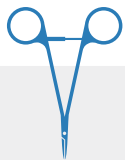


## Department Analysis Questions: **Pre-Cleaning**

Train, defend and create a game plan; a quick self-analysis of your current pre-cleaning practices will help you determine how to land a knock-out punch to SSIs.

Try assessing the following in your own decontamination room and department after reviewing the training video.



### Compliance Analysis

Understand the resources available to you and your team. Many organizations provide detailed training, in-depth guidelines, and vendor purchasing guides to support instrument reprocessing staff.

- Do you have copies of all your IFU?
  - Instruments
  - Detergents and cleaning chemistries
  - Automated equipment
- Do you have copies of all your relevant guidelines?
  - ANSI/AAMI ST79
  - ANSI/AAMI ST91
  - ANSI/AAMI TIR34
  - SGNA Guidelines
  - AORN Guidelines
- Do you conduct annual reviews on policies and procedures to ensure guideline compliance?
- Are you taking advantage of the educational resources provided by IAHCSMM, AAMI, SGNA, AORN, the AAO, and other related organizations for instrument reprocessing?
- Do you have all the required equipment to meet guideline and IFU requirements?



### Staff Analysis

Your team is the most vital component of your department, and with the most important, real time feedback available. Conduct a survey on thoughts from staff to get their input, and help address changes.

- Is everyone caught up with in-servicing?
- Can staff members rationalize the individual steps of reprocessing, and understand why each is important?
- Survey your staff on the following questions and topics:
  - What do you think we can specifically address in decontamination?
  - Do you lack any resources to do the tasks asked of you in decontamination? Training? Support?
  - Any ergonomic challenges you notice in decontamination? Carpal tunnel complaints?
- Consider the need for certification and action plans for specific employees. How can we empower our staff to take ownership of their roles?
- Do staff understand the safety hazards of instrument reprocessing, and take appropriate action to protect themselves and others?
- Help staff members understand their accountabilities. Be a clear communicator of what strong performance entails related to their daily activities.



## Procedural Analysis

Auditing and observing your procedures not only visualizes what's on paper, but allows you to catch laps in reprocessing, and where your procedures require the most change.

- How are you pre-cleaning your lumens now?
- Does anything require frequent replacement? Do you have logs indicating that those items are replaced on a routine basis, according to their IFU?
- Are you visually inspecting channels? Prep and pack *and* decontamination?
- Are detergents, disinfectants, and other cleaning chemistries IFU being properly followed and documented?
- Do you have the most up-to-date wall charts and guides? Are they easy to read?
- Are IFU clear to read and understandable?
- What are your policies and procedures when there is a breach in reprocessing, or reprocessing error?
- Define verbiage in your department procedures. Make sure terminology is defined to explain generic states.
  - How old is old, before we replace this unit/component?
- Are staff being routinely interrupted during pre-cleaning activities?
- Are you following all soaking requirements? Does your instrumentation fit their designated basins?
- Observe your workflow. Do staff have a clearly defined workflow pattern for their instruments and equipment?
- Is equipment properly stored and easily accessible? Are heavier items loaded in precarious or dangerous places?
- How often do you have a routine check for consumable items? Who performs the check?
  - Are supplies within their expiration date?
- Do you take a "first in, first out" approach? If not, what method do you use?
- Is there a clear separation between dirty and clean?
- Are single-use items being reused?
- Do the fixtures in your department function properly?
  - Leaking faucets, burnt lightbulbs, broken cabinet doors and cracked tiles should be replaced or fixed.



## Self-Analysis

In poker, reading your own hand is as important as reading the room. Ask yourself the following questions to understand your own impact in the department.

- Do I make myself available for my staff members on a regular basis? Am I easily accessible by phone, e-mail, and/or with office hours?
- Do I understand each of my employee's specific strengths and weaknesses? How can I create an action plan for my employees tailored to their personal professional growth?
- Do you have up to date documentation for in-servicing and competency checks?
- Do you run practice audits on your department from start to end?
  - How frequently do you run these audits?
  - Do staff members get the ability to shadow, and see how your audits may be conducted to take over this responsibility in the future?
- How do you train and foster your own management and coaching style?
- Are you able to be both a coach and manager to staff? If not, where do you believe you can assess and improve?

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