

Abbotsford Centre

SITE DIRECTIVE

AC PHARMACY DIRECTIVE	
Title: Housekeeping Services	Number: II - 20
Effective Date: July 15, 2008	Approved By:
Revision Date(s):	
Review Date(s):	

Rationale:

- To provide guidance in maintaining a clean environment in the pharmacy department.
- To provide guidance in maintaining conditions for the aseptic preparation of parenteral cytotoxic medications.
- To provide guidance in minimizing exposure of cytotoxic drugs to pharmacy and housekeeping staff.
- To provide guidance in containing any possible cytotoxic drug contamination throughout the pharmacy.

DIRECTIVE

Housekeeping services are the responsibility of the AccessHealth Abbotsford.

BC CANCER – AC will provide the Facilities management group with the BC CANCER Provincial Pharmacy Housekeeping standards

Definitions

- Cytotoxic drug – means an agent that possesses a specific destructive action on certain cells or that may be genotoxic, oncogenic, mutagenic, teratogenic, or hazardous to cells in any way and includes most anti-cancer drugs.
- Ante Room– A room located immediately outside the sterile manufacturing room.
- Office Area – An area designated for non-sterile work associated with a pharmacy department. This work may include administration or day-to-day running of a pharmacy department.
- Personal Protective Equipment(PPE) – Protective equipment and clothing worn to prevent exposure of the skin or eyes to a cytotoxic drug and to prevent inhalation of powders or aerosols
- Sterile manufacturing room – A room designated for the preparation of sterile products

PROCEDURES

1. General Procedures

- The Pharmacy will be divided into three colour zones, indicating potential risk of possible exposure to cytotoxic contamination(see appendix 1);
 - Green zone – areas where there is no handling of cytotoxic drugs e.g. Office Area.
 - Yellow Zone – areas where there is some handling of cytotoxic drugs e.g. Ante Room, Dispensary, Counseling Room, Purchasing/Receiving area, CT Room.
 - Red zone – Sterile Manufacturing Room
- Cleaning should begin in area of least possible exposure, and progress to area of greatest possible exposure i.e. green to yellow to red zone.
- Tasks will be divided on a daily, weekly, monthly and annual basis.
- Equipment consists of a housekeeping cart that includes;
 - Clean, dry mop
 - Clean, damp mop
 - Clean, damp cloth
 - Clean, disposable cloth
 - Clean water
 - Approved disinfectant

2. Special Procedures for Sterile Manufacturing Room(Red Zone)

See Appendix 2

. Waste Removal

- Chemotherapy waste: Ensure all chemotherapy waste is properly packaged into a designated cardboard chemotherapy/biomedical container. Remove daily. Wear appropriate PPE (i.e. double gloves, disposable gown).
- Regular Waste Collection: consists of regular waste contained in black garbage bags. Remove daily.
- Cardboard Recycling Collection: consists of cardboard materials. Remove daily.
- Mixed Paper Waste Collection: consists of confidential and mixed paper waste placed in the grey paper waste container. Remove as per schedule or as necessary.

4. Daily Procedures

Green and Yellow Zone

- Wash and disinfect all sinks, basins, door handles and hardware.
- Wipe telephones and computer keyboards
- Damp wipe all counters.
- Dust mop all floors
- Damp mop all floors at least 3 times weekly on Monday, Wednesday, and Friday.
- Spot wash all walls and doors as needed.
- Collect soiled linen from hamper, reline. Deposit soiled linen to designated pick up point.
- Removal of regular waste
- Cardboard recycling collection
- Refill paper towel dispensers as needed

Red Zone

- Clean telephone, computer keyboard, all counters, chairs and door handle with germicidal.
- Damp mop only, all floors
- Spot wash walls and doors as needed.
- Remove sealed chemotherapy waste containers

5. Weekly Procedures:

Green and Yellow Zone

- Remove recyclables and confidential waste twice weekly.
- Wipe down exterior surfaces of fridge and computers.
- Dust all low level ledges, horizontal surfaces, furniture, and wall fixtures.
- Damp wipe baseboards as required.
- Wipe down exterior of garbage cans as required.

Red Zone

- Wipe down exterior surfaces of fridge and computers.
- Damp dust all low level ledges, horizontal surfaces, furniture, and wall fixtures.
- Damp wipe baseboards as required.

6. Monthly Procedures

Green and Yellow Zone

- Spot wash interior of windows.
- Dust removal from high ledges, light fixtures, acoustic ceiling tiles and exterior vents.
- Vacuum upholstered surfaces including chairs.
- Clean metal door frames and kick plates on doors.

Red Zone

- Wash thoroughly any glass windows with alcohol.
- Pharmacy staff will cover supplies as a prompt to housekeeping staff to:
 - Damp dust high ledges and light fixtures.
 - Wash walls, ceilings, air vents, top of Biohazard Safety Cabinets and the seismic brackets on the BSC using appropriate tools and solution.
- Clean metal door frames and kick plates on doors.

7. Annual Procedures

Green and Yellow Zone

- Wash walls and ceilings using appropriate tools and solution twice per year or as required.
- Vacuum/wipe both sides of slats (window coverings) and window frames twice a year or as required.
- Wash exterior of windows once yearly or as required.
- Shampoo/extract upholstered furniture once yearly or as required.
- Scrub all hard floors and surfaces twice per year or as required.

Red Zone

- Vacuum/wipe both sides of slats and window frames twice a year or as required.
- Scrub all hard floors and surfaces twice per year or as required.

8. Procedures for Pharmacy Staff: Red Zone and Ante room

Daily procedures

- Wipe down interior surface of BSC and outside of the glass part of BSC with alcohol.
- Wipe down exterior of pass-through with alcohol.

Weekly Procedures

- Wash trays once a week by using dish washer
- Decontaminate inside of BSC, outside of glass part of BSC, inside & outside of pass-through, carts and counter every 10 days.

Monthly Procedures

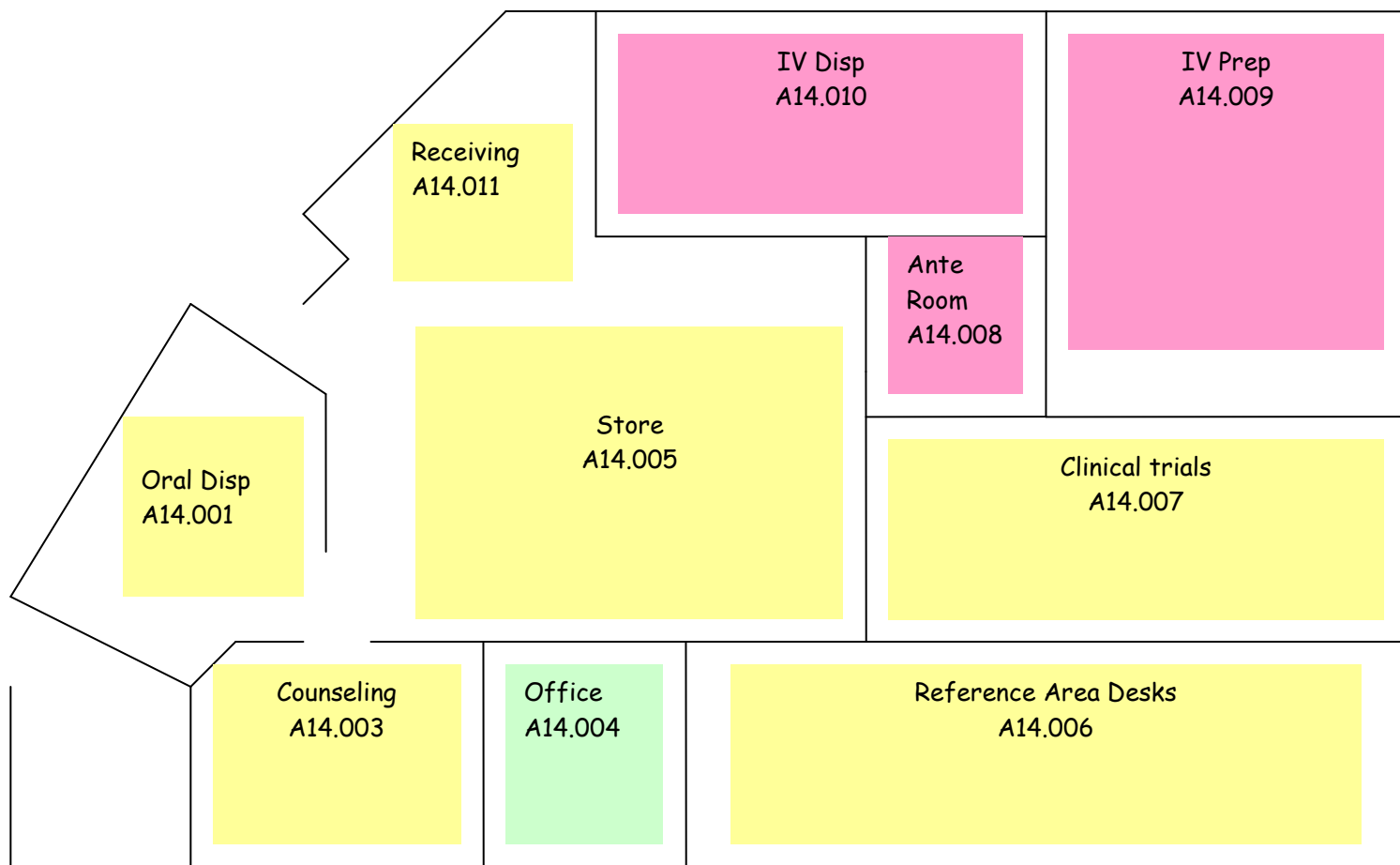
- Storage shelving and refrigerator in sterile manufacturing room and ante room are emptied of all supplies and cleaned and disinfected once monthly.

References

- Safe handling of hazardous drugs, National Guideline Clearing house. 2007
(http://www.guideline.gov/summary/summary.aspx?ss=15&doc_id=4152&nbr=3180)
- C & W Pharmacy Sterile Compounding Facility Cleaning Procedures. 2006
- ASHP Guidelines on Handling Hazardous Drugs. AJHP Vol 63, June 2006
- NIOSH ALERT Preventing Occupational Exposure to Antineoplastic and other Hazardous Drugs in Health Care Settings. 2004
- USP 797 Pharmaceutical Compounding –Sterile Preparation. 2004
- BCCA – Vancouver Island Centre Pharmacy Housekeeping Guidelines. 2004
- BCCA – VCC Waste Management document (h\Everyone\Hskp&HospitalityServ\PHSA)
- OHS Guidelines – Part 6: Substance Specific Requirements. 2004
(<http://www2.worksafebc.com/Publications/OHSRegulation/GuidelinePart6.asp#SectionNumber:G6.42>)
- BCCA Policy V – 10: Cytotoxic Agents, Safe Handling Standards. 1997

Appendix 1

Pharmacy Diagram



Appendix 2

Special Procedures for Sterile Manufacturing Room(Red Zone)

Personal Preparation

Housekeeping personnel entering Sterile Manufacturing Room(Red Zone) must wear PPE in Ante Room prior to entering the Sterile Manufacturing Room:

- Jewelry must be removed from fingers and wrists.
- Scrub for one minute with water and Chlorhexidine solution and concentrate on your nails, fingers, and forearms.
- Completely dry your hands with Air Dryer or lint free paper towel.
- Wear PPE as follows:
 - 1) Disposable mask
 - 2) Disposable hair covering
 - 3) Disposable shoe coverings
 - 4) Cover gown
 - 5) Sterile disposable gloves (Double gloving is recommended.)
- Gloves must be changed immediately if torn or punctured.
- PPE worn in the sterile manufacturing room will be discarded in appropriate waste containers in ante room prior to leaving the ante room.
- Hands must be washed with soap and water after removal of all PPE.

Special Procedures

- No cleaning when aseptic preparation is being done.
- Equipment brought into sterile manufacturing room will be clean to maintain sterility of workspace.
- Damp mop only, all hard floors.
- Use disposable cloth or lint free paper towel for cleaning.
- After use, mop head used in sterile manufacturing room should not be used in any other area of the facility. These items should be handled while wearing PPE and be placed in an impermeable bag, sealed and cleansed with soap and water before returning to use. This is done to prevent cytotoxic contamination in other area.
- Water used in the cleaning of the Sterile Manufacturing Room will be properly discarded after use and not used in any other area of the facility.
- Chemotherapy waste removed. Ensure waste is properly packaged into a designated cardboard chemotherapy/biomedical container.