



**2021 INSTRUMENT REPROCESSING SUGGESTED SELF CHECKLIST ADVICE FOR CLINICS**

**NAME OF PRACTICE:**

**DATE:**

**A. Disposable and single patient use items**

1. Are disposable and single patient use instruments and devices identified?.....*Must know*  
**Advice**

Check manufacturer website if not sure. Disposable instruments have colour handles and must not be reused. Single patient use items are often labelled for personal use or state single patient use.

3. Are staff familiar with the Spaulding classification of procedures?.....*Required*  
**Advice**

Staff who use/reprocess items must know that instruments used for a procedure are processed according to the level of risk posed by that procedure i.e. non-critical, semi-critical, critical.

4. Have you moved away from ear syringes to drops alone, suction or referral?.....*Consideration*  
**Advice**

Rather than continue with this practice and the need for cleaning items, consider alternatives.

**B. INITIAL CLEANING, PRECLEANING, CLEANING & DRYING, PACKING**

1. Is gross residual matter on a used item safely wiped or rinsed off after use?.....*The initial clean*  
**Advice**

At end of procedure, at point of use and wearing gloves, the user disposes of blades etc and safely wipes any soiled looking reusable item onto dry or damp gauze or similar. Rinsing requires full PPE

2. Are sharp instruments for reprocessing transferred for this in a sealed container?.....*Required*  
**Advice**

This is to reduce injury from sharp points where reprocessing is in another room.

3. How long are used, wiped items left to await cleaning?.....*Consider options*  
**Advice**

Best practice is to clean straightaway. Dry, wiped items can remain 1-2 hours before cleaning. Less safe but if cleaning is only possible at the end of a 3 hr session, place wiped items in detergent.

4. Is adequate & suitable PPE used for instrument cleaning?.....*Required*  
**Advice**

Utility gloves, plastic apron, safety glasses (not prescription) are required because splash occurs

5. Is suitable cleaning material present?.....*Required*  
**Advice**

Use a suitable detergent (not dishwashing). Use sterilisable or disposable brushes

6. Is there an obvious work flow from dirty to clean?.....*Required*  
**Advice**

Work flows from dirty to clean to reduce recontamination. If only one sink, use a washing bowl

7. After cleaning and rinsing are all splashed and contaminated surfaces cleaned?.....*Consider*  
**Advice**

Wipe over splashback, sinks, taps, empty washing bowl/containers then gloves / apron while still on

8. Is the area for placing rinsed items covered to prevent splash recontamination?.....*Consider*  
**Advice**

Use a clean tub with rack insert and cover each time a rinsed item is placed. Clean after each use

9. Are wet instruments dried with low lint towel wearing latex free gloves?.....Required

**Advice**

Dry items with a non or low lint towel. Wear thick vinyl utility gloves (not latex and not exam gloves)

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10. Do gallipots and kidney dishes require sterilisation?.....Considerations

**Advice**

If a dish is used only to receive used material, washing and drying is sufficient. Keep sterile on hand

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11. Is there a delay between drying and sterilisation?.....May occur

**Advice**

If there is a delay, do not pack but place dried items in a sealable labelled container indefinitely

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12. Is flexible packaging (pouches/packs) used where items are required to be sterile....Required

**Advice**

Any item required to be sterile at point of use is sealed in packaging prior to sterilization.

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13. Are instruments placed correctly in packaging?.....Required

**Advice**

Handles are placed at opposite end to sealing – if stiff then open a little. Bowls have hollow to paper.

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14. Is packaging sealed and labelled correctly?.....Required

**Advice**

Fold edge along line then seal correctly. Label for cycle load and full date (marker pen, label etc)

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**C. STERILIZATION, MONITORING, RECORDING & VALIDATION**

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1. Is the sterilizer loaded correctly?.....Required

**Advice**

Use a rack. Place packs vertically but if flat, place in single layer. Bowls are in a draining position.

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2. Is the sterilizer set and loaded only for validated parameters?.....Required

**Advice**

Only use the validated cycle and do not exceed the validation load.

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3. Is the datalogger / printout / LED read before release of the item for use?.....Required

**Advice**

Temp, time & pressure are measured and must be read after every cycle to ensure these are correct. If no printout, a datalogger must be downloaded after a cycle or the LED scrolled through

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4. Is the door opened straight after the cycle ends and tray removed?.....Requirement

**Advice**

The load does not cool in the chamber. Remove tray and cool so air can flow under e.g. cake rack

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5. Are the sterilized packs handled correctly?.....Essential

**Advice**

Never touch packs until cool and only with cleaned hands. Hold at edges when checking for dryness

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7. Does the log book record necessary results?.....Required

**Advice**

These are - indicators, dryness, intactness, that printout was checked for time / temp / pressure.

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8. Are sterilized items stored correctly?.....Required

**Advice**

Store cool packs after results recorded in a sealable container or cupboard. Avoid paper dividers

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9. Is tracking performed?.....Required

**Advice**

Best practice is record use on whom of each pack. Record cycle details to patient record / log book.

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10. Has validation been done annually?.....Required

**Advice**

Prepare the most challenging load for the technician to confirm it can be sterilized. Run 3 BI cycles

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