

## Central Supply Distribution Branch

Central Supply issues medical supplies and non-disposable equipment to surgical suites, emergency rooms, dental activities, nursing units and clinics for the treatment of inpatients and outpatients. Additional activities may include, but are not limited to re-distributing reusable equipment after cleaning, assembling, and maintaining them for use.

Central Supply Distribution Branch procures, processes, inspects, stores, and issues pre-sterilized disposable items and other sterile or non-sterile items of supply such as bandage materials and tapes, to using services, wards, clinics, and designated outpatients.

### **Mission.**

- Distribute supplies and equipment to all nursing units and clinical services of the Naval Medical Center.
- Process, prepare, and distribute medical supplies necessary for safe inpatient and outpatient care.
- Initiate the procurement of patient care supplies for both inpatients and outpatients.
- Implements standard infection control (cleaning and monitoring of sterilized goods, etc.), evaluation and standardization of procedures, and the application of the principle of cost containment.
- Provide professional Quality Control Programs in the area of storage and issuing.

### **Infection Control for CSDB.**

CSDB has a position in the hospital supply system regarding infection control. CSDB's role in infection control is one of assuring the availability of clean, sterile items and supplies for the hospital and of cleaning equipment for reuse when necessary. The following are descriptions of the procedures used in CSDB for accomplishing this mission:

- CSDB is cleaned on a daily basis.
  - Daily cleaning
    - All trash removed daily.
    - All floors are swept every day.
  - Weekly cleaning
    - Approved EPA disinfectant cleaning solutions are used to clean all equipment.
    - All floors are mopped using EPA approved hospital disinfectant.
    - All detergent measurement is by manufacturer's recommendation.
- Reusable supplies and equipment are returned to CSDB.
  - All equipment and items, such as K-pads, are thoroughly cleaned with an EPA approved hospital disinfectant.
  - Bulk supplies are all brought up from the medical storeroom, and all outside box covers are removed and discarded. Bulk supplies are stored in the supply room of CSDB. When items are needed, they are taken from the bulk storage area, the outer box covering is discarded, and individual items stored on clean shelves.
- Refer to the attached plaque regarding checking for outdates supplies/rotating supplies.

### **Personnel Policies.**

#### General

- All personnel within the CSDB shall be familiar with and comply with the infection control procedures.
- Individuals found to have communicable infections will be referred to Occupational Health and may be excluded from working with sterile equipment until the staff physician in charge states they may resume such duties.

#### Specific

- All personnel within the division will comply with good handwashing techniques.
- CSDB area is to be kept clean and free of litter.
- Equipment processors fingernails should be kept short and clean.
- All personnel are to comply with good hygiene practices.
- Soap and paper towels are to be maintained at all sinks in the department.
- All CSDB personnel must comply with annual Blood Borne Pathogen Training requirements.
- Workflow patterns provide for the separation of soiled and contaminated supplies from those that are clean and sterile.

### **Daily Assignments.**

#### Issue window personnel

- Staff assigned to the issue window must remember that they are dealing directly with the public. The issuing person should be courteous to everyone at all times.
- Medical equipment shall be visually inspected. The CSDB staff will ensure the issue form is properly filled out and signed by the receiving ward/clinic staff member.
- All sterile, commercially wrapped items issued from CSDB will be visually inspected to ensure the packaging is intact and the packages have no sign of water damage (discolored packaging). Manufacturer's sterility dates will be checked when issued.

### **Receiving/Decontamination Flow Pattern.**

#### Receiving supplies

- Storeroom items are unloaded from cartons in the storeroom. Inner contents are loaded on appropriate shelves. If the product does not have an inner container, items are placed in storage. The outer box covering is discarded and individual items stored on clean shelves.
- Shelves are to be 8-10 inches from the floor.
- Shelves are to be 18-20 inches from the ceiling.
- Shelves are to be 6-8 inches from the exterior wall.
- Sterile supplies are to be in closed or covered cabinets away from contaminated areas to protect from contaminated supplies, dust, and moisture.
- Supplies are to be stored for ease of rotation (oldest supplies first). Expiration dates are to be checked.
- Supplies that are considered necessary for Infection Control (i.e., Personal Protective Equipment) will be maintained in stock at all times. These items include masks, gowns, goggles, bleach (1:10), infectious waste bags, hand sanitizer, and sharps containers.

#### Used equipment

- Must be returned to receiving window only.

- All used equipment will be jointly inventoried by the CSDB staff and the person returning it. CSDB person will sign the receipt form.
- Cleaned equipment is placed in appropriate storage area..
- All equipment, such as K-pads, etc., are thoroughly washed and tested for proper function. If it is working properly, it is then stored and reissued..

### **Cleaning of Minor Equipment.**

Wards and patient care departments are responsible for appropriately cleaning patient care equipment after each use and marking equipment as clean.

The following are guidelines to follow when cleaning minor equipment:

Ohio Wall suction

- Prepare solution using an EPA approved hospital disinfectant.
- Dampen cloth with solution and wipe down machine.
- Allow to air dry.

Aquamatic Heating Pad, K-Model

- Prepare solution using an EPA approved hospital disinfectant.
- Empty Piery's reservoir.
- Wipe unit and reservoir with solution.
- Wipe off K-pad and inspect for holes.
- If disposable pad is used, replace with new pad.

Imed 927, Volumetric Infusion Pump

- Prepare solution using an EPA approved hospital disinfectant.
- Clean outer casing and electrical cords using a dampened cloth.
- Do not introduce solution into the plunger shuttle or internal mechanisms.
- Use a cotton tipped applicator to clean the air in the detector if soiled.

Isolation Cart

- Prepare solution using an EPA approved hospital disinfectant.
- Discard all supplies that may be found in cart, if the integrity of the package is damaged or if the item is soiled.
- Remove all drawers from cart.
- Dampen cloth and wipe out all drawers and cart.
- Wipe all wheels.
- Reassemble cart.

Emerson and Sorenson Suction machines

- Prepare solution using an EPA approved hospital disinfectant.
- Dampen cloth and wipe down machine.
- Wipe all wheels.

### **Preventive Maintenance of Minor and Major Equipment.**

Minor Equipment includes the following items:

- K-pads and heating unit.
- Wall suction unit.
- Emerson drainage unit.

- Portable suction unit.
- Infusion pumps.

Receiving window personnel will inspect all minor equipment returned to CSDB. Ward personnel should report any damage or repairs needed. CSDB staff will obtain repairs.

- The Medical Repair Department checks all minor equipment for current electrical safety inspection.
- All outdated inspections are sent to Medical Repair for re-inspection. Medical Repair makes routine inspections of minor equipment during their ward/clinic rounds.

**Ward Cart System.**

Ward carts or supply storage areas are inventoried and restocked daily by CSDB personnel.

Attachment 1

Revised: 27 Feb 2012