SECTION VIII: PROCESSING

1. Collection & Receiving of Reusable Supplies and Equipment

POLICY:

A. A concentrated effort shall be made to control the possible spread of infection from patient to patients, patient to personnel or from personnel to patients.

B. The following precautions shall be observed in the collection of reusable items:
   1. All supplies and equipment used in patient care shall be considered potentially infectious and handled accordingly.
   2. Every unit serviced by the Central Service Department shall have a specified area in the dirty utility for collection of used supplies.
      a. The area designated for pick up of used equipment is to be separated from the area that clean or sterile supplies are stored.
      b. The Central Supply Department person assigned to the decontam area shall pick up used equipment from the nursing units at the following times: 8:00 a.m., 12:30 p.m., 4:00 p.m.
      c. NOTE: Never pick up used equipment and deliver clean or sterile supplies at the same time.
   3. Used and contaminated equipment shall be transported in a manner that will not contribute to the spread of infections.
   4. The pick up care used for collection of used equipment shall not be used for distribution of clean and sterile supplies and equipment.