**Chapter B20 - Sterile Supplies Service**

*(For any offsite sterile supplies facility, please complete items (1), (2) and (6))*

1. **Basic Information**

|  |  |
| --- | --- |
| Name of Service |       |
| Location of Service |       |
| Scope of Service |       |
| Operating hours |       |

1. **Nurse-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Staffing**
	1. Manpower\* (including the Nurse-in-charge)

|  | **Rank** | **No.** |
| --- | --- | --- |
| Nurse |       |       |
|  |       |       |
| Others |       |       |
|  |       |       |
|  |       |       |

 *\* “Proposed manpower” for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. Staff receive training in the use of sterilising equipment
 | Choose an item. |
| 1. Staff receive training in the handling and use of sterile supplies
 | Choose an item. |
| 1. There is a system to assess staff's compliance with infection control practice
 | Choose an item. |

1. **Physical Conditions**

|  |  |
| --- | --- |
| 1. A one-way dirty to clean traffic flow is designated in the equipment reprocessing area to prevent contamination
 | Choose an item. |
| 1. Sterile supplies are delivered in appropriate carriers and stored in a clean and dry area
 | Choose an item. |

1. **Critical or Major Equipment**

5.1 Equipment List *(e.g. special equipment unique in this service etc.)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

*# Not applicable for new hospital*

5.2 Other requirements

|  |  |
| --- | --- |
| 1. All sterilising equipment are regularly inspected and maintained
 | Choose an item. |
| 1. The stock levels of sterile supplies are checked regularly and correctly rotated
 | Choose an item. |
| 1. There is proper documentation of different batches of sterilised supplies so that recall of sterilised products with problem can be carried out effectively for remedial action
 | Choose an item. |
| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |

1. **Service Delivery**

|  |  |
| --- | --- |
| 1. There is a system for regular checking of expiry of sterile supplies
 | Choose an item. |
| 1. There are written policies and procedures on service delivery which include:
 |
| 1. cleaning, disinfection and sterilization of reusable equipment
 | Choose an item. |
| 1. storage and transportation of sterilized items
 | Choose an item. |
| 1. quality control
 | Choose an item. |
| 1. If the service is operated by a separate entity, mechanism exists to monitor the quality of services provided by the entity
 | Choose an item. |
| 1. For offsite sterile supplies service, mechanism exists to ensure the service complies with all requirements stipulated in Chapter 31 of the Code of Practice for Private Hospitals
 | Choose an item. |