INDICATOR	Met	Not Met	Comments
GENERAL			
Patient valuables and clothing is stored in a secure location during exam.			
Area is clean and free of dust and debris.			
Fire drills are up to date. Staff can verbalize the process for evacuating patients who are unable to evacuate themselves.			
Emergency Medical drills are conducted to test response.			
Resuscitation equipment is available for use. Staff are trained.			
MEDICAL RECORDS			
Prior to conducting a diagnostic imaging study, the hospital verifies the following: • Correct patient • Correct imaging site • Correct patient positioning • Correct imaging protocol • Correct scanner parameters			
LICENSE			
Are all certifications and licenses posted and up to date?			
FACILITIES AND EQUIPMENT			
Equipment is cleaned per policy and the Instructions for Use (IFU). Expectations are that staff have access to the equipment IFU and are following the cleaning and disinfection procedures listed there. Additionally, staff should be utilizing disinfectant wipes as per policy and with appropriate contact times as defined by the IFU.			
All equipment daily/weekly/monthly quality control checks are completed and documented.			
Probes are stored according to the manufacturer's IFU and in a means to prevent contamination. If cabinets are used, they are cleaned per the IFU.			
Probes are intact without frayed wiring or damage to housing.			
Vaginal probes are used with single-use sheaths.			
TROPHON			
Staff don the appropriate PPE.			
Spill kits are available.			
The IFUs are readily available to staff.			

Applicable to the following Accreditation Programs: (X) Hospital (X) Critical Access Hospital ( ) Behavioral Health (X) Ambulatory Care ( ) Office Based Surgery ( ) Disease Specific Certification ( ) Staffing Certification

Regulatory Information may change over time as healthcare expectations change. This document is current as of the date noted within this footer

INDICATOR	Met	Not Met	Comments
Product (Hydrogen Peroxide) is not expired or past beyond use date as indicated by the IFU.			
Safety Data Sheets are readily available to staff.			
Initial debridement is conducted on the probe per the IFU.			
Contaminated probes requiring high-level disinfection are processed according to the Trophon IFU.			
Indicator discs are not expired.			
Documentation of processed probes is complete and without gaps or missing entries.			
Failed runs are resolved and documented per policy.			
Documentation of the probe number is made with the patient identification in the Trophon log to permit bi-directional tracing.			
Trophon machine is cleaned per IFU including the interior of the machine.			
Staff can articulate backup procedures in the event the Trophon machine is down.			
CHEMICAL HIGH-LEVEL DISINFECTION (GLUTERALDEHYDE)			
Staff don the appropriate PPE.			
Spill kits are available.			
Test strips are not expired.			
The IFUs are readily available to staff.			
Product (Glutaraldehyde) is not expired or past beyond use date as indicated by the IFU.			
Safety Data Sheets are readily available to staff.			
Proper ventilation is in place per the IFU.			
Initial debridement is conducted on the probe per the IFU.			
Product is used at temperature as indicated by the IFU. Thermometer to measure temperature is calibrated.			
Probe soak times are per the IFU. Timer is calibrated per IFU.			
Probe rinse procedures are followed per the IFU.			
Probe drying is performed per the IFU.			
Logs include probe number and lot number of test strips and chemicals to ensure bi-directional tracing.			
CLINICAL POLICIES AND PROTOCOLS			

INDICATOR	Met	Not Met	Comments
All policies are up to date and periodically reviewed according to the organization's timeframes.			
Written procedures or protocols are present for reporting critical testing results.			
Cleaning and disinfection procedures is performed per Spaulding's Classification: • If a transducer is used in a sterile body cavity or sterile tissues, it is considered a critical device and requires sterilization. • If a transducer is used on non-intact skin or mucous membranes, such as a vaginal, rectal or oral, it is a semi-critical device and should undergo high-level disinfection. • If a transducer is only used on intact skin, it is considered non-critical and, regardless of whether it is contaminated with blood, the minimum requirement is low-level or intermediate-level disinfection. • If the transducer manufacturer reprocessing instructions indicate that an instrument should undergo high-level disinfection if used to assist with percutaneous procedures or if contaminated with blood, the organization must follow the manufacturer's IFU unless they have evidence to negate that instruction from the manufacturer.			
Contaminated probes are transported from point to use to processing areas in leakproof, puncture resistant containers labeled as biohazardous.			
QUALITY ASSURANCE AND PERFORMANCE IMPROVEMENT			
Data is collected on the timeliness of reporting critical results of tests and diagnostic procedures. Opportunities are addressed.			
STAFF COMPETENCIES AND QUALIFICATIONS			
Trophon/Chemical High Level Disinfection competencies are current.			
Employees or contractors, who inspect, test, calibrate, and maintain ultrasound services equipment are qualified to perform these actions.			

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