



Guidelines for Cleaning, Disinfection and Sterilisation of Patient Care Equipment: Staff Responsibilities

Printed copies must not be considered the definitive version

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1. Purpose

The purpose of Guideline is to promote the knowledge of cleaning and disinfection procedures to enhance patient and staff safety.

It provides instruction for the most appropriate and safe methods of decontamination of the environment and commonly used shared patient care equipment (communal) (**Appendix 1**) and staff roles and responsibilities (**Appendix 2**).

2. Introduction

Micro-organisms can be transmitted to people from instruments, equipment and/or the environment.

Where a piece of equipment is used for more than one patient (**communal**) it **must** be decontaminated following each and every episode of use and prior to being sent for service or repair, to ensure the safety of both patients and staff.

The level of decontamination required is dependent on what the equipment is used for and the level to which it has been contaminated.

The term decontamination refers to a process, which removes or destroys contamination. Consequently, micro-organisms (or other contaminants) are prevented from reaching a susceptible site, in sufficient numbers necessary to initiate infection or any harmful response.

Further advice on the Safe Management of Care Equipment can be found in the [National Infection Prevention and Control Manual Chapter 1 \(Standard Infection Control Precautions\)](#)

3. Principles of Decontamination

Decontamination is a process (or combination of processes), which removes or destroys contamination and thereby prevents micro-organisms or other contaminants reaching a susceptible site in sufficient quantities to cause infection or other harmful response.

It is important to establish the differences between cleaning, disinfection and sterilisation, which are used in the process of decontamination.

| | |
|----------------------|---|
| Cleaning | The physical removal of contaminants including dust, soil and organic matter, along with a large proportion of micro organisms. Thorough drying following cleaning will cause a further reduction. This is the first and most important step in any decontamination process. |
| Disinfection | Utilising heat or chemicals to reduce the number of viable micro- organisms to a level which is not harmful to health (but not all viruses and/or bacterial spores) |
| Sterilisation | Renders the object free from viable micro-organisms, including bacterial spores and viruses |

The decontamination process required is commonly categorised as one of three levels.

| Risk | Application | Recommendation |
|-------------|---|---|
| Low | Items in contact with healthy skin or mucous membranes or not in contact with patient | Cleaning |
| Medium | Items in contact with intact skin, particularly after use on infected patients or prior to use on immuno-compromised patients, or items in contact with mucous membranes or body fluids | Disinfection |
| High | Items in close contact with a break in the skin or mucous membrane or introduced into a sterile body area. | Disinfection or sterilisation. Decontamination to be undertaken in a facility approved in conjunction with the Infection Prevention and Control Team |

Note: Some high-risk medical devices are not able to be heat sterilised and require high level disinfection between patients use i.e. fibre-optic endoscopes.

4. Single Use/Single patient use equipment

Single use means that item is to be used once and then discarded. It is essential that single use devices are not decontaminated.

Single use items/products are identified by the following symbol.



Single patient use means that the item can be used more than once on the same patient after it has been decontaminated. It must not be used on another patient.

5. Good practice points

| | |
|---------------------|--|
| Cleaning | <ul style="list-style-type: none">• Automated processes are preferable to manual processes• carry out cleaning in a designated “dirty” area where possible and avoid splashing• wear appropriate personal protective equipment (PPE) e.g., gloves, plastic apron and eye protection - even if an ultrasonic bath is used• use freshly prepared detergent, diluted as per manufacturer’s instructions• never pre-dilute detergents and store them• after cleaning, rinse items thoroughly with water (wipe electro medical equipment – do not immerse)• dispose of cleaning solution via sluice hopper or equipment sink - not in clinical wash hand basin. |
| Disinfection | <ul style="list-style-type: none">• only use approved disinfectants• use scrupulously clean containers only• wear appropriate PPE• ensure thorough pre-cleaning of items prior to disinfection• never use chemical disinfection when sterilisation is required or when cleaning alone is adequate• ensure correct measured dilution• never pre-dilute disinfectants and store them• ensure items are immersed in disinfectant, the fluid entirely covering articles and penetrating into all crevices, including the insides of tubes• ensure the recommended exposure time is |

| | |
|----------------------|--|
| | <p>adhered to as no chemical agent acts immediately</p> <ul style="list-style-type: none"> • never store items in a chemical disinfectant • after disinfection, rinse items thoroughly with water (wipe electro medical equipment – do not immerse) • adhere to manufacturers' advice regarding shelf life of disinfectants |
| Sterilisation | <p>The use of a central sterile services department is recommended.</p> <p>Sterilisation using bench top steam sterilisers must only take place in local decontamination units approved by the Infection Prevention and Control Team.</p> <ul style="list-style-type: none"> • wear appropriate PPE • items must be physically clean before being exposed to any sterilisation process |

Additional general good practice points

- The decontamination process chosen must be effective for the device being reprocessed
- Cleaning can be undertaken by either manual or automated methods
- Ensure decontamination agents used are compatible with the devices and the reprocessing equipment
- Decontaminate devices in accordance with the manufacturer's instructions
- Ensure appropriate decontamination facilities are available for the process to be undertaken
- Ensure any decontamination equipment used is fit for purpose, regularly maintained, validated and tested
- Staff undertaking decontamination activities should be trained for the tasks they undertake
- [Standard infection control precautions](#) should be adhered to at all times
- Workflow should proceed from dirty to clean
- Sterile and sterilised devices must be segregated and stored in clean dry conditions, outwith the decontamination area.

6. Disinfectants

Disinfectants are subject to the Control of Substances Hazardous to Health (COSHH) Regulations (2002 as amended). To comply with COSHH, all disinfectants must be kept in locked cupboards. Instructions for use must be displayed close to the cupboard. When using disinfectants the approved procedure must be followed to ensure that the disinfectant is effective and does not cause harm to patients, staff, visitors, equipment or the environment.

PPE

PPE should be worn in accordance the COSHH assessment for the disinfection process to be used and with the [National Infection Prevention and Control Manual Chapter 1: Standard Infection Control Precautions](#).

Hazard warning – urine spillages

NB Acidic solutions such as urine may react with the chlorine releasing agents and cause the release of chlorine vapour. **Chlorine releasing agents should therefore not be used directly on urine spills.**

The procedure for managing blood and body fluid spillages is provided in **Appendix 11** of the [National Infection Prevention and Control Manual Chapter 1: Standard Infection Control Precautions](#).

7. Inspection and Packaging

All items and packaging should be carefully examined after cleaning, disinfection and sterilisation and prior to use for contamination and/or damage.

Functional testing where required must be carried out as per manufacturer's instructions

Items which are damaged or defective must be identified, disposed of appropriately and replaced (where required). This should preferably be on a planned preventative basis.

8. Storage and Transportation

All contaminated re-useable medical devices must be handled, collected and transported in a manner that avoids cross-contamination to other persons, equipment or facilities.

Re-useable devices should be separated from clinical waste, and sharps should be removed and placed into approved containers at the point of use.

9. Decontamination of Invasive Medical Healthcare Equipment Prior to Inspection, Service or Repair

Equipment being sent for maintenance or repair must be appropriately decontaminated to remove or minimise the risk of infection to staff subsequently involved in handling the equipment.

[A declaration of decontamination status certificate](#) should be completed before sending items for repair or maintenance

10. Traceability of Invasive Medical Devices

A record of personnel involved in the cleaning, type of decontamination process performed and operation of the decontamination equipment with cycle number/s (where applicable) must be kept.

The use of all surgical instrument sets/scopes on individual patients must also be traceable to the appropriate patient. This is important so that the relevant patients can be identified in the event of an incident.

11. Record Keeping for Invasive Medical Devices

It is essential that records are maintained to demonstrate how instruments have been decontaminated, what processes were used to achieve this and the competence of the personnel involved.

Staff must implement the full traceability system of reusable instruments supplied by CSSD.

12. Training

Personnel at all levels should undertake relevant training on the principles, design and function of decontamination equipment, and the items being processed.

Records must be kept and maintained for all staff who receive training, and the outcomes where appropriate.

13. Transmissible Spongiform Encephalopathies (TSE's)

Where surgical instruments have been used on patients suspected of having TSEs such as vCJD, they should be [quarantined](#) pending confirmation of the diagnosis or disposed of by incineration if the diagnosis is confirmed.

14. Acquisition and Procurement

Any items of new equipment to be purchased must:

- be fit for intended purpose
- be compatible with existing equipment
- be easy to clean
- have complete and clear instructions for decontamination from the manufacturer

Prior to the purchase of equipment, staff must ensure that appropriate decontamination can be carried out. Contact a member of the Infection Prevention and Control Team on 01387 241627 or 01387 241276 prior to purchase for advice.

Appendix 1 A-Z Index for decontamination of reusable communal patient equipment (Ward/Dept Environment)

The recommended cleaning frequencies and methods of decontamination take account of the:

- [NHSScotland Code of Practice for the Local Management of Hygiene and Healthcare Associated Infection \(2004\)](#)
- Health Protection Scotland [A-Z Template for Decontamination of Re-usable Communal Patient Equipment \(2014\)](#)
- [National Infection Prevention and Control Manual: Chapter 1](#)

The A to Z template is designed to promote consistency of practice across NHS Dumfries and Galloway and can be used to populate daily, weekly and monthly cleaning schedules. It contains generic equipment likely to be found in most wards/departments.

Please contact the Infection Control Team if you require advice on decontaminating equipment which is not found in this A-Z index or if local decontamination policies require to be developed.

Recommended methods of decontamination

These have been divided into routine decontamination and where the equipment is contaminated or has been used in an isolation room.

| | |
|----------|--|
| 1 | Routine decontamination: General purpose neutral detergent and water or detergent wipes |
| 2 | Routine decontamination: Manufacturer's instructions: additional information in comments column |
| 3 | Routine decontamination: Alcohol wipe – 70% isopropyl alcohol |
| 4 | Contaminated or used in isolation room: General purpose neutral detergent and water followed by disinfectant with a concentration of 1,000ppm available chlorine or combined detergent/chlorine releasing solution with a concentration of 1,000ppm available chlorine |
| 5 | Contaminated or used in isolation room: General purpose neutral detergent and water followed by disinfectant with a concentration of 10,000ppm available chlorine or combined detergent/chlorine releasing solution with a concentration of 10,000ppm available chlorine. Apply for stated contact time. Rinse and dry |
| 6 | Contaminated or used in isolation room: Manufacturer's instructions: additional information in comments column |

| Item | Method | Comments | Between patient use | After soiling | Daily (when in use) | Weekly (when not in regular use) | Monthly or other |
|--------------------------------|------------|--|---------------------|---------------|---------------------|----------------------------------|------------------|
| Airways/endotracheal tube | Disposable | Single use | | | | | |
| Ambu bags | 1,4, or 5 | Single patient use preferred | ✓ | | | | |
| Ampoules (glass and plastic) | 3 | Wipe neck with with a swab impregnated with 70% Isopropyl alcohol | | | | | |
| Anaesthetic machines | 2 & 6 | | | | | | |
| Anaesthetic tubing and filters | 2 | <p>Use disposable tubing.</p> <p>Proximal (patient) filter must be changed between each patient.</p> <p>Distal (machine) filter changed weekly along with tubing.</p> <p>Tubing and distal filter must be changed immediately after use on a patient with Pulmonary TB or Respiratory Infection (contact Infection Control for advice).</p> | | | | | |
| Auroscopes (otoscopes) | 2&6 | Disposable speculae preferred. | ✓ | | | | |
| Ambulift (or similar) | 1,4,or 5 | | ✓ | ✓ | | ✓ | |
| Baths | 1 or 4 | | ✓ | ✓ | ✓ | | |

| Item | Method | Comments | Between patient use | After soiling | Daily (when in use) | Weekly (when not in regular use) | Monthly or other |
|-----------------------------|----------|---|---------------------|---------------|---------------------|----------------------------------|------------------|
| Baby baths | 1,4 or 5 | | ✓ | ✓ | | ✓ | |
| Baby bottles | 2 | Pre-packed feeds recommended. Use the Milton method as directed following scrupulous cleaning of the bottles | | | ✓ | | |
| Baby soothers | 2 | For single patient use only. During use disinfect using Milton method. When patient is discharged the soother must be discarded. | | ✓ | ✓ | | |
| Bath mats | 1,4,or 5 | | ✓ | ✓ | ✓ | ✓ | |
| Bath stool/shower stool | 1,4 or 5 | | ✓ | ✓ | | ✓ | |
| Beds & accessories | 1,4 or 5 | | ✓ | ✓ | | ✓ | |
| Bed tables | 1,4 or 5 | Follow National Cleaning Specification | ✓ | | ✓ | | |
| Beds specialist | 2&6 | | ✓ | ✓ | | ✓ | |
| Bedpan holders | 1,4 or 5 | Store inverted, clean & dry | ✓ | ✓ | | ✓ | |
| Bins (sack holders) | 1,4 or 5 | | | ✓ | ✓ | | ✓ |
| Blood glucose machine/boxes | 2&6 | | ✓ | | | ✓ | |
| Blood pressure cuffs | 2&6 | | ✓ | | | | |
| Blood pressure monitors | 2&6 | | ✓ | | | | |

| Item | Method | Comments | Between patient use | After soiling | Daily (when in use) | Weekly (when not in regular use) | Monthly or other |
|-----------------------------|------------|--|---------------------|---------------|---------------------|----------------------------------|------------------|
| Breast pump (manual) | 2&6 | Single patient use. When in use wash with detergent and water, rinse thoroughly. Use Milton as per instructions between uses. Each pump should be reserved for use by the individual and discarded when patient is discharged | | | ✓ | | |
| Breast pump (mechanical) | 2&6 | | ✓ | | | | |
| Catheter stands | 1,4 or 5 | | ✓ | | ✓ | ✓ | |
| Chairs (patients) | 1,4 or 5 | | | | ✓ | ✓ | |
| Chairs (visitors) | 1 | | | | | ✓ | |
| Commodes | 1,4 or 5 | Commodes in use should be fit for purpose and stored clean & dry. Regular inspection is recommended including under carriage/handles etc | ✓ | ✓ | | ✓ | |
| Cord Clamps (baby) | Disposable | Single use | | | | | |
| Cot side bumpers | 1,4 or 5 | | ✓ | ✓ | | ✓ | |
| Crockery/cutlery/water jugs | | Return to Catering Dept or use dishwasher with bactericidal detergent | ✓ | | | | |
| Curtains/blinds | | Follow National Cleaning Specification | | | | | |

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|--------------------------------------|-----------|---|---|---|---|---|--|
| | | or disposable | | | | | |
| Cushions | 1,4 or 5 | | ✓ | ✓ | | | |
| Defibrillator | 2 or 6 | Prior to cleaning, ensure machine is switched OFF. Remove all traces of electrode jelly | ✓ | | | ✓ | |
| Dispensers (cooled water) | 2 | Infection Control and Estates Depts must be aware of purchase/contracting equipment | | | | | |
| Drips stands/general use stands | 1,4 or 5 | | ✓ | ✓ | ✓ | | |
| Dispensers for hand hygiene products | 1, 4 or 5 | Do not top up bottles from other bottles. Dispensers and nozzles should be cleaned. | | | ✓ | | |
| Endoscopes | | Refer to local Endoscope Reprocessing Policy | | | | | |
| Examination couch | 1,4 or 5 | May be protected by disposable paper towel. If used daily clean is sufficient unless contaminated | ✓ | ✓ | ✓ | ✓ | |
| Fan (portable) | 1 or 4 | Should not be used in clinical areas, especially for <i>C difficile</i> patients, unless for patient comfort. If used must be free from dust and debris. If contaminated or used in isolation then require reprocessing | ✓ | ✓ | | ✓ | |
| Footstools | 1 or 4 | | ✓ | | ✓ | ✓ | |
| Fridges (drug/specimen) | 1 | Remove items and maintain the cold chain if necessary. Clean inside and out with hot water and neutral detergent | | | | ✓ | |

| | | solution and then dry Replace items when temperature has been restored (1°C - 4°C) | | | | | |
|---|------------|---|---------------------|---------------|---------------------|----------------------------------|------------------|
| Item | Method | Comments | Between patient use | After soiling | Daily (when in use) | Weekly (when not in regular use) | Monthly or other |
| Hoist slings/straps | 2&6 | Or disposable | ✓ | ✓ | | | |
| Incubators (in daily use) Between babies | 1,4 or 5 | Wash outer and inner surfaces of hood. Wash all surfaces using hot water and detergent, paying particular attention to the rubber seals and water trough/outlet. Seals must be removed and cleaned and the water trough drained, cleaned and dried thoroughly. Rinse all surfaces using clean hot water. Dry thoroughly. | ✓ | ✓ | ✓ | ✓ | |
| Infusion/enteral feed pumps | 1, 4 or 5 | | ✓ | ✓ | | ✓ | |
| Laryngeal Masks | Disposable | Single use preferred. | ✓ | | | | |
| Reusable | CSSD | Return to CSSD for sterilisation. Follow Manufacturer's instructions | ✓ | | | | |

| Item | Method | Comments | Between patient use | After soiling | Daily (when in use) | Weekly (when not in regular use) | Monthly or other |
|------------------------------------|------------|--------------------------------|---------------------|---------------|---------------------|----------------------------------|------------------|
| Linen Buggies | 1, 4 or 5 | | | | | ✓ | |
| Lockers | 1, 4 or 5 | | ✓ | | ✓ | | |
| Mattresses | 1,4 or 5 | Refer to Mattress Cleaning SOP | ✓ | ✓ | | ✓ | |
| Medicine Glasses & Measures | Disposable | Single use | | | | | |
| Mobile Xray | 1,4 or 5 | | ✓ | ✓ | | ✓ | |
| Oxygen Cylinders and Carriers | 1 | | | | | ✓ | |
| Plastic washbowls | 1 or 4 | Store inverted, clean & dry | ✓ | ✓ | | | |
| Portable suction filter & canister | Disposable | Single patient use | | | | | |
| Service user trolley | 1 | | ✓ | ✓ | | ✓ | |
| Weighing scales | 1 | | ✓ | ✓ | | ✓ | |
| Sharps tray | 1 or 5 | | ✓ | ✓ | | ✓ | |
| Sluice macerator | 1,4 or 5 | | | ✓ | ✓ | | |
| Sphygmomanometer | 2&6 | | ✓ | | ✓ | ✓ | |
| Stethoscopes | 3 | | ✓ | | ✓ | ✓ | |
| Telephones | 1 | | ✓ | | ✓ | ✓ | |

| Televisions | 1 | | | | | ✓ | |
|------------------------------------|----------|--|---------------------|---------------|---------------------|----------------------------------|------------------|
| Item | Method | Comments | Between patient use | After soiling | Daily (when in use) | Weekly (when not in regular use) | Monthly or other |
| Tourniquets | 2&6 | | ✓ | | | | |
| Toys | | Refer to Toy Cleaning Policy | | | | | |
| Trolleys (examination or transfer) | 1,4 or 5 | | ✓ | ✓ | | ✓ | |
| Trolleys (dressings) | 1 & 3 | The whole trolley should be washed with hot water and detergent, rinsed and dried thoroughly. Between dressings, the trolley should be washed with hot water and detergent, or detergent wipe, and wiped with 70% Isopropyl Alcohol. | ✓ | ✓ | ✓ | ✓ | |
| Trolley (medicine) | 1 | | | | | ✓ | |
| Tympanic thermometer | 2&6 | | ✓ | | | | |
| Walking aids | 1 or 4 | | ✓ | | | ✓ | |
| Wheelchairs | 1,4 or 5 | | ✓ | ✓ | | | ✓ |

Appendix 2 - Cleaning Responsibilities

| Cleaning Responsibilities | | | | | | | | | | | |
|---|--|----------------|---|------------|---------|--|--|--|--|--|--|
| Room Type | | Treatment Room | | | | | | | | | |
| Responsibility | | D - Domestic | N- Nursing | E- Estates | O-Other | | | | | | |
| Task | | Responsibility | Comments | | | | | | | | |
| Mailbox- including top and sides | | N | | | | | | | | | |
| Shelves | | D | Domestic staff to clear the shelves and damp clean them in accordance with the frequency stated in the NHSScotland National Cleaning Specification | | | | | | | | |
| Drugs cabinet | | N | | | | | | | | | |
| Trolleys used for clinical activity | | N | | | | | | | | | |
| Containers storing patient related equipment | | N | | | | | | | | | |
| Inside cupboards | | D | Domestic staff to empty and damp clean cupboards and replace goods in accordance with the frequency stated in the NHSScotland National Cleaning Specification | | | | | | | | |
| | | | | | | | | | | | |
| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | |

| Cleaning Responsibilities | | | | | | | | | | | | | | |
|---|--|----------------|--|---|--|------------|--|----------|--|--|--|--|--|--|
| Room Type | | Sluice Room | | | | | | | | | | | | |
| Responsibility | | D - Domestic | | N- Nursing | | E- Estates | | O- Other | | | | | | |
| Task | | Responsibility | | Comments | | | | | | | | | | |
| Inside cupboards | | D | | Domestic staff to empty and damp clean cupboards and replace goods in accordance with the frequency stated in the NHSScotland National Cleaning Specification | | | | | | | | | | |
| Sluicemaster | | D | | The Domestic staff will clean the sluicemaster once per day - any spillages during use should be cleaned by the person using the sluice. | | | | | | | | | | |
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| | | | | | | | | | | | | | | |
| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | | | | |

| Cleaning Responsibilities | | | | | | | | | | | |
|---|----------------|---|--|------------|--|------------|--|---------|--|--|--|
| Room Type | | Patient Bed Spaces | | | | | | | | | |
| Responsibility | | D - Domestic | | N- Nursing | | E- Estates | | O-Other | | | |
| Task | Responsibility | Comments | | | | | | | | | |
| Standard Hospital Beds | D/N | In general the Domestic will clean the entire bed, however if there is no Domestic on the ward this becomes a nursing task including the bed base. Nursing staff are responsible for mattress checks | | | | | | | | | |
| Specialist beds | N | | | | | | | | | | |
| Bedside Locker | D | Domestic staff in the ward will clean the external area of the locker daily .If a Patient is in hospital for more than 5 days nursing staff will request that the domestic assistant cleans the inside of the locker Domestic staff with the consent of the patient will empty locker and clean | | | | | | | | | |
| Bed Table | D/N | Domestic staff will do a daily clean and nursing will clean the top and touch area after each meal. | | | | | | | | | |
| Patient note holder | N | The note holder should be cleaned daily | | | | | | | | | |
| Gel dispensers on bed | D | | | | | | | | | | |
| Litter on floor | ALL | | | | | | | | | | |
| Patient buzzer | D | The patient buzzer includes the cable | | | | | | | | | |
| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | |

| Cleaning Responsibilities | | | | | | | | | | | | | | |
|---|----------------|---|------------|---------|--|--|--|--|--|--|--|--|--|--|
| Room Type | Disposal | | | | | | | | | | | | | |
| Responsibility | D - Domestic | N- Nursing | E- Estates | O-Other | | | | | | | | | | |
| Task | Responsibility | Comments | | | | | | | | | | | | |
| Pod System | E | Domestic staff will clean the locker the pod drops into on a weekly basis | | | | | | | | | | | | |
| Pod containers | to be agreed | | | | | | | | | | | | | |
| Staff Lockers | D/N | Domestic clean the external areas and locker user the inside. The Nursing staff should keep the locker tops clear of goods | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | | | | |
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| Cleaning Responsibilities | | | | | | | | | | | | | | |
|---|----------------|--|------------|---------|--|--|--|--|--|--|--|--|--|--|
| Room Type | Kitchen | | | | | | | | | | | | | |
| Responsibility | D - Domestic | N- Nursing | E- Estates | O-Other | | | | | | | | | | |
| Task | Responsibility | Comments | | | | | | | | | | | | |
| Microwave | D/N | Domestic will clean once per day, and the user of the microwave after each use. | | | | | | | | | | | | |
| Beverage Trolley | D/N | The top section and exterior of the beverage trolley will be cleaned by the person using the trolley. The Monday to Friday domestic staff will deep clean the shelves etc once per week | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | | | | |

| Cleaning Responsibilities | | | | | | | | | | | | | | | | | |
|---|--|-------------------------|--|--|--|---|--|--|--|------------|--|--|--|---------|--|--|--|
| Room Type | | General areas and tasks | | | | | | | | | | | | | | | |
| Responsibility | | D - Domestic | | | | N- Nursing | | | | E- Estates | | | | O-Other | | | |
| Task | | Responsibility | | | | Comments | | | | | | | | | | | |
| Ceiling Vents | | D/E | | | | Domestic Staff will remove surface dust with suction cleaner if the vent can be reached with the suction cleaner hose. Estates will clean the vents as per the maintenance schedule. | | | | | | | | | | | |
| IT equipment | | N/O | | | | The user should clean the touch surfaces of the equipment after each use with the cables etc being cleaned by the users once per week. | | | | | | | | | | | |
| Patient Related Equipment | | N | | | | e.g hoists , drip stands, monitors,trolleys, commodes, pumps This list is not exhaustive | | | | | | | | | | | |
| Wheelchairs | | N | | | | Cleaning of the wheelchairs stored within the ward is the wards responsibility. General use wheelchairs should be wiped after each patient by the person transporting the patient and they will be cleaned weekly by the night shift pool porters. | | | | | | | | | | | |
| Fixed cupboards | | D | | | | Nursing staff must ensure that goods are not stored on top of cupboards in order for domestic staff to be able to clean The cupboard fronts should be clear of posters, notices. | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
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| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | | | | | | | |

| Cleaning Responsibilities | | | | | | | | | | | | | | | |
|---|------------------|--|--|--|------------|--|---------|--|--|--|--|--|--|--|--|
| Room Type | Preparation Room | | | | | | | | | | | | | | |
| Responsibility | D - Domestic | | N- Nursing | | E- Estates | | O-Other | | | | | | | | |
| Task | Responsibility | | Comments | | | | | | | | | | | | |
| Mailbox- including top | N | | | | | | | | | | | | | | |
| Shelves | D | | Domestic staff to clear the shelves and damp clean them in accordance with the frequency stated in the NHSScotland National Cleaning Specification | | | | | | | | | | | | |
| Drugs cabinet | N | | | | | | | | | | | | | | |
| Trolleys | N | | | | | | | | | | | | | | |
| Containers storing patient related equipment | N | | | | | | | | | | | | | | |
| Fixed Cupboards | N | | The tops of the cupboards will be cleaned by Domestic staff if they are clear of goods. If there are goods on top of the cupboards nursing staff will be asked to move them to allow for appropriate cleaning. | | | | | | | | | | | | |
| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | | | | | |

| Cleaning Responsibilities | | | | | | | | | | | | | | | | | |
|---|----------------|---|------------|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Room Type | Store Rooms | | | | | | | | | | | | | | | | |
| Responsibility | D - Domestic | N- Nursing | E- Estates | O-Other | | | | | | | | | | | | | |
| Task | Responsibility | Comments | | | | | | | | | | | | | | | |
| Shelves | D | Items should be kept in their delivery boxes whenever possible in order that the number of items required to be moved to allow for cleaning is kept to a minimum. | | | | | | | | | | | | | | | |
| Floor | D | Nursing staff must ensure the floor is kept clear of goods or that goods are stored on a moveable trolley. | | | | | | | | | | | | | | | |
| Equipment in stores | N | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| General Cleaning will be conducted by Domestic Staff as per the NHSScotland National Cleaning Specification | | | | | | | | | | | | | | | | | |

| Appendix 2 Cleaning Responsibilities | | | | | | | | | | | | | | | |
|--------------------------------------|--|--------------------------------|--|--|--|------------|--|---------|--|--|--|--|--|--|--|
| Room Type | | Offices/ Nurses Station | | | | | | | | | | | | | |
| Responsibility | | D - Domestic | | N- Nursing | | E- Estates | | O-Other | | | | | | | |
| Task | | Responsibility | | Comments | | | | | | | | | | | |
| Shelving/ storage units | | D | | Nursing staff should clear the shelves to allow for cleaning | | | | | | | | | | | |
| Whiteboards | | N | | | | | | | | | | | | | |
| Desk | | D | | The desk should be cleared by the user to allow for cleaning | | | | | | | | | | | |
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DOCUMENT CONTROL SHEET

1. Document Status

| | |
|---------------------------|---|
| Title | Guidelines for Cleaning, Disinfection and Sterilisation |
| Author | Infection Control Team |
| Approver | Infection Control Committee |
| Document reference | 4.06 |
| Version number | 1.1 |

2. Document Amendment History

| Version | Section(s) | Reason for update |
|----------------|-------------------|--|
| 1.1 | 16 | Responsibility for cleaning certain items reviewed by Domestic manager and Associate Nurse Director and amended by Infection Control Team |
| 1.2 | All | Update A-Z index A-Z Index for decontamination of reusable communal patient equipment, inclusion of cleaning responsibilities and merging of current Guidelines for Cleaning, Disinfection and Sterilisation of Patient Care Equipment: Staff Responsibilities, Guidelines on Single Use Devices and Decontamination Policy. Alignment with National Infection Prevention and Control Manual |
| | | |
| | | |

3. Distribution

| Name | Responsibility | Version number |
|------------------|-----------------------|-----------------------|
| General Managers | ICT | 1.2 |
| Nurse Managers | ICT | 1.2 |
| | | |

4. Associated documents

5. Action Plan for Implementation

| Action | Lead Officer | Timeframe |
|---|---------------------|------------------|
| Update Infection Control Web page with amended policy | Andy McCulloch | |
| Inform General Managers/Nurse managers | Elaine Ross | |
| Raise at SCN meeting | ICN | |

MONITORING FORM

| | |
|--|---|
| Policy / Strategy Implications | The purpose of this document is to detail the required local procedures for NHS Dumfries and Galloway staff for when cleaning, disinfecting and sterilising patient care equipment |
| Staffing Implications | Staff are required to decontaminate equipment in accordance with this policy. No new staffing implications |
| Financial Implications | No new financial implications |
| Consultation | Infection Control Manager, Infection Control Doctor, Infection Control Nurses, Hotel Services Manager, SCN Theatres, SCN Intensive Care Unit, Lead Nurse (Acute), Head of Profession (Physiotherapy), Head of Midwifery |
| Consultation with Professional Committees | To be approved at HAI Executive Meeting and Infection Control Committee |
| Risk Assessment | Not applicable |
| Best Value | Not applicable |
| Compliance with Corporate Objectives | To promote and embed continuous improvement by the prevention of inadequately decontaminated equipment. Ensure our workforce is supported and valued in order to deliver a high quality service across NHS Dumfries and Galloway. To reduce inequalities across NHS Dumfries and Galloway ensuring consistent service delivery. To meet and where possible exceed Scottish Government goals and targets for NHS Scotland. |
| <p>Impact Assessment</p> <p>Please confirm that an Equality Impact Assessment (EQIA) has been carried out and that an electronic copy of the completed EQIA has been forwarded to the NHS D&G Equality Lead for publication on the NHS D&G website in accordance with equality legislation.</p> | |