SAMPLE REPROCESSING DOCUMENTATION AND TRACKING

Logging each autoclave load and tracking the instruments used would allow you to confirm that the instruments used on a client were properly sterilized. The intention is not to track a specific instrument through its lifetime, but instead to be able to retrospectively provide documentation that shows the instruments passed their biological indicator, chemical indicator and physical indicator. There is no one specific way that this must be documented, as details will vary according to how you use and package instruments at your practice. Here are some examples.

AUTOCLAVE LOG (SAMPLE)

LOAD #: 2016-1	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE INSTRUMENTS?
Date: Jan 2, 16 Time load began: 0930 Loaded by: AM ☑ Daily maintenance log checked	Ali's needle driver A Ali's kocher A Ali's snap A Ali's kocher B Ali's scissors A Ali's cord scissors A Ali's tissue forceps A	Duration: 5 min Temperature: 132°C Pressure: 27.1 psi	Internal: ☑ ALL PASS ☐ Any Fail External: ☑ ALL PASS ☐ Any Fail	☑ Yes ☐ No (Also incubate a control BI if this is the first BI of the day) Lot# 54321 Expiry 2016/11	BI (if applicable): ☐ Growth ☑ NO GROWTH Control BI (if applicable): ☑ GROWTH ☐ No Growth	☑ YES ☐ No Initials: AM Date: Jan 4, 2016 Time: 1200

LOAD #: 2016-2	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE INSTRUMENTS?
Date: Jan 4, 16 Time load began: 1200 Loaded by: JT ☑ Daily maintenance log checked	Jan's kocher A Jan's kocher B Jan's cord scissors A Clinic sterile speculum A	Duration: 5 min Temperature: 132°C Pressure: 27.1 psi	Internal: ☑ ALL PASS ☐ Any Fail External: ☑ ALL PASS ☐ Any Fail	☑ Yes ☐ No (Also incubate a control BI if this is the first BI of the day) Lot# 54330 Expiry 2016/12	BI (if applicable): ☐ Growth ☑ NO GROWTH Control BI (if applicable): ☑ GROWTH ☐ No Growth	☑ YES ☐ No Initials: JT Date: Jan 6, 2016 Time: 1400

PACKAGE LABEL (SAMPLE)

Note the load number, date and package contents on the pouch or wrap label.

2016-1   Jan, 2/2016
Ali's cord scissors A
Ali's kocher A

2016-2   Jan, 4/2016
Clinic speculum A

2016-1   Jan, 2/2016
Ali's needle driver A
Ali's scissors A

CHARTING (SAMPLE)

Using the same details on the package label, chart what instruments were used in addition to typical documention of assessments, findings, discussions and plans.

TIME	NARRATIVE NOTES
22:10	Sterile spec exam for ?PROM with 2016-2 Clinic Speculum A

TIME	NARRATIVE NOTES
09:37	Sutured with 2016-1 Ali's needle driver and scissors A

TIME	NARRATIVE NOTES
13:32	Cord clamped and cut (2016-1 cord scissors and kocher A; & disposable clamp)

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