

Requirement	Met	Not Met	Comments
Low-Level Disinfection			
Staff selects and wears proper PPE – gloves when handling Point of Care testing devices and medical equipment.			
Staff has selected proper disinfectant for the type of Point of Care testing devices or medical equipment according to the equipment/devices Manufacturer recommendations.			
Staff wipes/cleans equipment with an appropriate disinfectant and places it in a non-contaminated area to dry without affecting the 'contact' time of the disinfectant			
Staff are able to describe the wet time/dwell time and apply that information.			
Staff removes PPE properly and disposes of PPE items.			
Staff performs proper hand hygiene as outlined in facility policy.			
Staff returns equipment to the proper location ready for the next patient.			
High-Level Disinfection			
If the Trophon system is in use, refer to Trophon specific tracer tools			
Staff selects and wears proper PPE – gloves, eyewear, face protection, and gown when applicable.			
Staff removes 'gross debris' from medical or surgical instrumentation.			
Staff sprays/soaks open/unlocked instruments with proper enzymatic to prevent bio-film development.			
Staff transports container (<i>leak-proof, puncture proof</i>), marked 'biohazard', with instruments properly to the soiled utility room for transport.			
Soiled Instruments in containers are maintained in a 'moist' condition to prevent bio-film development while in the storage area.			
Soiled containers are transported properly for decontamination and processing (Biohazard labeled, <i>leakproof, puncture-proof container</i>).			
Staff remove PPE and performs appropriate Hand Hygiene according to facility policy.			
Soiled containers are received in the decontamination processing area.			
Decontamination			
Area is clean, functional, and in Negative Pressure status.			
Staff are wearing proper PPE (gloves, apron, face shield/eyewear).			
Staff removes instrumentation from soiled containers and ensures that all instruments are in the open/unlocked position.			
Staff place instruments in the detergent sink for soaking and cleaning.			
Brushes used for cleaning are discarded when worn unless the IFU states that they are single-use. Brushes can be cleaned at the end of			

Requirement	Met	Not Met	Comments
the day by running them through the washer.			
Wire brushes are only used if instruments are heavily soiled or for caked on blood, bioburden, etc. Regular use of wire brushes can cause scratches and pitting of instruments.			
Instruments requiring Ultrasonic system processing are placed in the system for the proper time.			
Instruments are placed on the 'washing system' shelf for decontamination in the washer sterilizer – Items are not stacked on top of one another.			
Soiled containers are wiped clean with an appropriate agent and processed through the washing system,			
Staff performs removal of PPE and Hand Hygiene according to facility policy upon departure from the Decontamination area.			
Sterile Processing			
Staff are dressed in proper attire.			
Area is clean and in Positive Pressure status.			
Instruments are inspected under the magnifying light looking for bioburden, blood, rust, bone cement, pitting and water marks.			
Instruments are inspected for damage, wear, and other issues.			
Inspection includes checking instrumentation for alignment, sharpness, hinge movement, etc.			
Instrument tape is inspected for cracks, peeling, lifting and proper application. Tape is replaced when any of these occur.			
Lumens are inspected for residue or other blockages / contaminates.			
No wire brushes on clean side – instrument that were not thoroughly cleaned are returned to decontamination side for re-processing.			
Instruments are packaged properly for sterilization with protective tips, items to keep instruments open, and biological / processing indicator strips.			