

## INFECTION PREVENTION AND CONTROL AUDIT: CLEANING / DISINFECTING NON-CRITICAL EQUIPMENT IN LONG TERM CARE

This audit tool deals with only reprocessing non-critical electronic, transport and medical equipment in Long Term Care that are shared between residents during delivery of care. Sites/areas should be audited per the frequency outlined in the IP&C Audit Framework.

This audit is to be conducted collaboratively between unit/area staff (Clinical Resource Nurse, Charge Nurse, Care Manager, or other appropriate delegate) and the site Infection Control Associate

<b>Facility:</b>	<b>Unit Bed Space/ Number:</b>	<b>Date (dd/mm/yyyy):</b>
<b>Start time:</b>	<b>End time:</b>	<b>Auditor (print):</b>

<b>Healthcare Worker Category (Circle #):</b>			
1 = Physician	6 = IV Team/Lab	11 = Radiology / DI Technician	16 = Pharmacy
2 = Nurse	7 = Physiotherapy	12 = Respiratory Therapy	17 = Volunteer
3 = Healthcare Aide	8 = Occupational Therapy	13 = Dietary	18 = Midwife
4 = Social Worker	9 = Environmental Services	14 = Speech Language / Audiology	19 = Volunteer
5 = Spiritual Care	10 = Patient Transport	15 = Rec Therapy	

**Instructions:** Select **“YES”** if activity was observed and completed appropriately.  
 Select **“NO”** if activity was observed and not completed appropriately; please also comment.  
 Select **“N/S”** if you were not able to observe the activity.  
 Select **“N/A”** if not applicable and add comment.  
 If more space required for comments, please use back of Tool or new paper.

<b>Abbreviations</b>			
<b>ABHR</b>	▪ Alcohol-Based Hand Rub	<b>N/A</b>	▪ Not Applicable
<b>DIN</b>	▪ Drug Identification Number	<b>N/S</b>	▪ Not Seen
<b>HLD</b>	▪ High Level Disinfection	<b>OESH</b>	▪ Occupational and Environmental Safety and Health
<b>IP&amp;C</b>	▪ Infection Prevention and Control	<b>PPE</b>	▪ Personal Protective Equipment
<b>MEC</b>	▪ Minimum Effective Concentration	<b>RP</b>	▪ Routine Practices
<b>SDS</b>	▪ Safety Data Sheet	<b>WHMIS</b>	▪ Workplace Hazardous Materials Information System

Item		Compliance				Comment
		YES	NO	N/S	N/A	
<b>1.0 Policies and Procedures</b>						
	There are written policies and procedures for cleaning and disinfecting shared noncritical equipment, including electronic devices and transport equipment:					
1.1	<ul style="list-style-type: none"> <li>that are based on current, applicable standards and best practices (e.g., provincial, national)</li> </ul>					
1.2	<ul style="list-style-type: none"> <li>that include the frequency of reprocessing i.e., for dedicated or non-dedicated equipment</li> </ul>					
1.3	<ul style="list-style-type: none"> <li>that include the method of reprocessing each noncritical item</li> </ul>					
1.4	<ul style="list-style-type: none"> <li>that follow the manufacturer's instructions for reprocessing each noncritical item</li> </ul>					
1.5	<ul style="list-style-type: none"> <li>that assigns responsibility and accountability for reprocessing noncritical equipment</li> </ul>					
1.6	<ul style="list-style-type: none"> <li>Each piece of shared equipment is evaluated to determine whether it will be cleaned at the point of care or sent to a centralized area for reprocessing</li> </ul>					
1.7	There is a process in place for transportation of clean and contaminated noncritical equipment					
1.8	There is a process to differentiate between clean and contaminated non-critical equipment (e.g., tagging)					
1.9	There is a process in place for storage of clean and contaminated noncritical equipment that prevents cross-contamination					
1.10	There is a policy for acquisition of new noncritical medical equipment that includes requirement for cleanability and written procedures for reprocessing the item according to the manufacturer's instructions					
1.11	There is a process for removing equipment that becomes difficult to clean due to surface disruption (e.g., rips, cracks, tears, stains, tape residue)					
<b>2.0 Education and Training</b>						
	Staff involved in reprocessing noncritical electronic devices & medical equipment receive:					
2.1	<ul style="list-style-type: none"> <li>education and training on hire</li> </ul>					
2.2	<ul style="list-style-type: none"> <li>supervision until competency is demonstrated and documented for complex cleaning tasks and equipment</li> </ul>					

Item		Compliance				Comment
		YES	NO	N/S	N/A	
2.3	<ul style="list-style-type: none"> <li>education and training in the proper use, handling, and storage of cleaning products</li> </ul>					
2.4	<ul style="list-style-type: none"> <li>education and training as required on new products, equipment and procedures</li> </ul>					
2.5	<ul style="list-style-type: none"> <li>continuing education and training</li> </ul>					
2.6	Staff receive annual training in principles of basic reprocessing techniques that minimize cross-contamination, such as one-way work flow progressing from least soiled to most soiled, from top to bottom and from outside to inside					
<b>3.0 General IPAC Procedures</b>						
3.1	PPE (durable gloves, face shield and / or mask and goggles, water resistant gown) is worn according to the risk assessment, Routine Practices and according to chemical product MSDS					
3.2	Face protection is worn when needed according to Routine Practices					
3.3	Disinfectants:					
	<ul style="list-style-type: none"> <li>are approved in collaboration between IP&amp;C and OESH</li> </ul>					
3.4	<ul style="list-style-type: none"> <li>have WHMIS information and a SDS readily available (unless exempt)</li> </ul>					
3.5	<ul style="list-style-type: none"> <li>are compatible with the equipment, and used according to manufacturer's instructions</li> </ul>					
3.6	<ul style="list-style-type: none"> <li>are prepared and used according to the manufacturer's instructions for dilution, temperature, water hardness, use, shelf life and storage conditions</li> </ul>					
3.7	<ul style="list-style-type: none"> <li>are prepared in a manner preventing contamination (e.g., clean containers no topping-up)</li> </ul>					
3.8	<ul style="list-style-type: none"> <li>are always maintained in closed, covered, labelled containers</li> </ul>					
3.9	<ul style="list-style-type: none"> <li>are labelled with the expiry date</li> </ul>					
3.10	<ul style="list-style-type: none"> <li>are discarded /changed when expired, according to the manufacturer's instructions / expiry date</li> </ul>					
3.11	<ul style="list-style-type: none"> <li>are stored in a manner ensuring containers are not damaged and chemicals can be safely accessed</li> </ul>					
3.12	Equipment is cleaned with a suitable cleaning product and the contact time designated by the product manufacturer is maintained					

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		YES	NO	N/S	N/A	
<b>4.0 Reprocessing Shared Noncritical Electronic, Transport and Medical Equipment</b>						
4.1	Cleaning takes place prior to disinfection					
4.2	The manufacturer's instructions are followed when cleaning and disinfecting noncritical electronic devices, transport, and other medical equipment					
4.3	Gross soil is removed from noncritical electronic and medical equipment at point-of- use, prior to transport to the dirty utility room or other area/department for cleaning					
4.4	If non-critical equipment is to be cleaned and disinfected in another area of the facility, it is transported in a manner that prevents contamination of the environment					
4.5	Transport of soiled equipment is via separate routes or at separate times from transport of clean/sterile items					
4.6	There is a sink for cleaning soiled equipment					
4.7	The decontamination sink is deep enough to allow complete submersion of equipment					
4.8	Equipment is cleaned manually with a detergent approved for use with the item to be cleaned OR in an automated washer-disinfector or washer/disinfector					
4.9	Automated dispensing systems for detergents and enzymatic cleaners are monitored daily					
4.10	Cleaning solution is discarded after each use.					
	Special cleaning equipment / accessories (e.g., sponges, brushes), if used are:					
4.11	<ul style="list-style-type: none"> <li>disposable, or thoroughly cleaned and disinfected between uses</li> </ul>					
4.12	<ul style="list-style-type: none"> <li>of an approved material that will not damage equipment</li> </ul>					
4.13	Specialized equipment is operated according to the manufacturer's instructions					
	If automated washer/disinfector is used there is:					
4.14	<ul style="list-style-type: none"> <li>a documented preventive maintenance program</li> </ul>					
4.15	<ul style="list-style-type: none"> <li>a log kept of all preventive maintenance</li> </ul>					
4.16	<ul style="list-style-type: none"> <li>a log kept of all maintenance associated with reprocessor malfunction</li> </ul>					
4.17	Equipment is dry prior to disinfection					
	Noncritical electronic devices and medical equipment that can no longer be cleaned are immediately removed from service					

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4.18	Transport equipment (e.g., wheelchairs, stretchers, walkers) is:					
4.19	<ul style="list-style-type: none"> <li>wiped after each use with a low-level disinfectant</li> </ul>					
4.20	<ul style="list-style-type: none"> <li>cleaned / disinfected on a regular basis</li> </ul>					
4.21	<ul style="list-style-type: none"> <li>cleaned and disinfected when visibly contaminated with blood or other bloody fluids</li> </ul>					
4.22	<ul style="list-style-type: none"> <li>cleaned and disinfected immediately after transport of a client/resident/resident on Additional Precautions according to facility protocol</li> </ul>					
4.23	Non-critical electronic devices and medical equipment that only contact intact skin receive, disinfection after cleaning					
4.24	Products used as low-level disinfectants have a label that confirms this					
4.25	Disinfection is performed according to the equipment and disinfectant manufacturer's instructions (e.g., temperature, time, concentration)					
4.26	Appropriate PPE is worn by staff according to Routine Practices					
4.27	If manual disinfection is performed:					
	<ul style="list-style-type: none"> <li>disinfectant is applied directly from a bottle that is discarded when empty</li> </ul>					
4.28	<ul style="list-style-type: none"> <li>item is wiped with a cloth saturated in disinfectant, or ready to use wipes, and allowed to remain wet</li> </ul>					
4.29	<ul style="list-style-type: none"> <li>item is rinsed with potable water (if product does not require rinsing, this step may be omitted)</li> </ul>					
4.30	<ul style="list-style-type: none"> <li>item is dried (including air-drying) before use</li> </ul>					
4.31	Noncritical electronic devices and medical equipment are inspected after reprocessing for functionality, damage, and cleanliness					
4.32	Items/equipment that have been cleaned and disinfected are stored in a location that minimizes contamination					
4.33	Items/equipment that have been cleaned and disinfected are easily identified (e.g. labels)					

