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	Effective Date:	07-15-2022
	Document Type:	Policy
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	Department/Section:	Sterilization and Reprocessing Unit
	Document Title:	DECONTAMINATION OF INSTRUMENTS AND EQUIPMENT POLICY

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:

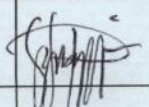
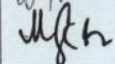

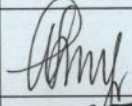
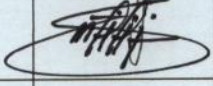
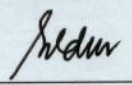


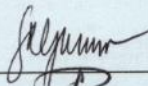
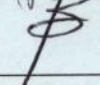
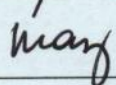
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APPROVAL:

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	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
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PURPOSE:

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.

SCOPE:


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

PERSON RESPONSIBLE:


SRU Technician, Collector

PROCEDURE:

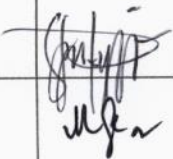



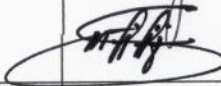
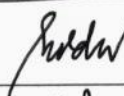





1. Collect soiled instruments with the monitoring sheet from the point of use and ensure that the instrument/ equipment to be transported are placed in the appropriate container for transport.
 - 1.1. If the instrument/ equipment to be reprocessed is from outside of the Surgical Complex (e.g. from doctor's clinic or from the ward), ensure that the items are properly declared, counted and contained properly to avoid contamination.
 - 1.2. If possible, ask for the manufacturer's recommended cleaning materials to be used and the preferred method of sterilization.
2. Wear appropriate and properly maintained personal protective equipment in the decontamination area.
3. Perform proper hand hygiene technique before and after completion of work activities, as well as in other key points to prevent infection.
4. Follow safe work practices and infection control precautions when handling contaminated devices and equipment

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5. Follow manufacturers' recommendations in cleaning and rinsing equipment. Use appropriate detergents, solutions, and disinfectants compatible with the devices being reprocessed, the equipment used for washing or sterilization, and the decontamination or sterilization processes to be used.
6. Brush instruments and give special attention on the crevices, hinges, grooves and tips of the instruments.
7. Use a magnifying instrument available to inspect each device after cleaning.
8. Transfer the instruments/ equipment to the packaging area.
9. Subject all cleaned and packed instrument/ equipment to the appropriate sterilization procedure.
10. Any missing items shall be reported to the nurse/scrub technician who assisted during the surgery.
11. Document all procedure done in the logbook and take note of the tracking information (for easy facilitation in cases of recall).

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APPROVAL:

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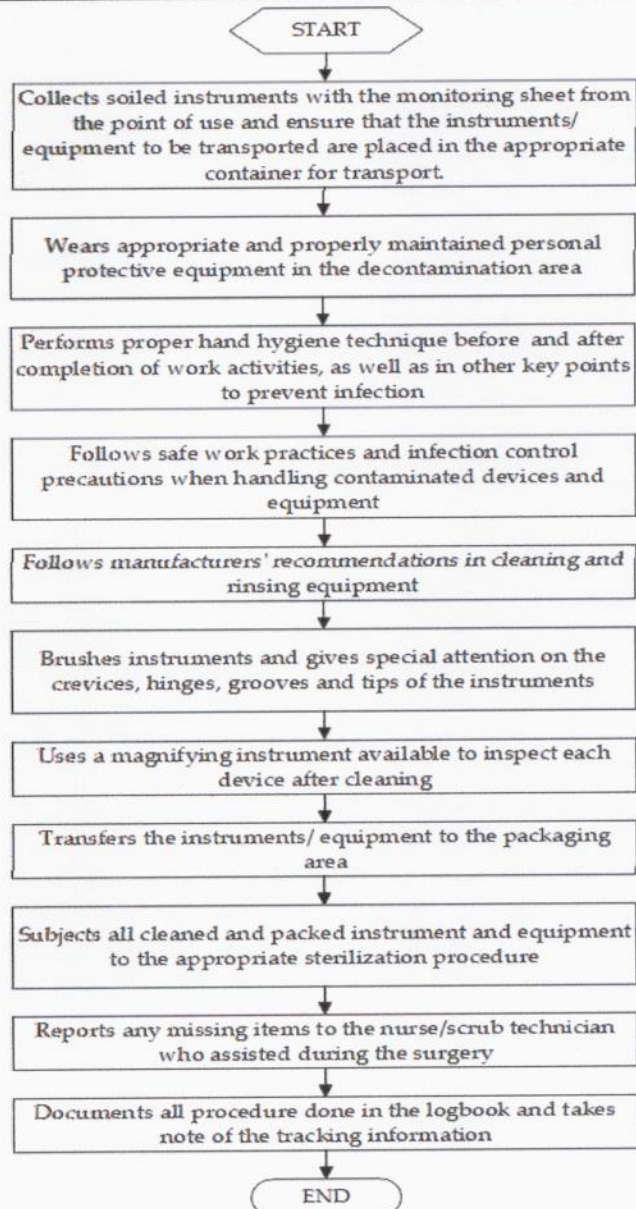



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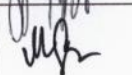
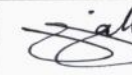

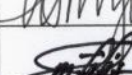
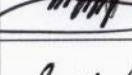
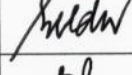


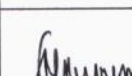

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FLOWCHART




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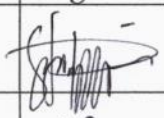
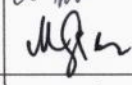


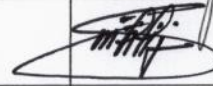
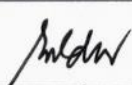


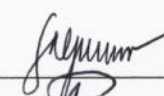

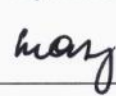
KEY TASKS	PERSON RESPONSIBLE
1. Collects soiled instruments with the monitoring sheet from the point of use and ensure that the instruments/ equipment to be transported are placed in the appropriate container for transport.	SRU Technician/ Collector
2. Wears appropriate and properly maintained personal protective equipment in the decontamination area	
3. Performs proper hand hygiene technique before and after completion of work activities, as well as in other key points to prevent infection	SRU Technician
4. Follows safe work practices and infection control precautions when handling contaminated devices and equipment	
5. Follows manufacturers' recommendations in cleaning and rinsing equipment	
6. Brushes instruments and gives special attention on the crevices, hinges, grooves and tips of the instruments	
7. Uses a magnifying instrument available to inspect each device after cleaning	
8. Transfers the instruments/ equipment to the packaging area	
9. Subjects all cleaned and packed instrument and equipment to the appropriate sterilization	

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procedure	
10. Reports any missing items to the nurse/scrub technician who assisted during the surgery	
11. Documents all procedure done in the logbook and takes note of the tracking information	

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	MARIA AGNES A. SARIEGO, RN, MN Surgical Complex Manager		7/7/22
	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		7-8-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		