Public Health Ontario
PARTNERS FOR HEALTH

Santé publique Ontario
PARTENAIRES POUR LA SANTÉ

Checklist for Reprocessing

This tool is an excerpt from the *Infection Prevention and Control for Clinical Office Practice* (Appendix M) and was reformatted for ease of use. To learn more, please see Chapter 8 on reprocessing medical devices.

For more information please contact Public Health Ontario's Infection Prevention and Control Department at ipac@oahpp.ca or visit www.publichealthontario.ca

Ontario
Agency for Health Protection and Promotion
Agence de protection et de promotion de la santé

Policies and procedures

- ☐ There are written policies and procedures for all aspects of reprocessing that are based on current recognized standards and these are reviewed at least annually.
- ☐ There is a policy that requires scheduled preventive maintenance of cleaning and sterilization equipment, with written documentation that this has occurred.
- ☐ There is a policy and procedure for quality monitoring and documentation of the reprocessing process (e.g., biological indicators, chemical indicators).
- ☐ Single-use medical instruments are not reprocessed.
- ☐ There is a process for removing faulty instruments until repaired or replaced.

Staff education and training

Staff assigned to reprocess medical instruments have completed a recognized course in reprocessing.

Physical space

- ☐ Instruments are cleaned in a designated area that is physically separate from direct care areas and from where clean, disinfected or sterile items are handled or stored.
- ☐ There is a one-way work flow from dirty to clean to prevent cross-contamination.
- ☐ There is a dedicated hand washing sink in the reprocessing area and/ or ABHR is available for hand hygiene.
- ☐ PPE supplies are available and accessible.
- ☐ PPE (gloves, mask, eye protection) is worn for procedures that are likely to result in sprays or splashes of blood or other body fluids, such as instrument cleaning.
- ☐ There is a puncture-resistant sharps container accessible at point-of-use.
- ☐ There is a sink of sufficient size and depth for cleaning medical instruments in the reprocessing area.

Chemical products used for disinfection and sterilization

- ☐ If chemical disinfection or sterilization is performed, appropriate ventilation controls are in place according to CSA Standards and Occupational Health and Safety regulations.
- ☐ Chemical products used for disinfection/ sterilization:
  - ☐ have a drug identification number (DIN) from Health Canada;
  - ☐ are prepared and used according to the manufacturer's instructions for dilution, temperature, water hardness, use, shelf life and storage conditions;
  - ☐ are labelled with the expiry date;
  - ☐ are stored in a manner that reduces the risk of contamination;
  - ☐ are compatible with both the reprocessing equipment and the instruments being reprocessed, according to manufacturer's instructions.

Instrument Cleaning

- ☐ Contaminated instruments are kept separate from clean instruments.
- ☐ Gross soil is removed from instruments at point-of-use, prior to cleaning.
- ☐ Immediately after use, instrument is immersed in an appropriately diluted cleaning solution (e.g., enzymatic cleaner) to avoid drying of secretions or body fluids; or treated with an agent that prevents hardening of bioburden.
- ☐ Instrument is cleaned manually with an enzymatic solution, in an ultrasonic washer, or in an automated washer-disinfector.
- ☐ Instrument is rinsed with clean, fresh tap water, or distilled water if water hardness is a factor.
- ☐ Cleaning equipment (e.g., sponges, brushes) is disposable or thoroughly cleaned and disinfected with a high-level disinfectant or sterilized between uses.
- ☐ Ultrasonic washers:
    - ☐ are tested for efficacy at least weekly or according to manufacturer's recommendations;
    - ☐ receive documented preventive maintenance and performance monitoring.
- ☐ Instrument is thoroughly rinsed after ultrasonic cleaning.
- ☐ Instrument is dry prior to HLD or sterilization (e.g., dried with a lint-free cloth).
- ☐ Detergent or enzymatic cleaning solution is discarded after each use.

High-level disinfection (HLD)

- ☐ Semi-critical medical instruments receive HLD.
- ☐ Instruments receive HLD according to the instrument and disinfectant manufacturer's instructions for temperature, time and concentration.
- ☐ The minimum effective concentration of disinfectant is monitored daily before first use with test strips available from the disinfectant product manufacturer and a log is kept of the results.
- ☐ Disinfectant test strip bottles are dated when opened and discarded when expired.
- ☐ A log is kept of instruments that receive HLD, including date and time of HLD, length of contact time with disinfectant, and person performing HLD.
- ☐ Instrument is totally submerged in the disinfectant for the time specified by the disinfectant manufacturer.
- ☐ Instrument is thoroughly rinsed with sterile, filtered or tap water, depending on the intended use of the instrument.
- ☐ Instrument is dried following disinfection.
- ☐ The disinfectant container is washed, rinsed and dried when the solution is changed.

Sterilization

- ☐ Critical instruments are sterilized by an approved sterilization process or are disposable.
- ☐ Instrument is packaged according to the instrument manufacturer's instructions.
- ☐ Chemical indicators (CI) are placed appropriately in and/ or on each package, if not part of the pouch/ pack wrap.
- ☐ Instrument is placed in the sterilizer according to sterilizer manufacturer's instructions.
- ☐ Sterilizer mechanical printout is checked and signed each cycle by the person sterilizing the instrument.
- ☐ Sterilizer is tested with a biological indicator (BI) each day the sterilizer is used.
- ☐ If a dynamic air removal-type sterilizer is used, an air-detection PCD (Bowie-Dick test pack) is used.
- ☐ Records are kept to document that **all** sterilization parameters have been met (e.g., BIs, CIs, time/ temperature/ pressure readings).
- ☐ A medical instrument is not used until the CI(s) and the BI are checked.

Storage

- ☐ Sterile items are stored in their sterile packaging until time of use.
- ☐ Sterile items are handled in a manner that prevents contamination of the item.
- ☐ Packaged, sterilized instruments are stored securely in a manner that keeps them clean, dry and prevents contamination.