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Owner: *Roshelle Satterthwait: Dir
 Perioperative Svcs*
Policy Area: *Sterile Processing*
References:
Applicability: *WA - Kadlec Regional Medical
 Center*

Scope of Practice, 32.00.01

Document Type : Policy

SUPERSEDES: 08/11, 2/07, 4/04, 3/99, 6/96

ROLE:

1. Process, maintain, and dispense instruments and equipment required by medical personnel for the care, diagnosis or treatment of patients.
2. Participate in inservice education programs for medical personnel who utilize instruments and equipment maintained by SPD.
3. Provide materials which contribute to better technique for patient care and assist in decreasing the spread of contamination and infection.
4. Develop lean processes that contribute to a high level of patient care while being good stewards.
5. Provide services for direct patient care units.
6. Monitor all sterilization processing and biological and mechanical tests results for equipment in SPD.
7. Process supplies, utilizing the full microbicidal process, for use throughout the hospital and clinics in a timely manner for the highest level of patient care.

GOALS:

To centralize the preparation of sterile and HLD instrumentation and RME used in all clinical areas of the Medical Center and outlying clinics. By standardizing the processing of these RME's, we are able to provide the highest quality product for our patients.

To have all instrumentation in good working condition; clean, functional, HLD or sterile, and properly stored in the correct location.

To maintain quality aseptic control procedures in a continuing effort to prevent and control the spread of infection.

OBJECTIVES:

1. Provide optimum service to all hospital departments and clinics requiring sterile supplies, instruments and equipment.

2. To provide inservice education to employees in order to assure optimal sterile technique and aseptic handling of all sterile items.
3. To maintain an accurate record of the effectiveness of the various processes of cleaning, disinfection, and sterilization.
4. To accurately complete reprocessing of all items using the proper methods determined by the manufactures instructions for use and the department standard of work. (For further information, refer to the Standards of Work).
5. To maintain quality control parameters for all methods of reprocessing and to document the effectiveness of each method.

HOURS:

The hours of service are 24/7, including holidays and weekends.

GENERAL GUIDELINES:

1. All department employees will report defective equipment, unsafe conditions, or safety hazards to SPD Lead Tech and/or Core Leader.
2. Notify the Facilities Department of faulty ventilation or environmental concerns immediately.
3. All equipment should only be operated by properly trained personnel.
4. Equipment manufacturer's instructions for use should be followed at all times.

Attachments

No Attachments

Approval Signatures

Approver	Date
Kirk Harper: CNO	01/2020
Heather Shipman: Executive Assistant	01/2020
Roshelle Satterthwait: Dir Perioperative Svcs	01/2020

Applicability

WA - Kadlec Regional Medical Center