

PLAN OF ACTION TO STANDARDIZE PROCESSING OF SURGICAL INSTRUMENTS RECEIVED FROM CLINICS:

Please add the following:

Subheading: **Receiving clinic trays, instruments and equipment** with the new verbiage as noted below highlighted in green.

Traffic Control

- All personnel will be taught the proper flow of traffic within CPD. Passage between the areas is to be kept to a minimum and requires knowledge of proper dress codes.
- Linen bags and trash shall be emptied at the end of each shift. All tables and counters shall be wiped down and the floor shall be wet vacuumed at the end of each shift.

Receiving clinic trays, instruments and equipment:

- Used trays, instruments and equipment must be returned free of gross contaminants to the Central Processing Department DECON area.
 - These items will be presoaked with an enzymatic spray (RENUZYME) and transported to Central Processing Department in an impervious bag or container with BIOHAZARD labeling.
 - Pre packaged items for sterilization WILL NOT be accepted.
- All used trays will be jointly inventoried and a "Gear Requisition/Receipt" form will be completed and signed by both the CPD and departmental representative before the gear is accepted. A copy of this form will be given to the departmental representative and a copy kept for CPD files.
- All instruments and equipment received from clinics and the MOR will undergo manual decontamination and a minimum of a ten minute enzymatic soak. Instruments which are grossly contaminated will follow the enzymatic soak with processing in the ultrasonic cleaner. Lastly, the instruments will be processed through the washer disinfectant.
- After instrumentation and equipment has been decontaminated, it will be passed to the clean area of CPD to be processed for sterilization.
- Pick up of clinic packs will be from 0800-1000 daily.