Department of Public Health
CITY OF PHILADELPHIA
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Instrument Reprocessing in a Medical Office-Sample Procedure

Supplies needed:

- Transport container with a lid labeled with a biohazard sticker
- Storage container labeled with a biohazard sticker for soiled instruments that have been sprayed
- Enzymatic spray gel (use if delay in instrument cleaning is anticipated)
- Measuring device (for enzymatic detergent)
- Container (for cleaning instruments)
- Disposable instrument cleaning brush
- Special brush and syringe for cleaning instruments with a lumen
- Clock or timer
- Gloves, face shield, and impervious gown
- Clean cloth, preferably lint free
- Instrument peel pouches in various sizes
- Instrument tip protectors
- Internal chemical indicators
- Biological indicator
- Disinfectant towelettes

In procedure, treatment, or exam room:

- Perform hand hygiene and don gloves
- Discard single-use devices after one use
- Place soiled instruments in a covered transport container labeled as biohazard
- Remove gloves and perform hand hygiene
- Transport instruments to soiled utility or decontamination room

Reprocessing Area:

- Allot adequate space for reprocessing activities
- Have hand hygiene supplies readily available
- Follow a workflow pattern such that devices clearly flow from high contamination areas to clean/sterile areas (i.e., there is clear separation between soiled and clean work spaces)
- If space is limited and soiled workspace has to be used for clean activities, then workspace must be disinfected whenever you change from a soiled to a clean process

Pre-cleaning:

- Perform hand hygiene and don gloves and face protection, if required
- Follow instructions for use (IFU) for enzymatic spray gel
- Move soiled instruments from transport container to another container labeled as Biohazard
- Spray soiled instruments with enzymatic spray gel, unless cleaning is going to occur immediately
- Store sprayed instruments in covered container in a suitable location, i.e., space dedicated to soiled instrument storage, until they will be cleaned
- Clean and disinfect transport container after use and before returning to exam, treatment, or procedure room

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- Never store soiled instruments overnight

Cleaning*:

- Perform hand hygiene, don gloves, impervious gown, and face protection
- Use enzymatic detergent according to manufacturer's IFU
    - Measure correct amount of enzymatic detergent into cleaning basin
    - Fill basin for cleaning with correct amount of water
        - Use a basin with measurement lines or mark basin with correct water fill line.
    - Measure water temperature per manufacturers IFU
    - Soak instruments in enzymatic detergent for allotted time before scrubbing
- Scrub instruments under water with a disposable brush until all foreign matter is removed
- Clean all instruments in the open position
- Instruments with a lumen require bottle type brushes and irrigation with a syringe
- Rinse with water and place in a clean container labeled "Clean Transport Only"
- Remove PPE and perform hand hygiene
- Dispose of cleaning brush daily and when heavily soiled
- Change enzymatic detergent after use

***** If using ultrasonic equipment for cleaning, following manufacturer's instruction for use (MIFU). This includes testing for sonification performance and scheduled preventive maintenance.

Drying:

- Transport instruments to clean work space dedicated for instrument packaging
    - Clean work surface before use with facility approved disinfectant towelette
- Perform hand hygiene and don gloves before handling clean instruments
- Place instruments on a clean cloth on your clean work surface
- Dry instruments with a clean cloth

Packaging:

- Perform hand hygiene
- Inspect instruments for any residual contamination or damage. Remove damaged instruments from circulation, and send contaminated instruments back to cleaning.
- Ensure that peel pouches are the correct size and have no holes or tears in them
- Package all hinged instruments in the open position
- Use tip protectors for sharp items
- Do not over pack peel pouches
- Place chemical indicator into each peel pouch before sealing (ensures your sterilizer is reaching the proper temperature, is running for proper amount of time, and steam is penetrating the package)
- Seal the pouch with no creases or gaps
- Label pouch with sterilizer ID (if more than one in-use) and date of sterilization

Sterilizer:

- Load sterilizer per manufacturers IFU and do not overload
    - Overloading can cause a sterilization failure

    - Position pouches on trays with adequate space between them to allow for proper steam flow and drying
- Run a biological indicator at least weekly for each sterilizer and with every load containing implantable items. Send biological indicators for testing in a timely manner. Review and document results as soon as available.

- Maintain current sterilization logs that include pouch contents and results from each load (i.e., date, start time, end time, cycle length, temperature, pressure, chemical indicator results, and operator's initials)
- Perform preventative maintenance and calibration on sterilizer per manufacturers IFU. Keep a log of preventative maintenance and calibration completed.
- Maintain documentation of all scheduled maintenance and emergency repairs
- Immediate-use sterilization is not allowed

Storage:

- Inspect chemical indicators on pouch and inside of pouch for correct color change before storage
- Store sterilized instruments in their peel pouches in a clean and enclosed location away from sources of contamination
- Store in a manner that prevents packages from being crushed, bent, compressed, or punctured
- Do not open pouches until ready for use
- Inspect all pouches before use. Do not use if compromised or packages have been previously opened. If this occurs, repeat the sterilization process.
- Ensure there are enough instruments in-use to discourage the need for a quick turn around

Competency:

- Policies and procedures are in place to ensure that reusable medical instruments are cleaned and reprocessed appropriately prior to use on another patient
- Healthcare providers responsible for reprocessing instruments receive training on-hire and annually and are required to demonstrate competency
- Document all training
- Review policies and procedures annually, and update if indicated. Document policy reviews.
- Have available all manufacturer's IFU's related to reprocessing. This includes but is not limited to instruments, reprocessing equipment, enzymatic detergent, enzymatic gel spray, chemical indicators, biological indicator, and peel pouches, sterilizer