

STERILE PROCESSING (SP) ASSESSMENT TOOL

This assessment form is designed to be filled out for each individual department.

Please check the box that most accurately applies to your setting.

Your Contact Information:

Date (DD/MM/YYYY): _____

First Name:	Last Name:
Job Title:	Specialty:
Email Address:	Phone No:

Your Facility's Information:

Facility Name:	
Street Address:	
City:	State / Region:
Country:	Mailing Code:
Type of Facility (check <u>all that apply</u>): <input type="checkbox"/> Primary <input type="checkbox"/> Government / Public <input type="checkbox"/> Urban <input type="checkbox"/> Secondary <input type="checkbox"/> Private <input type="checkbox"/> Rural <input type="checkbox"/> Tertiary <input type="checkbox"/> Charity / Foundation <input type="checkbox"/> Other <input type="checkbox"/> University Teaching Institution <input type="checkbox"/> Health Centre If "other," please describe: _____	
Does your country have national sterile processing guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please give detail, _____)	

1. General Information:

1.1	Average number of surgical procedures performed weekly in this department: _____
1.2	Types of surgical procedures performed in this department: _____
1.3	Staff that primarily clean the instruments (i.e. nurses or designated cleaners): _____ _____
1.4	Who is responsible for instrument maintenance? _____
1.5	How do staff know which steps to follow when handling instruments? _____ _____

1.6	Do the staff that reprocess instruments have any formal training in instrument processing? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please give detail, _____)
1.7	Please list the local company names of medical suppliers who provide the facility with cleaning tools and equipment (such as cleaning detergents & disinfectants): _____
If you have further comments on this section please add below:	

2. Environmental Cleaning and General Info:

2.1	The SP areas are cleaned once a day by housekeeping staff (Cleaning once a day includes: washing floor, taking out trash): <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
2.2	The SP areas are thoroughly cleaned once a week by SP staff (Thorough cleaning includes washing and disinfecting counters and walls): <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
2.3	There are signs restricting access of unauthorized personnel in the SP areas: <input type="checkbox"/> Yes <input type="checkbox"/> No
2.4	Tools/resources available to assist in cleaning and sterilizing instruments:
	Brushes <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Running water <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Distilled water <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Detergents <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Rust removers <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Chemical indicators <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Biological indicators <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Functional autoclave <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Functional washing machine to clean surgical drapes/gowns <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

3. Point of Use Preparation:

3.1	Instruments are wiped immediately after the procedure to remove visible gross soil: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.2	Instruments are 'decontaminated' in a bucket of 0.5% chlorine solution: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.3	Instruments are cleaned with detergent at point-of-use to remove visible gross soil: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

3.4	Multi-part instruments are disassembled before sending to dirty area:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.5	Hinged instruments are placed in open position with ratchets unlocked:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.6	Disposable sharps are placed in a sharps bin at point of use:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:		

4. Transport of items from Point-of-Use to Dirty Area:

4.1	Contaminated instruments flow from dirty to clean areas during transportation without cross-contamination:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Unknown
4.2	Contaminated items are placed in a container with lid during transport from the point-of-use to the cleaning area:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Unknown
4.3	Contaminated instruments are transported to the dirty area for cleaning immediately after use:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Unknown
If you have further comments on this section please add below:		

5. Cleaning Instruments and Medical Devices:

5.1	The dirty (decontamination) area is physically separate from the inspection/packaging area:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2	The following types of personal protective equipment (PPE) are worn by staff while cleaning instruments:	
	Gloves	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Long Sleeved Gown	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Plastic Sleeveless Apron	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Head Cover	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Protective Eye Wear	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Mask	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Dedicated Shoes	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.3	Visible gross soil, such as blood, is removed from the instruments within 1-hr after use:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.4	Large brushes (ie. floor broom, nail brush etc) are used to clean instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.5	Small toothbrush style brushes are available and used to clean instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.6	Single-use items (suction tubing, catheters etc.) are soaked in a disinfectant and re-used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

5.7	Surgeons hand-scrub brushes and chlorhexidine solution is used to cleaning instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.8	Enzymatic cleaning detergents are available and used to clean instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.9	Instruments are cleaned using 3 steps - pre-wash, thorough wash and rinse:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.10	Instruments are carefully inspected at each step of the cleaning process:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.11	Instruments are scrubbed below the surface of the water:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.12	Instruments are washed under running water:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.13	Long brushes are used to clean the inside of cannulated (suction) devices:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.14	Cannulated devices are cleaned only by holding under running water:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.15	A mechanical instrument washer is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.16	An ultrasonic machine is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:		

6. Disinfection:

6.1	Chlorine is used as a high-level disinfectant on instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
6.2	Chlorine is used as a cleaning agent:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
6.3	Alcohol is used as a high-level disinfectant on instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
6.4	Glutaraldehyde is used as a high-level disinfectant on medical devices:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
6.5	Formaldehyde is used as a high-level disinfectant on medical devices:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
6.6	Formaldehyde is used as a sterilant:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
If you have further comments on this section please add below:		

7. Inspection, Assembly & Packaging in Clean Area:

7.1	After instruments are cleaned, they're moved to a separate table away from the dirty area:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.2	Instruments are thoroughly dried with a clean cloth:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.3	Instruments are air dried:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.4	Each individual instrument is carefully inspected prior to packaging:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

7.5	Instruments are individually tested to ensure proper functionality:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.6	Instruments lists are used when re-assembling sets:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.7	Instruments are packaged with a cloth wrapper or placed inside a rigid container:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.8	Cloth wrappers are tied with gauze:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.9	Cloth wrappers are tied with a cloth string:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.10	Cloth wrappers have holes:	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None
7.11	Plastic/Paper pouches are used to sterilize small items:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.12	After instruments are packaged, the package is labelled with name of technician, set name and expiry date:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:		

8. Instrument Maintenance:

8.1	An experienced technician is available in the facility to repair damaged instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
8.2	Tools are available in the facility (ie. sharpening stones) to sharpen instruments:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
8.3	Scissors are often dull:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:		

9. Sterilization:

9.1	A Pre-Vacuum Steam Sterilizer is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.2	A cylinder style Gravity Steam Sterilizer is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.3	Ethylene Oxide (low-temp) Sterilization is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.4	Gas Plasma (low-temp) sterilization is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.5	Dry-Heat Sterilization is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.6	'Cold' liquid sterilization is used:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.7	Sterilization tape is placed on the outside of all instrument packages:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
9.8	Chemical Indicators are used for visual verification of sterilization:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.9	Biological Indicators are used to verify process lethality:	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available

9.10	The recommended time and temperatures used to sterilize instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never Description of cycle parameter time and temperature:
9.11	A trained staff member (i.e. biomedical engineer) is available to repair broken sterilization equipment: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
9.12	The inside and outside of sterilization equipment is cleaned daily: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
9.13	The inside and outside of sterilization equipment is cleaned weekly: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

10. Sterile Storage:

10.1	Sterilized instruments are stored in an enclosed cabinet or designated storage room: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
10.2	Sterilized packages are labelled with an expiry date: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
10.3	Instruments are re-packaged and re-sterilized every 7 – 14 days: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

Comments:

<p>What areas of training in Instrument Sterilization and Maintenance would you find most beneficial?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>What are some of the greatest challenges faced when trying to make improvements to the sterilization processes?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>If you have any further comments regarding Instrument Sterilization and Maintenance please add below:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Thank you for your time in completing this form.