



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: INFECTION CONTROL	Policy No.: 604 Revised: May 2016 Supersedes: June 2013 Page: 1 of 5
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PURPOSE:

To provide, to the extent possible, a clean, infection free environment for patients, visitors, interns, and staff and to enforce the medical center and department's infection control measures.

POLICY:

All occupational therapy and recreation therapy personnel, including students who come in contact with patients, are responsible for using clean procedures and doing their part in preventing cross-contamination. Procedures are to be followed at stated frequencies or more often if conditions require.

PROCEDURES:

A. General Infection Control Procedure

1. Use **Standard Precautions** at all times: Hand hygiene- wash hands before and after each treatment when hands are visibly soiled, use of the restroom, the training kitchen or meals. Wash hands for a minimum of 15 seconds with attention to the palmar area, finger tips and thumb when hand is visibly soiled. The alcohol base gel rub can be used if the hand is not visibly soiled. Apply product to palm of hand and rub hands together, follow manufacture's recommendations regarding volume of product to use. Artificial nails will not be worn by staff who provide direct patient care.
2. Personal Protective Equipment (remove after each patient). Follow guidelines for isolation categories.
 - a. Use gloves if contact with blood or other body fluids from any patient is anticipated.
 - b. Use gown if any splashing or spraying is anticipated.
 - c. Use mask if spraying or splashing is anticipated.
3. Change linen on mats and pillows between each patient or daily if they do not come in direct contact with any patients.
4. Clean work surfaces at least once daily with an approved hospital disinfectant. Work surfaces to include, but not be limited to, mats, table tops, counters, and exercise equipment.

5. Follow nursing procedure as posted for aseptic techniques with pre- and post-operative patients.
6. Follow hospital policies and procedures regarding patients in isolation, or otherwise at risk for spread of disease.
7. Report potential infection problems to Infection Control Department.

B. Evaluation Tools

1. Safety pins used for testing sensation.
 - a. For SINGLE PATIENT USE ONLY.
 - b. Wipe sharp point with alcohol prior to use.
 - c. After testing is completed, leave the safety pin open and dispose of it in the sharps container. Do not attempt to close the safety pin.
2. Eye Patches for testing or treatment.
 - a. For SINGLE PATIENT USE ONLY.
 - b. The current eye patches contain latex and must not be used with latex sensitive individuals.
3. Wipe the evaluation equipment with hospital approved disinfectant as per manufacture guidelines.

C. Self-Care Equipment

1. Wash Basins used in Therapy
 - a. If the basin is used by multiple users, as may be the case in the treatment area, wipe with a hospital approved disinfectant between patients.
2. Bath Tub and Bath Benches
 - a. Following use of a bath tub, bath bench or hand-held shower, wipe with a hospital approved disinfectant as per manufacture guidelines.
 - b. If the shower head was covered with a wash cloth, remove the cloth and clean as above.
 - c. If any bathing equipment is malfunctioning or if there is a nick or a tear in the outer plastic shell of padded shower or tub bench, do NOT use the item. Report the problem to a supervisor or manager to have it replaced.
3. Bowel Training Equipment
 - a. Clinic trial equipment (i.e. dill sticks, suppository inserters) are only to be used with

the patient fully clothed for the purpose of practicing reaching body parts or donning and doffing the equipment.

- b. For the actual bowel training, use equipment that is issued to the individual patient. Clearly label the items with the patient's name.
- c. Clean the equipment before storing at the patient's bedside as follows:
 - 1) Wear gloves at all times when handling the equipment.
 - 2) Remove any visible debris with toilet paper.
 - 3) Rinse and clean equipment with soap and water; dry thoroughly and wrap with clean paper towel.

D. Hand Splints

1. Elastic Splints

- a. For SINGLE PATIENT USE ONLY.
- b. If visibly soiled, wash with mild soap and air dry.

2. Foam Splints

- a. For SINGLE PATIENT USE ONLY.
- b. If visibly soiled, wipe entire splint with alcohol.
- c. If straps are soiled, wash with mild soap; if unable to clean adequately, replace straps.

3. Thermoplastic Splints

- a. If visibly soiled, wipe entire splint hospital approved disinfectant as per manufacture guidelines.
- b. If straps are soiled, wash with mild soap; if unable to clean adequately, replace the straps.

4. Metal Hand splints for Trial Use

- a. Wipe entire splint thoroughly with hospital approved disinfectant as per manufacture guidelines between use with patients.
- b. If needed, replace lining and straps.

E. Toys

1. Clean toys for pediatric patients between use.

- a. Wash washable toys before and after each patient use.
- b. Use a hospital approved disinfectant for cleaning then rinse thoroughly with water after cleaning to remove any residue.

2. Cloth toys are NOT to be shared by patients. Assign non-washable toys (i.e., cloth toys) to one patient and send home with child on discharge.

F. Mouth Sticks/Intra-oral Equipment

1. The general guidelines are to prevent cross contamination or self-contamination during the use of mouth sticks or intra-oral equipment. The general guidelines for use of high level disinfectant solution are to be followed at all times when using mouth sticks/intra-oral equipment.
 - a. Wash hands before and after working on mouth stick activities with a patient
 - b. Wear gloves when working on mouth stick activities with patients and when removing mouthpiece sleeves.
 - c. Disinfect mouth stick after each use or at the end of the day if used multiple times by the same patient throughout the day. Remove mouthpiece sleeves and disinfect along with mouth stick.
 - d. Disinfect mouth stick between patients
 - e. To store mouth sticks, disinfect and cover mouthpiece with zip lock bag and date. If the mouth stick is to be used by a patient within 7 days of cleaning, mouth stick does not need to be disinfected. If it has been past 7 days, mouth stick must be disinfected prior to use even if it has not been used.
 - f. Mouthpiece sleeves should be discarded and replaced if damaged in any way.
 - g. For cleaning and disinfection of mouth sticks refer to Infection Control Policy #IC 600.

E. Washer/Dryer

1. Washing machine drum will be disinfected to decrease the risk of hospital acquired infections. Each wash is documented on a log. (see attachment B)
 - a. Staff will run an empty load of wash with 1 ounce of bleach at the beginning of each day and ensure general overall cleanliness.
 - b. Patient's on isolation precautions may use the washer/dryer except those with a c-diff precaution.
 - c. For patients on isolation precautions, their medical record number will be entered on the log for each use. (Attachment 8).
 - d. After the wash cycle is complete for the patient on isolation precautions, staff will run an empty load of wash with 1 ounce of bleach.
 - e. Only one patient's laundry is washed/dried at a time.
 - f. Washing machine located in the practice apartment will be disinfected during the check-out process using 1 ounce of bleach.

E. Miscellaneous Treatment Equipment

1. Switches (Operated by hand, head or other body parts other than intra-orally. See F for maintenance of intra-oral equipment.)
 - a. As needed, wipe switch surface with a hospital approved disinfectant and remove residue of the disinfectant by wiping with a cloth dampened with water.
 - b. When a switch with cloth cover becomes visibly soiled, remove cover and wash with mild soap.
2. Computer Keyboards
 - a. Wipe keyboards or keyboard skins daily (or more often if they become visibly soiled) with a hospital approved disinfectant.
3. Dycem / Non Skid Padding
 - a. Wash with soap and water when soiled.
 - b. Use hospital approved disinfectant after each use
4. Foam Tubing for Building-Up Handles

Use standard closed-cell foam and wipe with a hospital approved disinfectant after every use. Issue for single patient use whenever possible.
5. Therapy Putty & Theraband
 - a. For **SINGLE PATIENT USE ONLY**.
 - b. Issue appropriate amount of putty to individual patient and store in clean, covered plastic container that is clearly marked with the patient's name.
7. Pulley slings
Launder periodically or when visibly soiled.

Ref: P&P Infection Control #IC600

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File



RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Infection Prevention and Control
 OT & RT Policy 604 / Attachment B
 OT Washer

Instructions for cleaning washer:

- Run a wash cycle with 1ounce of bleach each day whether or not washer was used
- Run a wash cycle with 1ounce of bleach after each use with patient who is on isolation precautions

OT Washer Location (Circle One): 1st Floor 2"d Floor Other: _____

Daily Rinse with Bleach		As Needed Rinse DUE TO ISOLATION			
Date	Initials	Date	FIN	Isolation	Initials
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	
				Yes No	

Staff Name (Print)	Initials	Staff Name (Print)	Initials

