Ambulatory Clinic Policy and Procedure

Title: **INSTRUMENT TRACKING LOG**	Policy Number: **EP 7.25**
Regulation Reference: Joint Commission, CDC, ANSI/AAMI ST79.2010	Effective Date: **12/2018**

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to provide a standardized process to track instruments or packages that are sterilized and intended to be used for procedures. Sterility assurance requires continuous attention to sterile performance and to all aspects of the steam sterilization process.

Scope and Distribution:

This policy applies and will be distributed to all Texas Tech Physicians of El Paso ambulatory clinics.

Definitions:

Date of Load: A particular month, day, and year at which a load was placed in a sterilizer.

E#: A specific number that is given to a Texas Tech University Health Sciences Center El Paso patient generated by the Electronic Medical Record OmniMD program.

Instrument: Medical device intended by the manufacturer to be used on human beings for the purpose of:
- Diagnosis, prevention, monitoring, treatment, or alleviation of disease;
- Diagnosis, monitoring, treatment, alleviation of, or compensation for an injury or handicap;
- Investigation, replacement, or modification of the anatomy or a physiological process;
- Control of conception

Load #: A number that is provided to describe the quantity of medical devices that are inserted into a sterilizer at one time. This number is assigned at the time instruments are to be sterilized.

Procedure: A course of action intended to achieve a result in the delivery of healthcare in which only skin or mucous membranes and connective tissue is resected.

Set Used: A collection of instruments gathered together and placed in a container to handle specific procedures by a physician.

Sterilizer #: A number assigned to an apparatus used to sterilize medical devices.

Procedure:

Clinic employees will be assigned and responsible for documenting product identification and traceability of reprocessed instruments for patient care. This includes standardizing a process to track instruments/trays that have been sterilized and identify which patients they have been used to treat. Any revisions to the process must be approved by the infection control nurse.

Step by step instructions for instrument tracking should be explained and made available under Infection Prevention and Control section in the Ambulatory Clinic Policy and Procedures.

Ambulatory Clinic Policy and Procedure

Assigned employees will be trained to fill out the Instrument Tracking Log. Initial, ongoing, and annual training will be implemented to foster a method to track instruments used during procedures.

Provide the information in each box as it corresponds to the row.

1. Box 1: Patient Information:
   o Input the patient's full name.
   o Input the date of birth of the patient.
   o Input the patient's E#.
2. Box 2: Date and Procedure:
   o Enter the month, day, and year of the patient's visit
   o Enter the specific name of the procedure the patient will be undergoing during their visit.
3. Box 3: Instrument or Set Used:
   o Write the name of the instrument or set used (for single packs, refer to instrument log for specific name; sets have specific name on the label).
4. Box 4: Sterilizer and Load #'s:
   o Insert the information attained from the sticker attached on the instrument packaging after sterilization.
5. Box 5: Date of Load:
   o Insert the date found on the sticker that is attached on the instrument packaging after sterilization.
6. Box 6: CMA Name & Signature:
   o Legibly write the name of the person who opened the sterilized instrument package.
   o Provide a signature of individual who wrote in their name.

References:

Association for the Advancement of Medical Instrumentation. (2012). *Comprehensive guide to steam sterilization and sterility assurance in health care facilities.* Arlington, VA, Inited States of America: Association for the Advancement of Medical Instrumentation. Retrieved October 2018

Reprocessing Medical Devices in Health Care Settings: Validation Methods and Labeling. (2015, March 17). Retrieved October 2018, from FDA: http://www.fda.gov/downloads/MedicalDevices/DevicesRegulationandGuideline/GuidanceDocuments/UCM080268.pdf

Rutala, W. A. (2017, Feburary 15). *Guideline for Disinfection and Sterilization in Healthcare Facilities, 2008.* Retrieved October 2018, from CDC: https://www.cdc.gov/infectioncontrol/guidelines/disinfection/

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