



**INSTRUMENT CLEANING, WRAPPING/PACKAGING, AND STERILIZATION COMPETENCY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Circle: **PASS** **FAIL**

Facility: \_\_\_\_\_ Recertification Due Date \_\_\_\_\_

Department: \_\_\_\_\_ Certifier Name: \_\_\_\_\_

Manager: \_\_\_\_\_ Certifier Signature: \_\_\_\_\_

<b>CRITICAL ELEMENTS- MUST MEET ALL ELEMENTS</b>	<b>MET</b>	<b>NOT MET</b>
<b>Pre-Cleaning:</b>		
1. Applies appropriate PPE for type of precleaning		
2. Cleans/ wipes gross debris with wet cloth at point of use or immerses in approved enzymatic cleaner per manufacturer's directions. a. Discards precleaning solution after use		
3. Transports to cleaning area in approved container		
<b>Cleaning:</b>		
1. Washes hands.		
2. Applies personal protective equipment (PPE) - eyewear and mask or face shield, impervious long sleeve gown & gloves		
3. Pre-rinses instruments under cold running water to remove any visible soil		
4. Drains basket or utilizes mechanical device to lift out individual instruments		
5. Places instruments in appropriate container with manufacturer approved enzymatic detergent. <ul style="list-style-type: none"> <li>• Leaves hinged instruments in open position and disassembles those with removable parts</li> <li>• Labels basin with product name and date mixed. (Secondary label per EHS Hazardous Communication Policy.)</li> <li>• Instruments are soaked per manufacturer's guidelines</li> </ul>		

6. Scrubs all surfaces with scrub brush, pipe cleaners, or other cleaning tools, paying special attention to serrated edges, box locks, and other hard to reach places. <ul style="list-style-type: none"> <li>• Must be scrubbed while submerged in enzymatic cleaner to prevent aerosolization of BBP</li> <li>• Brushes and cleaning tools are replaced when needed</li> <li>• No metal brushes are used</li> <li>• Discards enzymatic detergent after use</li> </ul>		
7. Rinses instruments thoroughly in cool tap water.		
8. If Ultrasonic machine is used: <ul style="list-style-type: none"> <li>• Runs cycle per manufacturer's recommendations.</li> <li>• Removes instruments from pan when cycle complete and rinses in tap or distilled water per manufacturer's guidelines.</li> <li>• Allows to air dry completely. Towels, etc will leave lint</li> </ul>		
<b>Milking of Instruments:</b>		
1. After cleaning, places hinged instruments and those with movable parts in a milk solution (prepared per Manufacturer's guidelines).		
2. If new solution, marks container with contents, date of preparation, expiration date ( <b>14 days post preparation</b> ) and initials. (Secondary label per EHS Hazardous Communication Policy.) Discards if solution has separated, has gray tint or has reached expiration date. <b>Soaking bin should be washed &amp; disinfected between each preparation).</b>		
3. Immerses instruments briefly in the milk solution per manufacturer's guidelines		
4. Removes ( <b>DO NOT RINSE</b> ) and allows to air dry.		
<b>Inspection:</b>		
1. Checks instruments for the following prior to packaging: <ul style="list-style-type: none"> <li>• Hinged instruments for ease of opening and alignment of jaws and teeth.</li> <li>• Sharp or semi-sharp instruments for sharpness.</li> <li>• All instruments for cracks, chips, sharp edges or worn spots.</li> <li>• Malleable instruments for dents and bends.</li> </ul>		
2. Removes from service <b>ANY</b> instruments with any defects and turns into to appropriate person for repair		
<b>Packaging for Sterilization:</b>		
1. Heavier instruments are always inserted or placed in the wrap first		
2. Curved tips are always pointed in the same direction		
3. Sharp tips can be covered w/ gauze or special tip covers for protection		
4. Cupped or concave instruments are positioned to avoid water/condensation collection		
<b>Wrapping:</b>		
1. Uses only the one-step wrap in appropriate size for contents. <b>DO NOT CUT WRAP TO SIZE</b>		
2. Places the steam indicator in the center of pack. One end should be visible when pack opened.		

3. All instruments must be in the open position or disassembled to their smallest parts		
4. Separates the metal bowls/basins with appropriate material (e.g. gauze, towel) to prevent condensation and expose all surfaces to sterilization		
5. Secures with a MAXIMUM of 3 strips of appropriate steam indicator tape.		
6. Labels the package using a special water proof pen: Date of sterilization ➤ Load # ➤ Initials of person preparing package		
<b>Peel Pack/ Pouch:</b>		
1. Selects appropriate size package.		
2. Places the steam indicator in package so it is visible from outside the pack/pouch		
3. All instruments must be in the open position or disassembled to their smallest parts		
4. Protects sharp points with gauze or tip protectors.		
5. Seals open end of package ensuring even seal without wrinkles and excessive air. Air acts as a barrier to heat and steam		
7. Labels the package using a special water proof pen: Date of sterilization ➤ Load # ➤ Initials of person preparing package		
<b>Autoclave:</b>		
1. Ensures weekly biological monitor result is on file and logged		
2. Describes proper procedure for Biological Monitoring referring to package directions		
3. Describes the proper procedure for a positive result		
4. Completes autoclave log each time autoclave is run, monitor is sent, or maintenance is performed.		
5. Follows Manufacturer's directions for the loading and operation of the autoclave ensuring that packs are loaded in a manner that allows for free steam and air circulation		
6. Places all pouches in the same direction		
7. Sets autoclave controls for the appropriate type of packaging		
8. Does not <b>EVER</b> use the "Unwrapped or Flash" cycles		
9. Articulates reasons for instrument recall/resterilization and makes appropriate notation on log <ul style="list-style-type: none"> <li>• Failed biological monitor</li> <li>• Visible condensation- repackages and resterilizes single package if only one; repackages and resterilizes entire load if more than 1 package affected. <b>A PACKAGE W/ CONDENSATION MUST NEVER BE USED</b></li> <li>• Steam indicators have not changed to appropriate color</li> <li>• Package integrity concerns, compromised storage and handling conditions</li> </ul>		

10. Verifies knowledge and performance of routine maintenance per manufacturer's recommendations		
11. Has appropriate autoclave cleaner and maintenance supplies available (List) ➤ distilled water ➤ autoclave cleaner ➤ others(s) _____		

Comments:

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