



## **2021 Suggested Instrument Reprocessing Steps (manual)**

1. On completion of procedure, while wearing gloves, safely wipe any gross soil from item.
2. Transfer sharp pointed items to the reprocessing room in a dry, sealable container.

*If there is an ultrasonic cleaner, the items are precleaned in this first.*

3. If the cleaning process cannot commence immediately, the item may remain dry for 1-2 hours. If items are placed in detergent (less safe, more contaminating), they are cleaned after the session i.e. max. 4 hours.
4. To commence manual cleaning put on plastic apron, safety glasses and thick utility gloves.

*If you have used detergent to place items into, drain liquid safely then clean and dry the sink.*

5. Put warm water and measured volume of detergent in the sink or washing bowl.
6. Clean the items one at a time, opening the item and brushing all surfaces clean below the water level.
7. Rinse item under warm/hot running water in a separate sink and place in a covered draining container.

*All brushes are cleaned and rinsed after each session and sterilised in the last load of the day.*

8. Clean splashback, sinks, taps, wash/dry gloves, wipe apron. Remove PPE, perform hand hygiene.
9. Wearing thick vinyl gloves, dry instrument with a low-lint towel, wiping away from points

*If sterilisation is delayed, place cleaned dried items in a labelled, sealable container. Clean hands before packaging but gloves are not necessary where cleaned instruments are dry*

10. If continuing to sterilisation, place dry instruments into packaging, remove gloves, perform hand hygiene.
11. Seal correctly, label each pack for date and batch number, record load description in the log book.
12. Load packs vertically in a rack or flat in a single layer on the tray(s) provided.
13. Place the tray(s) in the steriliser chamber – pouches must not touch chamber walls.
14. Check water source, close door, run using only a validated cycle setting, switch steriliser on.
15. On completion, open door, remove tray and cool. Consider workflow and use a cake rack to cool tray.
16. While the load is cooling, check the printout / datalogger / LED so that the correct time, temperature and pressure are observed. With clean hands, check each cool pack for dryness, intact and that the pack indicator has changed. Record all results in log book and sign.

*Warm packs are easily contaminated - do not touch or cool in chamber. Area must be low traffic.*

17. Place packs in a dry, covered area for storage and rotate for use.