

# THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

**SUBJECT: COMPUTERIZED STERILIZATION RECORD MANAGEMENT**  
(SPM Paperless Record Process)

**PROCEDURE NO: SP3-5**

## PROCEDURE STATEMENT

A computerized surgical instrument and sterilization management system will be utilized in Sterile Processing.

## PURPOSE OF PROCEDURE

To ensure accurate and up to date sterilization record management.

## PROCEDURE

### Getting Started - Sterilizer Signals Load Completion

1. Immediately remove BI and Integrator Test Packs and Sterilizer Tape from machine.
2. Open BI test pack and allow it to cool.
3. Open Integrator Test pack. Remove and read integrator.
4. Attach sterilizer tape (cut in two if a 250 load) and integrator on "Load Control Sheet."
5. On the sterilizer tape, write the minimum temperature next to "TEMP MIN" and the sterilization time next to "STERILIZE." If the number you enter is less than the number printed, the load has failed and cannot be used. Take appropriate action.
6. In SPM, click on BI icon at top of screen. The **Sterilizer/Washer Results** window will come up.
7. In **Ster Method** click: **Steam** or **Sterrad**
8. Find sterilizer and load # & hi-lite that load.
9. Click **Single View**.
10. At this time click the arrow next to the **End Time** box to enter end time.

**Entering the sterilization time and temperatures requires you to inspect the sterilizer tape to assure that all parameters have been met.**

### Scanning Sterilizer Record

1. Place the sterilizer tape and integrator (both labeled) in the scanner.
2. Click the scanner button on right side of screen.
3. When **Sterilizer Load Image** Screen comes up, click the scanner button again.
4. On the Scan an Image screen, click **Scan Now**.
5. The image will scan and come up on screen.
6. Review the image then click the X at the top right of the screen.
7. If the scan was successful, click **Yes**. If not Click **No** and start over.

*When you are finished scanning, immediately process the Biological and complete the BI Reminder sheet.*

**The BI reminder sheet is most important.**

### Biological Information Entry For Steam BI's

- 1: In the **Time Bio In** box, enter the time you placed the BI in the incubator. Click the arrow on the right of the box then adjust the time if needed.
- 2: In the **BI Lot** box, enter the lot number shown on the front of the package.  
Example: **2010-09DB**. The Lot number indicates expiration date so you do not need to enter expiration date in the **Exp Date** box.

### **Biological Information Entry For STERRAD BI's**

- 1: In the **Time Bio In** box, enter the time you placed the BI in the incubator. Click the arrow on the right of the box then adjust the time if needed.
- 2: In the **BI Lot** box, enter the lot number shown on the outside of the box.
- 3: In the **BI Exp Date** box, enter the Expiration Date.

### **Biological Information Completion**

- 1: When it is time to read the Biological, **complete the BI reminder sheet (Steam Only)**.
- 2: Click the **BI Icon** and bring up the sterilizer load.
- 3: Click on **Single View**.
- 4: In the **Biol** box you will see "Inc"click the box and highlight **Pass** or **Fail**.
- 5: In the **Time Bio Out** box click the right arrow and the current time will pop up.
- 6: You are done and may now click **Close**.

Reviewed/Revised:

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