

Carolina Family Health Centers, Inc.

CLEANING AND STERILIZATION OF MEDICAL EQUIPMENTS COMPETENCY CHECKLIST

SKILLS TRAINING AND EVALUATION

After the training, the trainee will be able to perform proper disinfection and sterilization of surgical instruments.

CFHC POLICY & PROCEDURE

OSHA-300.03 Cleaning and Sterilization of Dental and Medical Equipment

STAFF INFORMATION	PERSONAL PROTECTIVE EQUIPMENT (PPE)		
NAME:	1. Understands the importance of wearing PPE to protect self from being exposed to bloodborne pathogens	VERBALIZES	DIRECT OBSERVATION
PRINT:	2. Wears PPE consistent with exposure risk while performing disinfection and handling contaminated instruments.		
SIGNATURE:	Fluid-resistant gown with sleeves, rubber utility gloves with a cuff that extends beyond the cuff of the gown, cut-resistant glove liners, heat-resistant gloves, a surgical mask, eye protection or full face shield, shoe covers.	VERBALIZES	DIRECT OBSERVATION
LOCATION:	CLEANING AND DECONTAMINATION PROCESS		
	3. Identifies the divided area in the lab for reprocessing: Receiving, Cleaning & Decontamination, Packaging, and Sterilization & Storage	VERBALIZES	DIRECT OBSERVATION
TITLE:	4. Clearly defines dirty versus clean functions: DIRTY FUNCTIONS: Drop-off; Soaking; Ultrasonic cleaning; Washing; Rinsing with tap water CLEAN FUNCTIONS: Final rinsing with tap, distilled water, etc. depending on the instrument's instructions for use (IFU);Drying; Packaging; Sterilizing, Storage	VERBALIZES	DIRECT OBSERVATION
DATE OF TRAINING:	5. Explains the purpose of one-way flow from dirty to clean and separating clean and dirt functions to prevent cross contamination.	VERBALIZES	DIRECT OBSERVATION
TRAINING STATUS	6. Understands that instruments manufactured from different metals or with special coating should be processed separately to avoid electrolytic action between the different metals. Being sure not to mix brass, copper, aluminum, or chrome with instruments made of stainless steel in the ultrasonic cleaner.	VERBALIZES	DIRECT OBSERVATION
a) NEW/INITIAL b) RECERTIFICATION			
TRAINER SIGNATURE:	7. Inspects and removes visible gross soil, such as blood, from the surgical instrument.	VERBALIZES	DIRECT OBSERVATION
(Training signature indicates trainee has successfully completed assessment)	8. Disassembles instruments if needed and ensures instruments are completely submersed in an approved neutral detergent with a pH(7) detergent i.e. multi-enzymatic cleaner for no more than 10 minutes or according to IFU.	VERBALIZES	DIRECT OBSERVATION
	9. Scrubs visibly soiled instruments while under water to avoid splashing with approved scrub brushes designed to clean crevices and lumens. Flushes lumens with solution. Rinses instruments. and places instruments in the ultrasonic cleaner.	VERBALIZES	DIRECT OBSERVATION
	10. Uses ultrasonic cleaner according to manufacturer's instructions for use (IFU) to remove soil from hard to access areas. Uses cleaning solution compatible with the ultrasonic cleaner. Follows the degassing process of the cleaning solution before processing instruments. Avoids overloading the ultrasonic cleaner.	VERBALIZES	DIRECT OBSERVATION
	11. Rinses instruments thoroughly after ultrasonic cleaning. Inspect and recleans if needed.	VERBALIZES	DIRECT OBSERVATION
	12. Moves instruments to a clean area away from any risk of contamination.	VERBALIZES	DIRECT OBSERVATION
	13. Dries instruments thoroughly with a clean cloth and open any hinges.	VERBALIZES	DIRECT OBSERVATION

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14. Reassembles instrument and lubricates instrument hinges as needed.	VERBALIZES	DIRECT OBSERVATION
PACKAGING AND STERILIZATION OF INSTRUMENTS		
15. Selects the appropriate size self-sealed sterilization pouch and places the instrument inside the pouch handle end down in an open position.	VERBALIZES	DIRECT OBSERVATION
16. Places a steam indicator strip inside the pouch for quality assurance.	VERBALIZES	DIRECT OBSERVATION
17. Seals the pouch completely along the perforated line without any bubbles or openings in the closure.	VERBALIZES	DIRECT OBSERVATION
18. Labels the outside of the pouches with the date, load number, initials, autoclave number, and contents in the event of autoclave failure.	VERBALIZES	DIRECT OBSERVATION
19. Documents information on the Autoclave Processing Log along with the names of the instruments being autoclaved.	VERBALIZES	DIRECT OBSERVATION
20. Loads the pouches in a manner that allows free circulation of steam around and places pouches on their edges. Follows manufacturer's recommendations regarding setting the physical parameters of the autoclave.	VERBALIZES	DIRECT OBSERVATION
21. Operates the autoclave according to the manufacturer's IFU. Allows the autoclave to completely cool before opening the door. Wears heat-resistant gloves to remove items as autoclave may still be hot.	VERBALIZES	DIRECT OBSERVATION
22. Inspects and reads the external & internal chemical indicator strip to ensure instrument has been sterilized properly. If indicator strips does not indicate proper sterilization then repackage, insert a new chemical indicator strip, and reesterilze instrument.	VERBALIZES	DIRECT OBSERVATION
STORAGE OF INSTRUMENTS		
23. Ensures packages remain unpunctured during transport and storage.	VERBALIZES	DIRECT OBSERVATION
24. Ensures the storage area is in a well-ventilated area that provides protection from dust, moisture, temperature, and humidity extremes.	VERBALIZES	DIRECT OBSERVATION
25. Stores at least 8" off the floor and 18" below the ceiling or sprinkler heads. Doesn't store pouches under sinks or exposed water pipes. Avoids window sills, but uses closed or covered cabinets as a preferred storage area.	VERBALIZES	DIRECT OBSERVATION
26. Understands that event-related shelf life recognizes that the product remains sterile until an event causes it to become contaminated i.e. moisture.	VERBALIZES	DIRECT OBSERVATION
27. Reprocesses pouches if sterility of the pouch is compromised.	VERBALIZES	DIRECT OBSERVATION
AUTOClave & ULTRASONIC CLEANER MAINTENANCE:		
28. Performs daily, weekly, and monthly cleaning of autoclave and ultrasonic cleaner according to manufacturer's recommendations.	VERBALIZES	DIRECT OBSERVATION
29. Perform weekly spore test on autoclave ensuring the envelope has all the appropriate identifying fields completed.	VERBALIZES	DIRECT OBSERVATION
30. Checks the www.checkyourtest website weekly for results and file results in the appropriate binder. Notifies the clinical site manager or designee of all Failed results and follow corrective action workflow if spore test results are Failed. Tag the autoclave "DO NOT USE". Reprocess all packages run in that sterilizer dating from the last negative/Pass test.	VERBALIZES	DIRECT OBSERVATION

SCORE: _____

(Passing = MUST MEET ALL CRITERIA ABOVE)