[Practice Letterhead and contact information]

[Date]

[Name of manager or similar person], job title

Name of department (e.g. Medical Device Reprocessing Department, Medical Device Reprocessing Centre, Central Sterile Department, Sterile Processing Department, etc.)

Hospital name

Hospital address

Dear [name of contact],

I am writing to you on behalf of [MPG name], a midwifery practice that provides care here at [hospital name]. We hope to establish a collaborative relationship with you regarding the reprocessing of instruments that we use in the community-based clinical practice. Since 1994, midwifery has been regulated by the College of Midwives of Ontario and funded by the Ontario government. At [MPG name], we provide antenatal, intrapartum and postpartum care to ### families annually – in our clinic, in client homes and here at [hospital name]. ### midwives hold privileges at this hospital and have attended ### births here in the past year.

When we provide care in the community, we use instruments (e.g. specula, clamps, needle drivers, scissors). Currently, [MPG name] reprocesses our own instruments in the clinic space, but due to relatively low instrument reprocessing volumes, it is challenging to maintain the rigorous standards and best practices mandated by the Canadian Standards Association (CSA). Accordingly, we hope to develop a new, collaborative relationship with you in which we bring our used reusable instruments to your department for reprocessing and subsequent release back to us for use in the community. We are specifically interested in your facility because we require an accredited facility with well-trained staff that adheres to current CSA standards and undergoes regular audits. As Accreditation Canada recognizes, centralizing reprocessing services is preferable from a safety and cost-effectiveness perspective. (1)

You may already be providing reprocessing services to other community care providers, and if not, you may have heard about the concept in the February 2018 edition of *Hospital News* (attached). As the article states, many hospitals have recognized that their reprocessing expertise has the potential to enhance health care options available in the community and benefit mutual patients. We hope to develop an arrangement in which we can work together in order to ensure excellence in infection prevention and control and preserve our common reputations for providing exemplary health care.

I would like to arrange a meeting with you in order to discuss this further. I expect we will need to discuss cost, scheduling, expected numbers and types of instruments, the preferred method for pre-cleaning, packaging and delivery, among other topics.

Thank you very much for your consideration. I look forward to hearing from you soon.

Sincerely,

[name], [title]

[contact information]

# References

(1) Accreditation Canada. Standards: Reprocessing of Reusable Medical Devices. January, 2017.

