Name of Policy:	Recording Charts
Policy Number:	3364-139-6-14
Department:	Sterile Processing
Approving Officer:	Associate Vice President, Associate Executive Director
Responsible Agent:	Operations Supervisor, Sterile Processing
Scope:	The University of Toledo Medical Center Sterile Processing Department

THE UNIVERSITY OF TOLEDO

Effective Date: January, 2009

Initial Effective Date: August 26, 1999

_____ New policy proposal
_____ Major revision of existing policy
__X__ Minor/technical revision of existing policy
_____ Reaffirmation of existing policy

(A) Policy Statement

Each steam sterilizer, Hydrogen peroxide plasma and washer will have an automatic load parameter charting device operating at all times that the sterilizer is functioning.

(B) Purpose of Policy

To assure that each sterilizer load meets its expected requirements.

(C) Procedure

1. Steam and Sterrad recording charts will be labeled with the load sticker and initialed at the top of the chart at the beginning of a cycle by the operator.

2. At the end of the cycle the operator will verify that all sterilization parameters have been met and will initial the bottom of the chart. If all parameters have not been met, the operator will report the results to the supervisor on duty or on call. The sterilizer will be taken off line until Biomedical Engineering can service it. The load will be torn down, rewrapped and resterilized.

3. Completed recording charts will be optically scanned and maintained within the computerized record management system.

Approved by:

John Jagos
Operations Supervisor, Sterile Processing — Date: 2/24/09

Norma Tomlinson, RN, MSN, NE-BC
Associate Vice President
Associate Executive Director — Date: 3/10/09

Review/Revision Completed By:
Operations Supervisor, Sterile Processing

Review/Revision Date:
1999
2002
2005
2007
1/2009

Next Review Date: January 1, 2012

Policies Superseded by This Policy: SP-6-14 Recording Charts

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.