

**ARROWHEAD REGIONAL MEDICAL CENTER
STERILE PROCESSING DEPARTMENT
2019 SUMMARY OF POLICY REVISIONS**

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (Major Only)
					SECTION I: DEPARTMENT ORGANIZATION	
					Organization Chart – Administration	
					Organization Chart – Sterile Processing	
100.10		X			Job Description – Sterile Processing Supervisor	Removed from Manual
100.15		X			Job Description – Sterile Processing Technician II	Removed from Manual
100.18		X			Job Description – Sterile Processing Technician I	Removed from Manual
100.20		X			Job Description – Fiscal Assistant – Ordering Clerk	Removed from Manual
101.5		X			Vocabulary (Definitions)	Delete
					SECTION II: DEPARTMENTAL MISSION/GOALS	
200.2		X			Mission and Goals	Removed, use hospital wide
200.5		X			Objectives	Removed, use hospital wide
					SECTION III: SCOPE OF SERVICES AND STANDARDIZED OPERATIONS	
300.1			X		Sterile Processing – Scope of Services	New equipment and new process per manufacturer
300.3				X	Role (Functions) of Sterile Processing	
300.4		X			Information Privacy & Security - HIPAA Compliance	Removed, use hospital wide
					SECTION IV: STAFFING MODEL AND ASSIGNMENTS	
400.00			X		Responsibility and Accountability of Personnel	Expectation Clarification
400.10			X		Staffing Patterns	New Updated Processes
400.20			X		Employee Work Assignments	New Updated Processes
400.30			X		Dress Standards for Sterile Processing Department Office Staff	Expectation Clarification
					Sterile Processing Technician	

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					Decontamination Area	
					Sterile Processing Area	
					SECTION V: PERFORMANCE IMPROVEMENT PROGRAM	
500.01		X			Quality Assessment and Improvement Activities	Removed, use hospital wide
500.02		X			Performance Improvement Plan	Removed, use hospital wide
500.5		X			Key Functions/Performance Measures	Removed, use hospital wide
					SECTION VI: INTERGRATING/COORDINATING SERVICE WITH OTHER DEPARTMENTS	
600.05			X		Interdepartmental Function and Relationships	References
600.10			X		Equipment Handling and Control	References
600.11			X		Equipment Tracking and Bar Coding	References
			X		Specialty Cart Management	References
600.12			X		Crash Carts	Removed all attachments
600.13			X		Case Carts	Removed all attachments
600.14			X		Isolation Carts	Removed all attachments
600.14.1			X		Procedure Carts	Removed all attachments
600.15		X			Requisitioning of Rental Equipment	Deleted, SPD only uses Bed Rentals
					SECTION VII: SELECTION OF OUTSIDE SOURCES FOR NEEDED SERVICES	
700.10		X			Maintenance and Service Contract Agreement: Manufacturer's Responsibility	Deleted.
701.10			X		Specialty Mattress Procedure	Removed all attachments.
702.10		X			Revenue Recovery	Deleted
705.10				X	Purchasing of Supplies and Implants	Shared with OR

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					SECTION VIII: SAFETY/ENVIRONMENT OF CARE	
800.00		X			Safety Practices: General	Deleted
800.10		X			Sterile Processing Safety	Deleted
800.20		X			Sterile Processing Disaster Plan (Code Triage) Also referenced in Safety Manual Section 9	Deleted
800.20.1		X			Emergency Evacuation Plan	Deleted
800.21		X			Code Pink and Code Purple	Deleted
					SECTION IX: HAZARDOUS MATERIAL AND WASTE	
901.01		X			Ethylene Oxide Sterilization Safety	Deleted, Equipment Decommissioned
901.02		X			Ethylene Oxide Employee Training Program	Deleted, Equipment Decommissioned
901.05		X			Ethylene Oxide Monitoring	Deleted, Equipment Decommissioned
901.10		X			Hazardous Materials Management Monitoring and Control	Deleted, Equipment Decommissioned
901.10.2		X			Employee Notification	Deleted, Equipment Decommissioned
902.00		X			Hazardous Waste and Materials: Spills	Deleted
902.30		X			Hazardous Waste and Materials: Waste Disposal	Deleted
902.36		X			Storage, Disposition and Records	Deleted
903.00		X			Safe use of Glutaraldehyde	Deleted
904.00		X			Hazardous Material Training and Information	Deleted
905.00		X			Hazardous Material Training and Information: Competency Instruction and Checklist	Deleted

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					SECTION X: STAFF EDUCATION	
1000.05		X			New Hire Orientation	Deleted
1000.15		X			Education and Training	Deleted
1000.70		X			Staff Meeting Minutes	Deleted
					SECTION XI: INFECTION CONTROL	
					SUBSECTION: DECONTAMINATION	
1100.0				X	Sterile Processing Physical Layout	
1100.1			X		Collection and Receiving of Soiled Instrumentation	References
1100.2			X		Quality Controls-Decontamination	References
1100.10.1			X		Receiving Soiled Instruments, Equipment, and Accessories	References
1100.10.2			X		Retrieving and Handling of Items from Isolation Rooms	References
1100.10.3			X		Decontaminating, Cleaning and Preparation of Reusable Items	References
1100.20.1			X		Endoscope (Fiberoptic) Cleaning Procedure – Manual References Cleaning	References
1100.20.2		X			Automated Endoscope Reprocessor (AER)	New equipment and new process per manufacturer
1100 20 3			X		Post-Procedure Cleaning Receiving and Storage of Endoscopes	New equipment and new process per manufacturer
					SUBSECTION: ASSEMBLY, WRAPPING	
1100.30.1		X			Preparation of Instruments and Supplies for Terminal Sterilization	Revised to reflect the new processes
1100.30.2			X		Packaging and Wrapping	References
					SUBSECTION: STERILIZATION	
1100.31			X		Quality Controls	References
1100.40			X		Sterilization of Implantable Items	References

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1100.50			X		Biological Indicator Use Steam	Revised to meet the current practice
1100.55			X		Biological Monitoring - STERRAD Sterilizer (Hydrogen Peroxide Gas Plasma)	This needed to be revised to meet the current practice
1100.56		X			Steris System One Sterilizers (Peracetic Acid)	Deleted, no longer in use
1100.57		X			Steris System One Sterilizers – Quality Assurance Program	Deleted, no longer in use
1100.60			X		Recall Procedures for Reusable Instruments and Supplies	References
1100.61			X		Cleaning Sterilizers	References
1100.62		X			Sterilizer Graph/Printed Readout Recording	Delete, electronic
					SUBSECTION: DISTRIBUTION AND STORAGE	
1100.65		X			Sterile Storage	Deleted
1100.66			X		Event Related Shelf Life and Sterile Packaging	References



THIS IS TO CERTIFY THAT

ARROWHEAD REGIONAL MEDICAL CENTER'S

Sterile Processing Department

HAS BEEN REVIEWED AND UPDATED

AS NEEDED

<u>Michelle Delee</u>	<u>Michelle Delee</u>	<u>9/3/19</u>
Department Manager		Date
<u>Capt. C. Connor</u>	<u>Capt. Connor</u>	<u>9/3/19</u>
Department Director		Date
Associate Hospital Administrator (if applicable)		Date
<u>Nanette Buenavidez</u>	<u>Nanette Buenavidez</u>	<u>9/3/19</u>
Chief Nursing Officer (if applicable)		Date
<u>Varadarajan Subbiah</u>	<u>Varadarajan Subbiah</u>	<u>9/3/19</u>
Chief Medical Officer (if applicable)		Date
<u>William L. Gilbert</u>	<u>William L. Gilbert</u>	<u>9/3/19</u>
Chief Executive Officer		Date
<u>Chair, Board of Supervisors</u>	<u>Chair, Board of Supervisors</u>	<u>OCT 08 2019</u>
Chair, Board of Supervisors		Date