Policy and Procedure Template for High-Level Disinfection

[Name of clinic, address, logo]

Date of Creation/Last revision:

Instructions for template use: This template is an example of a policy and procedure that can be adapted for use in a clinical office setting. You are responsible for ensuring that the information is up to date. Fill in the blanks with information specific to your clinic. Please review and delete items that are not relevant to your setting, and add items as needed. For more information about IPAC policies and procedures, refer to the resources below or visit the IPAC Information for Healthcare Professionals page on **halton.ca**.

Purpose:

Sterilization is the preferred method for reprocessing semi-critical medical equipment. However, for some items that cannot tolerate sterilization, high-level disinfection (HLD) must be used. This procedure is appropriate for reusable critical and semi-critical medical devices, excluding endoscopes. Always refer to the Manufacturer's Instructions for Use (MIFU) for device-specific instructions.

Pre Clean

1. Remove gross soil (e.g., feces, sputum and/or blood) immediately at point-of-use.
2. Use _____ (leak-proof container e.g. covered containers or trays) to transport soiled medical equipment/devices from point-of-use to the reprocessing area.

Disassembly, Sorting, Soaking

1. Full PPE shall be worn for handling and cleaning contaminated equipment/devices. _____(list required PPE).
2. Sort equipment/devices into groups of like products requiring the same processes. Segregate sharps to prevent injury to personnel and damage to the equipment/device.
3. All hinged instruments/devices must be cleaned and disinfected in the open position.
4. Follow the MIFU for instruments if disassembly is required prior to sterilization.
5. Equipment requiring disassembly:

6. If not cleaned immediately, immerse instrument into freshly prepared solution of_____ (detergent/enzymatic) solution by adding _____ml to _____ml water. (Refer to product label for correct concentration).

Cleaning

1. Completely submerge items during the cleaning process to minimize aerosolization of microorganisms and assist in cleaning.
2. Clean with detergent/enzymatic solution (manual or automated cleaning). Cleaning tools: _____. (Appropriate tools e.g. Brush, Cloth, Ultrasonic).
3. Detergent used: _____.
4. Clean equipment/devices that have lumens with a brush, according to the MIFU, then manually or mechanically flush with a detergent solution and rinse.

Rinsing and Drying

1. Rinse all equipment/devices thoroughly with tap water after cleaning with detergent and water to remove residues which might react with the disinfectant/sterilant.
2. Dry thoroughly to avoid dilution of disinfection chemicals. Equipment/devices may be air-dried or dried by hand with a clean, lint-free towel.
3. Care of cleaning tools: inspect brushes and other cleaning equipment for damage after each use, and discard if necessary. Clean, disinfect, dry and store tools used to assist in cleaning (e.g., brushes, cloths) after each use, or else discard.

Sterilization

1. Name of High Level Disinfectant to be used: _____.
2. Measure and mix HLD as per disinfectant label instructions. Add _____ml water to _____ml disinfectant.
3. Immerse instruments fully into HLD for the specified contact time.
4. Contact Time for HLD: _____minutes.
5. Cover disinfection container and ensure area is well-ventilated.

Final Rinsing and Drying

1. After the appropriate contact time in HLD has been achieved, thoroughly rinse instruments with tap water.
2. Equipment/devices may be air-dried or dried by hand with a clean, lint-free towel.

Storage

Reprocessed medical equipment/devices shall be stored in a clean, dry, environmentally-controlled location in a manner that minimizes contamination or damage.

Storage location for disinfected instruments: _____

Monitoring and Record Keeping

1. Chemical test strips must be used to determine whether an effective concentration of active ingredients is present. Use: _____(type of strips).
2. Frequency of testing: _____(based on how frequently it is used, or at minimum, test according to manufacturer's instruction).
3. If the result of the HLD test indicates the concentration is not sufficient, discard the solution appropriately and prepare new solution. Test again to ensure correct concentration.

4. Chemical test strips must be checked each time a new package/bottle is opened to verify they are accurate, using positive (e.g., full strength disinfectant solution) and negative (e.g., tap water) controls; see MIFU for appropriate controls.
5. Document in the HLD log:
    a) type of equipment disinfected
    b) concentration and contact time of the disinfectant used in each process
    c) result of each testing of the disinfectant
    d) name of the person completing the reprocessing.

Additional Requirements:

1. Prepared solutions must not be topped up with fresh solution.
2. The disinfection container should be rinsed and dried when the solution is changed.
3. Test strips must not be considered a way of extending the use of a disinfectant solution beyond the expiration date.

References

1. Ontario Agency for Health Protection and Promotion (Public Health Ontario). Provincial Infectious Diseases Advisory Committee. Best practices for cleaning, disinfection and sterilization of medical equipment/devices. 3rd ed. Toronto, ON: Queen's Printer for Ontario; May 2013.
2. Ontario Agency for Health Protection and Promotion (Public Health Ontario). IPAC Checklist for Clinical Office Practice: Reprocessing of Medical Devices. https://www.publichealthontario.ca/-/media/documents/c/2019/checklist-clinical-office-reprocessing.pdf?sc_lang=en
3. Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Infection Prevention and Control for Clinical Office Practice. 1st Revision. Toronto, ON: Queen's Printer for Ontario; April 2015. https://www.publichealthontario.ca/-/media/documents/B/2013/bp-clinical-office-practice.pdf