**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#** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*# 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: | |
| (i) cleaning, disinfection and sterilization of reusable equipment | Choose an item. |
| (ii) storage and transportation of sterilized items | Choose an item. |
| (iii) 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. |