 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-29-P05
	Effective Date:	09-30-2021
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Neonatal Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE OF THE NEONATAL INTENSIVE CARE UNIT</b>

### **PURPOSE:**


To provide the necessary guidelines in the preventive maintenance of the NICU and all protocols and practices related thereto.

### **LEVEL:**

Medical Director, Nursing Service Department, Neonatal Intensive Care Unit, Station 11, Infection Prevention and Control Unit, Respiratory Therapy Services, Department of Pediatrics, Department of Obstetrics – Gynecology, Maintenance and Engineering Department, Housekeeping Department, Admitting Personnel, and Information Technology Department.

### **DEFINITION OF TERMS:**


1. **Neonatal Intensive Care Unit.** A special care unit in the hospital that caters to sick newborns needing special treatment with equipment specifically designed for them with the Doctors and Nurses trained in critical care of the newborn. Babies admitted to NICU need close monitoring and immediate management of the problems that may arise.
2. **Terminal Cleaning.** Terminal cleaning is the thorough cleaning/disinfection of all surfaces including floors and re-useable equipment either within the whole healthcare facility or within an individual ward/department/unit.<sup>1</sup>
3. **Preventive Maintenance.** A maintenance that is regularly performed on a piece of equipment to lessen incidents of mechanical failure before they become actual or major failures, or a facility to prevent the spread of infection among patients, doctors, and staff.
4. **Multidisciplinary Team.** Composed of the Nursing Service Department (NSD), Engineering, Infection Prevention and Control Unit (IPCU), Respiratory Therapy Services, Department of Pediatrics, Delivery Room, Information Technology, Admitting, and Housekeeping.

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### **POLICY:**

1. The Neonatal Intensive Care Unit (NICU) shall undergo a temporary scheduled closure semi-annual for preventive maintenance and terminal cleaning. The approved schedule is accomplished at least 10 working days before the scheduled temporary closure.
2. The NICU Head Nurse coordinates with the Station 11 Head Nurse for terminal cleaning of Rooms 354, 355, and 356 to be used as Neonatal Intermediate (NINT) Unit, while preventive maintenance is ongoing.
3. During the NICU temporary closure, three rooms of Station 11 (Rooms 354, 355 and 356) shall be reserved if with existing long-staying patients at the Neonatal Intermediate unit. Maximum of 6 patients shall be placed in Station 11.
4. The NICU Triage room shall be cleaned by process of terminal cleaning prior to transfer of the existing newborns from NICU main.
5. Babies that are under observation (newborns delivered via Cesarean Section) shall be placed in the DR Recovery Room along with their mothers. The NICU Triage Room shall be reserved for NICU new admissions.
6. All NICU patients at Station 11 shall remain in station the until discharge. No patient from Station 11 shall be transferred back to NICU.
7. NICU shall only cater to new admissions after the preventive maintenance and terminal cleaning.

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### **DOCUMENTATION:**

Revised Policy

### **DISSEMINATION:**

Hospital Communicator


Manual of Policies and Procedures

### **REFERENCE:**






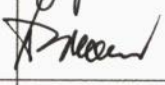


Patro, P., Kothari, N., & Mohanty, N. (2016). Infection control protocol in NICU suitable for a peripheral newborn care unit. *The Journal of Community Health Management*, 3(3), 103. <https://doi.org/10.5958/2394-2738.2016.00023.6>


<sup>1</sup>*Cleaning & disinfection | PHA Infection Control.* (n.d.-b). <https://www.niinfectioncontrolmanual.net/Cleaning-Disinfection>. Retrieved July 23, 2021, from <https://www.niinfectioncontrolmanual.net/cleaning-disinfection>



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CANDY LYN G. QUIPTE, RN</b> NICU Staff Nurse		10/04/2021
	<b>JENIFFER D. SISON, RN</b> NICU Head Nurse		10/04/21
Verified:	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		10/04/2021
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		10/04/2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MN</b> Nursing Service Division Officer		03-15/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		3/22/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		3-25-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		4/7/22

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**PURPOSE:**


To discuss the procedures involved in performing preventive maintenance in NICU.

**SCOPE:**

Applies to all departments involved in performing preventive maintenance of the NICU.

**PERSON RESPONSIBLE:**


Medical Director, Nursing Service Department, Neonatal Intensive Care Unit, Station 11, Infection Prevention and Control Unit, Respiratory Therapy Services, Department of Pediatrics, Department of Obstetrics – Gynecology, Maintenance and Engineering Department, Housekeeping Department, Admitting Personnel, and Information Technology Department.

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## **PROCEDURE:**

1. The NICU Head Nurse proposes a schedule for temporary closure of NICU.
2. The NICU Head Nurse calls for a meeting together with the multidisciplinary team to discuss the activities for the preventive maintenance and terminal cleaning of the NICU.
3. The NICU Head Nurse makes a letter for NICU closure, noted by the Chief Nurse and approved by the Medical Director.
4. The approved letter is reproduced and a copy is distributed to the different departments: Nursing Service Division Office, Station 11, Infection Prevention and Control Unit, Respiratory Therapy Services, Engineering Department, Housekeeping Department, Admitting Section, Billing Section, Department of Pediatrics, Department of Obstetrics-Gynecology, and Information Technology Department.
5. The Engineering Department does an ocular inspection in the area and gives the allotted number of days for the repair, repainting, and maintenance.
6. The Housekeeping Department gives the allotted number of days for terminal cleaning.
7. The Admitting Personnel reserves 3 rooms (Rooms 354, 355, 356) at Station 11 for the long-staying patients after these rooms are cleaned by process of terminal cleaning.
8. IT department is then notified for computer pull out and cleaning. The computer units are stored in the NICU Triage Room.
9. One day before the scheduled closure, long-staying patients are transferred to Station 11 while the currently admitted NICU patients are transferred Station 11.
10. The Housekeeping Personnel transfer out the medical equipment and move them into the NICU Triage Room (temporarily converted as NICU).
11. Vacated NICU Complex is endorsed to the Engineering and Housekeeping Department.
12. Infection Prevention and Control Unit (IPCU) is notified for infection control measures once NICU complex is vacated.



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13. Engineering Department undertakes the preventive maintenance and repair of the NICU complex which includes the following: air-conditioning unit, physical set up, electrical repairs, plumbing works, re-painting, etc.
14. After the preventive maintenance, the Engineering Department endorses the NICU Complex to the Head Nurse through a written report.
15. The NICU Head Nurse and the IPCU Personnel conduct an ocular inspection to validate the report.
16. The Housekeeping Personnel conduct manual cleaning of the NICU Complex.
17. The IPCU Personnel evaluate the manual cleaning conducted by the Housekeeping Personnel before all cleaned medical equipment shall be brought back to the NICU prior to misting.
18. The non – transferable medical equipment are wrapped and sealed with a plastic by the Housekeeping Personnel in preparation for misting.
19. The NICU Head Nurse and the IPCU Personnel endorse the NICU Complex to the housekeeping for terminal cleaning.
20. The IPCU Representative oversees the housekeeping personnel during the process of terminal cleaning of the NICU Complex.
21. After terminal cleaning, the Housekeeping Personnel makes an endorsement of the NICU Complex to the IPCU for checking and approval.
22. The IPCU Personnel endorses the NICU Complex to the Head Nurse through a written report.
23. The IT Personnel assembles the cleaned computer units and circuits in the NICU wearing Personal Protective Equipment.
24. The NICU Head Nurse notifies the Nurse Supervisor, Chief Nurse, Medical Director, Department of Pediatrics, Department of OB-GYN, that the NICU is ready to resume operation.
25. NICU Head Nurse informs the Admitting Section and IT Department that it is ready for occupancy.
26. NICU Complex resumes normal operation.


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## **REFERENCE:**






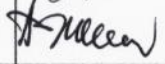
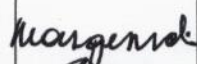
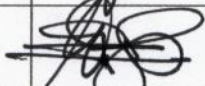
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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CANDY LYN G. QUIPTE, RN</b> NICU Staff Nurse		10/04/2021
	<b>JENIFFER D. SISON, RN</b> NICU Head Nurse		10/04/2021
Verified:	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		10/04/2021
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		10/04/2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		03/15/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		3/22/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		3-25-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		4/7/22

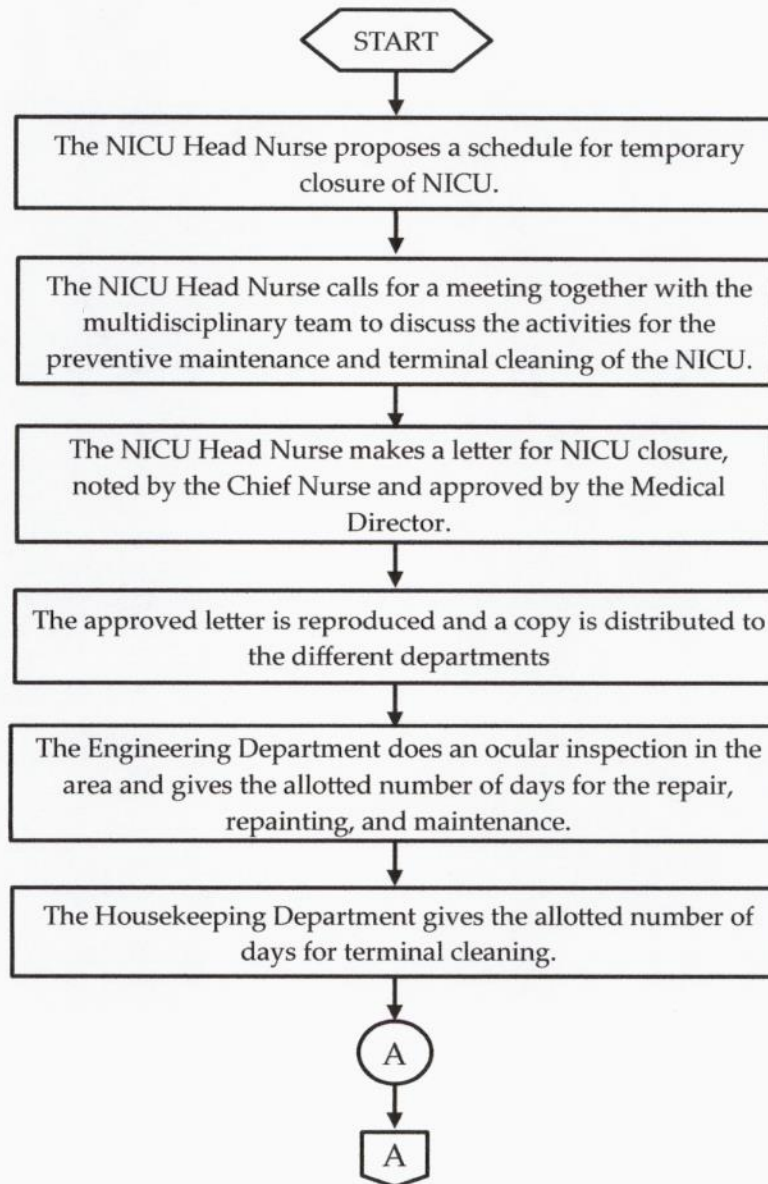


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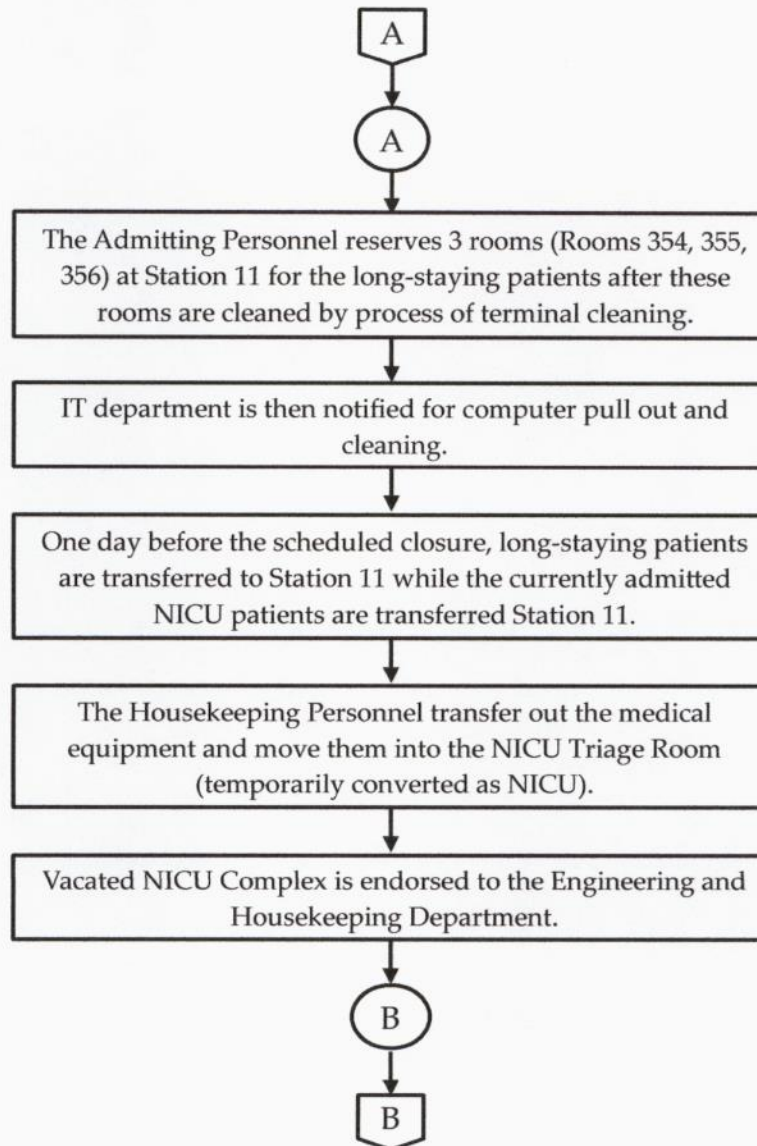




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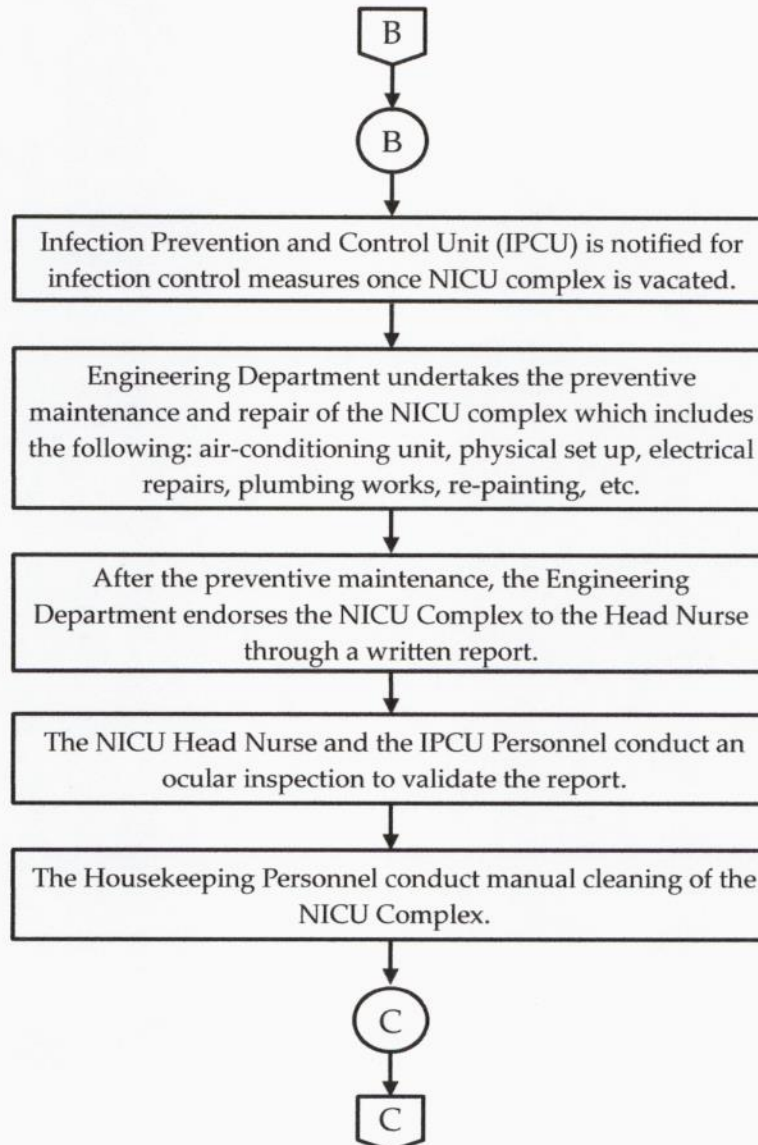




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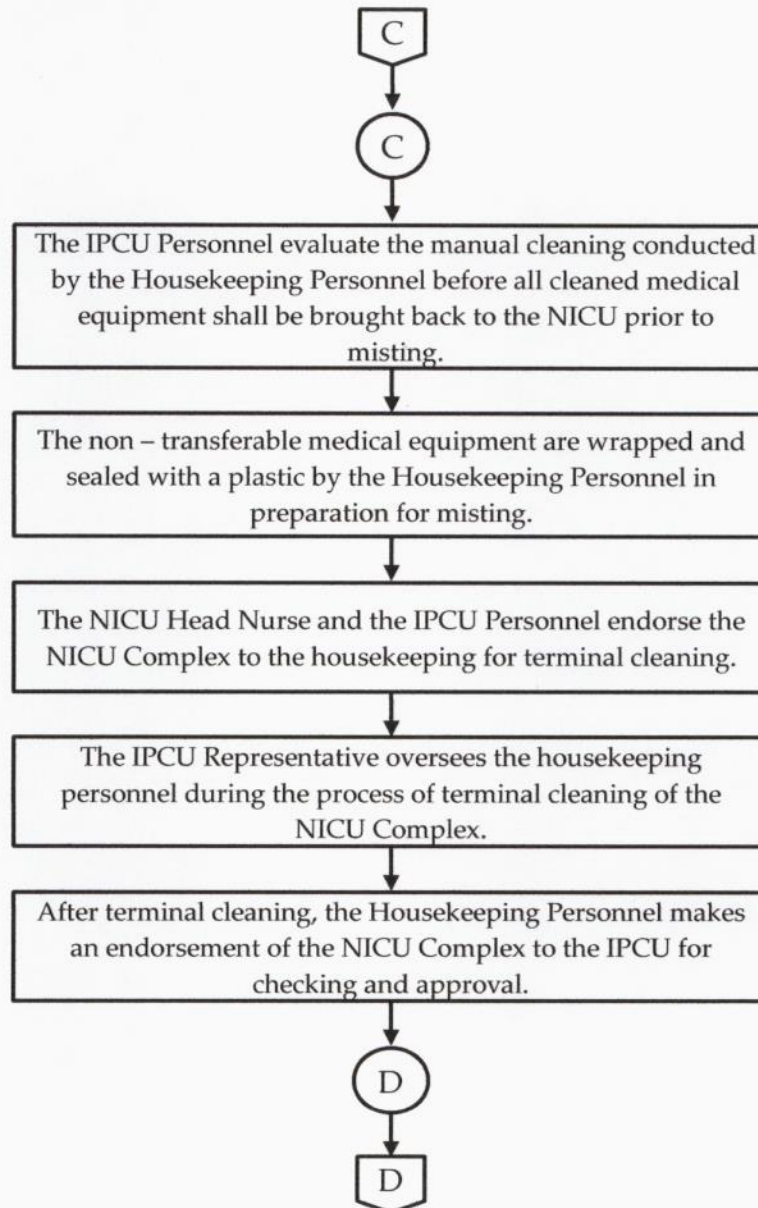




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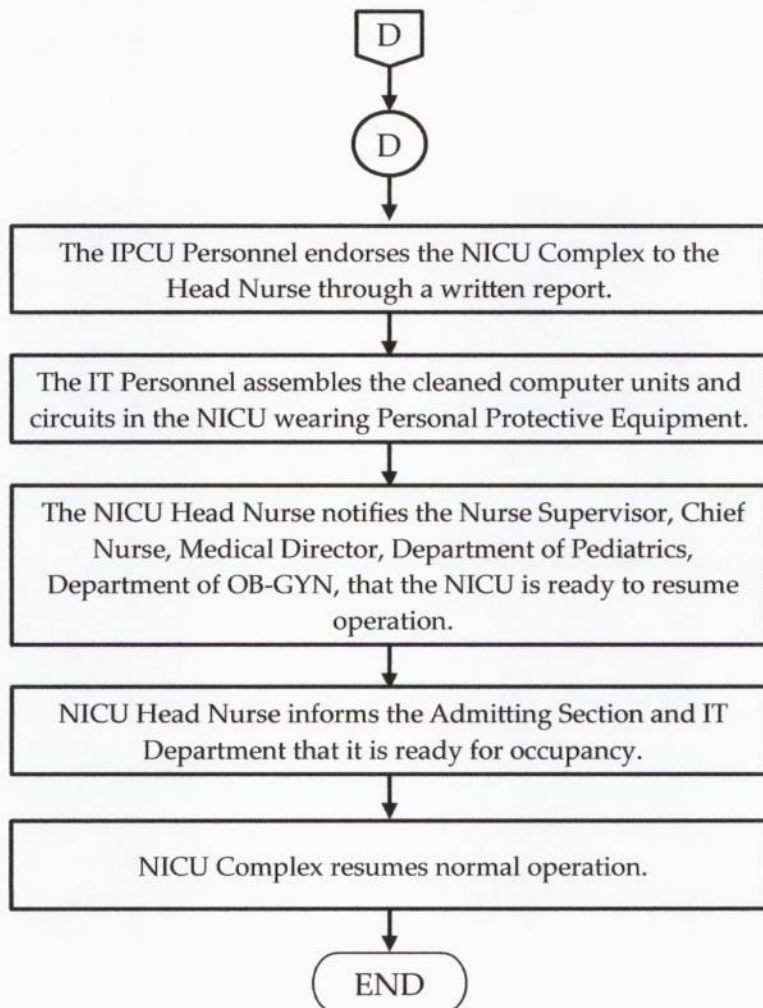





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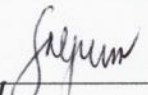
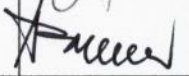
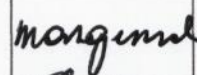
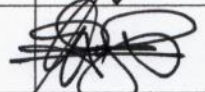
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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CANDY LYN G. QUIPTE, RN</b> NICU Staff Nurse		10/04/2021
	<b>JENIFFER D. SISON, RN</b> NICU Head Nurse		10/04/2021
Verified:	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		10/01/2021
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		10/04/2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		14-Dec-21
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		12/14/2021
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		12.15.21
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		2/12/22

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KEY TASKS	PERSON RESPONSIBLE
1. Proposes a schedule for temporary closure of NICU.	Head Nurse
2. Calls for a meeting together with the multidisciplinary team to discuss the activities for the preventive maintenance and terminal cleaning of the NICU.	
3. Makes a letter for NICU closure, noted by the Chief Nurse and approved by the Medical Director.	
4. Does an ocular inspection in the area and gives the allotted number of days for the repair, repainting, and maintenance.	Engineering Department
5. Gives the allotted number of days for terminal cleaning.	Housekeeping Department
6. Reserves 3 rooms (Rooms 354, 355, 356) at Station 11 for the long-staying patients after these rooms are cleaned by process of terminal cleaning.	Admitting Personnel
7. Notifies IT department for computer pull out and cleaning.	Head Nurse
8. Transfers out the medical equipment and move them into the NICU Triage Room.	Housekeeping Department
9. Notifies Infection Prevention and Control Unit (IPCU) for infection control measures once NICU complex is vacated.	Head Nurse
10. Undertakes the preventive maintenance and repair of the NICU complex.	Engineering Department







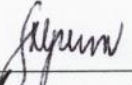
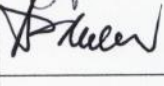
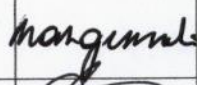

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11. Endorses the NICU Complex to the Head Nurse through a written report after preventive maintenance.	
12. Conducts an ocular inspection to validate the report.	NICU Head Nurse and the IPCU Personnel
13. Conducts manual cleaning of the NICU Complex	Housekeeping Department
14. Evaluates the manual cleaning conducted by the Housekeeping Personnel before all cleaned medical equipment shall be brought back to the NICU prior to misting.	IPCU Personnel
15. Endorses the NICU Complex to the housekeeping for terminal cleaning.	NICU Head Nurse and the IPCU Personnel
16. Oversees the housekeeping personnel during the process of terminal cleaning of the NICU Complex.	IPCU Personnel
17. Makes an endorsement of the NICU Complex to the IPCU for checking and approval.	Housekeeping Department
18. Endorses the NICU Complex to the Head Nurse through a written report.	IPCU Personnel
19. Assembles the cleaned computer units and circuits in the NICU wearing Personal Protective Equipment.	IT Personnel
20. Notifies the Nurse Supervisor, Chief Nurse, Medical Director, Department of Pediatrics, Department of OB-GYN, that the NICU is ready to resume operation.	NICU Head Nurse
21. Informs the Admitting Section and IT Department that it is ready for occupancy.	NICU Head Nurse



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CANDY LYN G. QUIPTE, RN</b> NICU Staff Nurse		10   04   2021
	<b>JENIFFER D. SISON, RN</b> NICU Head Nurse		10/04/2021
Verified:	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		10/04/2021
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		10/04/2021
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		11-Dec-21
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		12/14/2021
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		2/12/22