THE UNIVERSITY OF TOLEDO MEDICAL CENTER
STERILE PROCESSING DEPARTMENT PROCEDURE

SUBJECT: CARDIOVASCULAR LAB   **PROCEDURE NO: SP1-7**
                  INSTRUMENT PICKUP

PROCEDURE STATEMENT

The Sterile Processing Department (SPD) will pick up and reprocess surgical instruments for the Cardiovascular Lab (CVL).

PURPOSE OF PROCEDURE

To ensure instruments are kept moist until they are reprocessed in a timely manner and that a clean case cart will always be available to CVL.

PROCEDURE

SOILED INSTRUMENT PREP

CVL will prepare soiled instruments for pickup by:

1. Wiping used instruments free from gross soil at point of use
2. Pick the correct size of Humipak®
3. Add specified amount of tap water per directions found on the Humipak® pouch
4. Placing soiled instruments and tray into the Humipak® and peel off adhesive strip and seal the pouch
5. Place sealed Humipak® into the hospital approved biohazard transport bin and latch the sides
6. Deliver the biohazard transport bin and contents to the biohazard room
7. Remove Humipak® from biohazard transport bin and place case cart provided by SPD and close the door
8. Disinfect the biohazard transport bin using hospital approved disinfectant wipes
   *Note-Biohazard bins to be deep cleaned in SPD at least once weekly

INSTRUMENT PIICKUP

SPD Decontamination Room Staff will pick up soiled instruments from CVL at 5 PM daily, Monday through Friday.

CVL will call SPD (ext. 5107) for a pickup:

- During a procedure day if the cart is full.
- When procedures continue beyond 5:30 PM and have been completed.
  (Cart does not have to be full.)
- When procedures are performed on weekends and have been completed.
  (Cart does not have to be full.)

INSTRUMENT DELIVERY

SPD will deliver CVL's sterilized trays in a clean, closed case cart before 7:00 AM Monday through Friday. If there already is a case cart in CVL when delivering the instruments, SPD staff will bring it back to SPD whether or not it is empty or has soiled instrument trays in it.

<u>SPD will ensure that CVL always has a clean, closed case cart.</u>

Effective date: 8/16/18
Reviewed/Revised: 1/29/19

Approved by: _____/s/_____ Date: _____

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