

THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

SUBJECT: Loaner Trays

PROCEDURE NO: SP1-4

PROCEDURE STATEMENT

All loaner instrument trays will be checked in by a Surgical Technician or supervisor upon arrival in the department 48 hours before procedure. They will be decontaminated, sterilized and documented accordingly.

PURPOSE OF PROCEDURE

To insure that all loaner instruments are handled and processed in accordance with the Sterile Processing department policies and procedures and AAMI ST79-2017

PROCEDURE

1. Sales representatives bringing loaner instruments to Sterile Processing to be sterilized for a scheduled procedure will do the following:
 - a. Present themselves with proper identification and their instruments to the Prep and Pack area of Sterile Processing.
2. Log into our SPM instrument tracking system.
3. Associate the trays they are bringing in with the case they are for.
4. If they are for trauma they should make a note for TRAUMA
5. Also note the name of surgery and where they are being stored (OR-OPS)
6. After all of the information is in properly they will print a Loaner Information Form.
7. Print labels and attach them to Green labels if it is before the 24 hour window, blue labels for anything after.
8. All labels are places in trays and pictures are taken of each level of each tray with corresponding label.
9. Once all steps have been completed a tech is handed the loaner order and instruments are taken to decontamination.
10. Once loaners have been used the vendors will checkout their trays.

Reviewed/Revised:

2001 2002 2005

2007 2010 2014 2018,

1/2020