

SFHDEC2

Sort used equipment and dispose of waste from returned items



Overview

This standard covers the sorting of used re-useable medical devices and the disposal of waste from items returned to the decontamination facility. Returned re-usable medical devices may be from clinical areas, theatre and the community.

Users of this standard will need to ensure that practice reflects up to date information and policies.

SFHDEC2

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Performance criteria

You must be able to:

- P1 apply standard precautions for infection prevention and control and any other relevant health and safety measures
- P2 strictly observe procedures for handling returns of used re useable medical devices
- P3 sort items correctly according to the cleaning, and disinfection process they require
- P4 identify and give priority to specific items requiring priority processing (Fast Tracking)
- P5 isolate re-usable fabrics and place them in the correct receptacle for transport to the laundry
- P6 carefully remove and dispose of sharps into the correct containers
- P7 open, sort and check used theatre instruments and match them to the appropriate tray ensuring that tracing and tracking procedures are followed
- P8 follow correct reporting procedures when you identify that instruments or component parts are missing
- P9 separate, record and follow organisational procedures for processing non- conforming items
- P10 promptly complete incident report documentation legibly and with full details of the event
- P11 dispose of waste material from returned packs following agreed procedures
- P12 maintain records of returns in accordance with organisational procedures and replace them in the correct place for checking/audit purposes
- P13 identify information within work instructions requiring review and report to line manager

SFHDEC2

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Knowledge and understanding

You need to know and understand:

- K1 the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to sorting used equipment and disposing of waste from returned items
- K2 your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance
- K3 the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer
- K4 the importance of applying standard precautions to sorting used equipment and disposing of waste from returned items and the potential consequences of poor practice
- K5 the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence
- K6 the importance of maintaining the security of returned items being sorted
- K7 the importance of identifying the user of returned equipment, for tracking and traceability
- K8 the different colour coded bags and containers available and the correct use of each
- K9 the types of hazardous items that may be returned to the decontamination facility
- K10 reasons why DIN trays/containers must be matched to sets
- K11 the instruments and component parts of trays and instruments processed in the facility
- K12 safe methods of handling returned items
- K13 procedures for dealing with each type of hazardous item
- K14 methods for identifying the user of the returned equipment
- K15 procedures for processing returned equipment
- K16 procedures for recording used equipment receipts (including scanning and tracking)
- K17 procedures for reporting and dealing with items not previously processed
- K18 the importance of reporting damaged or missing items, and the procedures for doing this
- K19 using checklists when receiving and sorting used equipment
- K20 recording used equipment receipts (including scanning and tracking where appropriate)
- K21 the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff

SFHDEC2

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: EF2 Environments and buildings

SFHDEC2

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Suite Decontamination

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