

<b>MED-1303</b>	<b>Cleaning and Sanitizing of Medical Center, Equipment, and Instruments</b>
<b>Version No.</b>	1
<b>Content Owner</b>	Vikand Technology Solutions, LLC.

## 1. Purpose:

The following procedures and guidelines ensure that all equipment and instruments used in the medical center are cleaned and sanitized appropriately. The medical center is to be serviced at least twice daily by the housekeeping steward for general cleaning and sanitizing however medical equipment needs to be cleaned and sanitized by the medical staff.

### 1.1 PPE Requirements

- It is important for all Crew, including the Medical Team to perform hand hygiene before donning and doffing of PPE. Hand hygiene should be performed by washing hands with antibacterial soap and water for at least 20 seconds, and where practical, supplemented by using alcohol-based hand sanitizer that contains at least 60% alcohol. If hands are visibly soiled, soap and water should be used before returning to alcohol-based hand sanitizer. Dedicated Medical Center Cleaning Crew must receive appropriate training and wear the following PPE when performing duties:
  - Single use disposable gloves – must be changed after cleaning the restroom
  - Medical Mask - disposable
  - Safety Glasses
  - Closed toe shoes
  - Tyvek/Gown (only if cleaning a room with a patient inside) – disposable PPE must be donned before entering the medical center.

### 1.2 Responsibility

- It is the responsibility of the Head of the Medical Department to ensure that the medical center, medical and surgical equipment are cleaned appropriately by relevant staff.

## 2. Procedure

### 2.1 Cleaning of medical equipment (to be done by the medical staff)

- Hand hygiene must be performed immediately before and after any cleaning activities.
- Medical staff must wear appropriate PPE, including disposable gloves and plastic aprons. Goggles or alternative face protection may also be required when mixing specific products or when splashing is anticipated.
- Cleaning of medical equipment is to be carried out after every use (e.g., BP cuff, Glucometer, Defibrillator)
- A combined detergent /chlorine releasing agent of 1,000 parts per million or equivalent must be used to clean the area and equipment. However, some specialist equipment may

not tolerate chlorine and staff must refer to manufacturer's guidance in these instances.

- Medical Devices should be cleaned according to manufacturer's instructions

## 2.2 Sterilization of Surgical Equipment

- Management of Dirty Instruments:
  - Disposable gloves and an apron must always be worn while handling and cleaning dirty instruments. Additional Personal Protective Equipment (PPE) such as goggles should be used if deemed necessary.
  - Dirty instruments should be transferred to the 'dirty area' on a tray or in a kidney dish.
  - Do not leave soiled instruments to dry. If it is impossible to clean them immediately after use, soak them in cold water in a designated "dirty" bowl.
- Cleaning process of instruments prior to Sterilization
  - Fill the designated instrument cleaning bowl with water and Dual Enzymatic Detergent at the quantities stated on the packaging. Water should not be above 35°C as proteins coagulate at this temperature.
  - Fully immerse the instrument in the solution, ensuring that all hinged instruments are in the open position.
  - Immerse instruments until visible soil is dissolved, and they are visually clean.
  - Clean any stubborn tissue or soil with a cloth or soft brush. Items must always remain under the surface of the solution to prevent the creation of aerosols.
  - Remove the instruments from the bowl and drain any excess detergent prior to placing them in a designated rinse bowl.
  - If either the cleaning solution or the rinse water becomes obviously soiled or contaminated, it should be changed, and the process repeated.
  - Rinse the instruments thoroughly by immersing them under clean water.
  - Remove the instruments from the rinse bowl and dry them using disposable paper towels.
  - Dispose of all cleaning and rinse solutions and wash and dry all bowls used in the process.
- Sterilizing Process
  - Place the clean and dry instruments in an appropriately sized sterilizing pouch which allows movement of the item within the pouch.
  - Insert an internal process indicator (i.e. steam indicator strip) into each pack and then close the pouch securely.
  - Load the sterilizer. Do not stack pouches on top of one another. Using a rack tray provides proper spacing.

- Do not exceed the maximum loading configurations as described by the manufacturer.
- Pouches must not touch the side of the sterilizer chamber.
- Place pouches paper side down if they are placed directly onto the sterilizer tray.
- Items placed directly on the tray must have a minimum of 1/4 inch space between each other and away from sterilizer surfaces.
- It is important to position loads with appropriate space between items. Adequate space is required between items to allow proper steam flow and drying.
- Select the correct sterilizing program according to the manufacturer's manual of the autoclave in the medical center.
- At the conclusion of the sterilizing and drying cycles, packs may be removed from the sterilizer. Wet packs will not retain their sterility and should be discarded and re-sterilized. Should a sterilizing cycle be terminated prematurely for any reason, the instruments must be reprocessed to ensure the sterility of the load.
- Upon removal of the packs a visual check of the internal process indicator must be performed to ensure a color change on packaging and strip. If the prescribed color change has not occurred the load must be reprocessed, and a record of the failure documented in the sterilizer log.
- The date each pouch was sterilized must be written on the top flap of the pouch in pencil only (as ink may damage the integrity of the pack).
- Once a pack has been processed according to this protocol it can be considered sterile for three months.

### 2.3 Record-Keeping

- At the conclusion of the cycle, the printed record should be checked to ensure that the machine performed to the recommended values for the cycle selected as detailed in the sterilizer's manual.
- Each cycle and sterilized instruments should be recorded in the sterilization log.

### 2.4 Storing Sterile Instruments

- Comply with the maximum storage duration in accordance with the packaging type.
- Do not store sterilized equipment in the decontamination room.
- Store sterilized equipment in:
  - Dust-protected environment (e.g., closed instrument cabinet)
  - Moisture-protected environment (e.g., alcohol, disinfectant).
  - Environment protected against excess temperature variations.

## 3. Safety Considerations

- Use caution when loading and unloading the hot sterilizer. Trays and sterilized items are hot!
- The ventilator rests 1 minute after switching off the appliance.

- During and after the sterilization process, the housing may become very hot.

STERILIZATION INSTRUMENT LOG:		STERILISATOR CLASS B (Midmark)			
DATE	INSTRUMENTS	CYCLE USED	PASSED/FAILED	LABELED	SIGNATURE OF HANDLER