KEY TASKS	PERSON RESPONSIBLE
1. Wears gloves when handling soiled supplies	Healthcare Personnel
2. Does not rinses soiled items before returning them to central supply room / linen section since this can lead to environmental contamination.	
3. Discards disposable items and discards in the appropriate trash container.	
4. Does not open disposable items until actually needed in order to avoid unnecessary waste.	
5. Removes disposable sharps such as needles and scalpel blades and discards in the sharps container before sending the tray or supplies back to Central Supply Room.	
6. Handles soiled linen with minimum agitation to prevent gross microbial contamination of the air and of persons handling the linen.	
7. Transports linen supersaturated with blood or body fluids in bags (labeled) that prevent leakage.	
8. Observes standard precautions at all times when handling soiled linens /laundry and soiled linen containers will be labeled to indicate the use of universal precautions.	



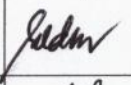


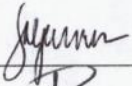

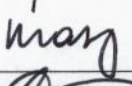
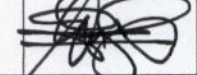


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