

# LAC+USC MEDICAL CENTER POLICY

## DEPARTMENT OF NURSING SERVICES POLICY

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Subject: <b>Care, Cleaning, and Tracking of Medical Equipment</b>		Original Issue Date: 9/14	Policy # <b>1206</b>
		Supersedes: 12//22	Effective Date: 04/23
Departments Consulted:  _____	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council Attending Staff Association Executive Committee	Approved by:  (signature on file) Nancy Blake Chief Nursing Officer	

### **PURPOSE**

To define and outline the cleaning, disinfection, sterilization, and tracking of healthcare instruments, supplies, equipment, devices, and environmental surfaces used throughout LAC+USC Medical Center (LAC+USC).

### **POLICY**

#### **Definitions:**

Pre-cleaning- cleaning of contaminated instruments with water and an enzymatic product to remove gross organic material and prevent organic material left on the instrument from drying, which decreases the disinfection and sterilization processes.

Cleaning- removal of organic / inorganic contaminant' It reduces the amount of organic matter that contributes to proliferation of bacteria and viruses. Items which require only cleaning are floors, walls, windows, chairs, and other furniture, private offices and other public non-patient care areas. Bed curtains should be changed when soiled.

Disinfection- removal most organisms present on surfaces that can cause infection or disease. At LAC-USC there are 2 levels of disinfection, low level and high level of disinfection.

Sterilization- killing or removal of all organisms

#### **Spaulding's Classification System**

- Non- Critical Items requiring low level disinfection are defined as items which come in contact with intact skin. Examples are examination table tops, blood pressure cuffs, stethoscopes, gurneys, wheelchairs, and baby weigh scales.
- Semi- Critical-Items requiring high-level disinfection are defined as items which come into contact with non-intact skin or mucous membranes. Examples include thermometers, nasal specula's, GI endoscopes, respiratory therapy equipment, anesthesia equipment and vaginal ultrasound probes.
- Critical Items which must be sterilized and kept in a sterile state prior to being used in which high-level disinfection alone is not sufficient. These are items which enter the vascular system or sterile body tissues. Examples include surgical instruments, forceps, cardiac and urinary catheters, implants and needles.

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### Tracking

Tracking is the process of moving instruments between Central Service and the areas outside the Operating Room.

## **PROCEDURE**

### **A. Low Level Disinfection**

LAC+USC uses two types of wipes for low level disinfections: alcohol and bleach based.

- Alcohol based wipes can be used on most hard non-porous surfaces. Do not use when cleaning blood waste because alcohol-based wipes are ineffective in killing spores. Alcohol wipes can stain surfaces and harden plastic and rubber after prolonged use.
- Bleach based wipes are recommended for cleaning devices which come in contact with blood (e.g. glucose meters) and for equipment exposed to c-difficile bacteria. See attachment 1206-A “*Alcohol and Bleach Based Wipes*” for process.

### **B. High Level Disinfection**

See Nursing Policy #1207 “*High Level Disinfection Procedure*”

### **C. Sterilization**

#### **1. Pre-Cleaning**

- Disinfection or sterilization cannot be achieved without first cleaning.
- Pre-Cleaning Algorithm is used for instruments that can be immediately delivered to Central Processing.
- See attachment 1206-B “*Pre-Cleaning of Surgical Instruments Algorithm*” for process.

2. Identifying Damaged Instruments- Prior to sending instruments for pre-cleaning sterilization, inspect the instruments for any of the following:

- Cleanliness
  - Alignment
  - Corrosion
  - Pitting
  - Burrs
  - Nick
  - Racks
  - Sharpness
  - Cracked, broken, or torn away tape
  - Other abnormalities
- If instrument is damaged refer to attachment C

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## **2. Preparation of Tracking Paperwork to Central Service**

a. The area (unit/clinic) completes the Central Service/Supply Request Form (H173) in triplicate and fills out the following:

- unit/clinic location: e.g. A2E
- date and time of the request.
- box indicating: ROUTINE (Emergency Department uses STAT).
- name and quantity of instruments
- reason for request as: STERILIZATION
- Signs and dates the request form.
- Instruments are delivered by the area or picked up by Central Service.

## **3. Central Service Log Book**

a. Central Service enters the following information on the Central Service and Clinic Sterilization Request Log:

- Name of instruments to be processed
- Area (unit or clinic)
- Control number
- Central Service staff receiver

b. After the Central Service/Supply Miscellaneous Request Form and the items to be processed are submitted to Central Service, the triplicate form is distributed as follows:

- Pink copy goes to the area requesting the sterilization process
- Yellow copy remains with the item to be processed
- White copy retained for Central Service processing records

## **D. Returning Instruments to the Area**

a. The area retrieving items must have pink copy matching the log information. The following sections of the log are completed:

- Order received by
- Pick up date
- Issued by (Central Service Staff)

b. Discrepancies or problems with request are referred to the Central Service Supervisor.

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**REFERENCE**

Central Service/Supply Miscellaneous Request Form  
Central Service and Clinic Sterilization Request Log  
Nursing Policy #1207 “High Level Disinfection Procedure “  
1206 attachment A “Alcohol and Bleach Based Wipes”

**REVISION DATES**

04/18, 10/19 7/22, 12/22, 04/23

## 1206-A Alcohol and Bleach Based Wipes

### Pre-cleaning and low level disinfection

- Low Level Disinfection
  - Super Sani-Cloth Wipes
    - Alcohol based wipe.
    - Contact time: Keep wet for 2 minutes
    - Use on hard, non-porous environmental surfaces
    - How to use:
      - To clean: If heavy soil present use first wipe to remove heavy soil from the surface.  
If there is no heavy soil start with next step on "To disinfect"
      - To disinfect: Use second wipe to thoroughly wet the surface for 2 minutes.
      - Allow surface to remain wet for 2 full minutes using additional wipes if needed.
      - Allow to air dry
      - Do not reuse wipes or flush down toilet.
  - Sani-Cloth Bleach Wipes
    - Bleach based wipe
    - Wipe of choice for cleaning c-diff infected surfaces
    - Contact time: 4 minutes
    - How to use:
      - To clean: If heavy soil present use first wipe to remove heavy soil from the surface  
If there is no heavy soil start with next step on "To disinfect"
      - To disinfect: Use second wipe to thoroughly wet the surface.
      - Allow surface to remain wet for 4 full minutes.
      - Allow to air dry.
      - Do not reuse wipes or flush down toilet.

**Attachment 1206-B**  
**PRE-CLEANING OF SURGICAL INSTRUMENTS ALOGRITHM**

Immediate Delivery to Central Processing



Wipe down instruments at point of use



Place instruments in a Bio-Bin and transport to Soiled Utility Room



Don PPE, rinse instruments in cold water, and use a disposable brush to clean off gross contaminants, and spray instruments with Steris® Pre-Klenz™ processing gel



Immediately transport instruments via a Bio Bin to Central Processing



Obtain exchange Bio Bin to take back to the area



End

Scheduled Delivery/Pick-up to Central Processing



Wipe down instruments at point of use



Place instruments in a Bio-Bin and transport to Soiled Utility Room



Don PPE, rinse instruments in cold water, and use a disposable brush to clean off gross contaminants. Spray instruments with Steris® Pre-Klenz™ processing gel if not able to pre-clean within 2 hours of use.



Ensure that Steris® Prolystica™ is not expired, and is replaced with a new bottle if opened for greater than 90 days.



Don PPE, in a basin, mix Steris® Prolystica™ at a ratio of 15 ml per a gallon of water. Ensure water temperature is at 90-120 F. Soak instruments in the solution for 2-5 minutes. Use a disposable brush to clean off all contaminants.

During the instrument cleaning process:

- Complete cleaning with box locks open
- All items disassembled
- Inspect instruments for rust, pitting, or damage
- Broken instruments must be marked for repair



Rinse instruments thoroughly with water and allow to air dry.



Transport instruments via a Bio-bin to Central Processing



Obtain exchange Bio Bin to take back to the area



End

