Log Book for

MANUAL DECONTAMINATION AND REPROCESSING OF MEDICAL DEVICES INCLUDING SINGLE USE DEVICES

Sarawak General Hospital
Malaysian Ministry of Health

Editors: Dr Lee Yew Fong, Deputy Director (Medical) II, SGH
Dr Lee Peh Yee, Infection Control Doctor, SGH

1st Edition
Updated 1st Nov 2021

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MANUAL DECONTAMINATION AND REPROCESSING OF MEDICAL DEVICES INCLUDING SINGLE USE DEVICES

Sarawak General Hospital
Malaysian Ministry of Health

Name	
Identity Card Number	
Designation	
Grade	
Registration No.	
Qualifications (Year)	**1)** **2)** **3)**
Department/ Unit	
Ward/ Clinic/ Other locations (please state)	
Start Date	
Date of Completion	

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INTRODUCTION

This logbook is designed to meet the competency requirement for healthcare workers performing manual decontamination and reprocessing of medical devices, including single-use devices, outside the Central Sterile Supply Unit. According to Spaulding Classification, these include only non-critical and semi-critical medical devices including single-use devices.

All healthcare workers who are tasked for this must be assessed by a validated assessor, and complete the list of competencies listed in the log book.

The healthcare worker undergoing assessment shall be known as the 'candidate'.

The format of this logbook was adapted from the Health Educator Log Book, Malaysian Ministry of Health Training Institute, and in reference to 'Guidelines for Manual Decontamination and Reprocessing of Medical Devices, including Single-use Devices, Infection Prevention and Control Unit, SGH'.

This logbook shall be reserved for use at Sarawak General Hospital, Ministry of Health, Malaysia.

AIMS AND LEARNING OUTCOME

This logbook aims to enhance the competencies of healthcare workers in performing manual decontamination and reprocessing of medical devices, including single-use devices, outside the Central Sterile Supply Unit.

SPECIFIC LEARNING OUTCOME

At the end of the assessment module, healthcare worker shall be able to:

1. Acquire clinical skills in this related specialization
2. Utilize the acquired clinical skills to teach effectively
3. Conduct clinical teaching, supervision and assessment efficiently

CONTENT

This log book consists of the list of core procedures that required the healthcare workers to obtain competency in performing and subsequently teaching them.

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GUIDELINES TO THE USE OF THIS LOGBOOK

1. The candidate shall download and print the logbook from the Sarawak General Hospital official website.

2. This logbook is required to be submitted to the assessors for competency assessment.

3. At the end of the assessment period, the logbook should be submitted to the assessment verifiers.

4. The healthcare worker who loses this logbook should report to the supervisor for further actions.

5. The logbook should be complete within three (3) months for new candidates

6. Healthcare workers should be reassess six (6) months before the expiry of the privileging cert.

VALIDATED ASSESSORS

Assessors are based on appointment by the Hospital Director for the following categories:

- Medical Doctors
- Nurses
- Assistant Medical Officers
- Medical Attendants

The ***first generation*** assessors are the Trainers of the Decontamination & Reprocessing of Medical Devices Technical Committee, and Infection Control Nurses at SGH

The ***subsequent generation*** validated assessors are healthcare workers who have completed their assessment with a validated assessor

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ASSESSOR VALIDATION

Annual validation is recommended for assessors to remain up-to-date with their knowledge and assessment practices. All validated assessors should complete annual validation to maintain their assessor status.

Annual validation recommendations include:

- Collection of at least 10 cycles of decontamination & reprocessing practices in the provided Data Collection Sheet
- Completion and passing of the annual CME on decontamination and reprocessing of SUDs organised by Infection Prevention and Control Unit, SGH

It is the responsibility of the Infection Prevention and Control Unit to ensure all assessors meet their annual validation requirements. Assessors who have not met the above criteria should discuss this with superior to create a plan to regain their Validated Assessor status.

Lapsed assessor recommendations include:

- Further theory training with other validated assessors
- Practical assessor training with other validated assessors
- Once deemed suitably re-trained, the assessor is considered validated and can resume their task

ASSESSOR TRAINING

Assessor training should be conducted by Infection Prevention and Control Unit and first generation assessors.

Assessor training could consist of a number of defined sessions, including:

- Theory training (CME session) and achieving the passing mark
- Guideline briefing
- Logbook briefing
- A practical ward session using the logbook

ASSESSMENT VERIFIERS

- Hospital Director, Sarawak General Hospital (SGH)
- Chair of Medical & Dental Advisory Committee, SGH
- Chair of Decontamination & Reprocessing of Medical Devices Technical Committee, SGH
- Head of Hospital Nursing, Sarawak General Hospital (SGH)

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- Head of Hospital Assistant Medical Officer, Sarawak General Hospital (SGH)

ACHIEVEMENT

1. The healthcare worker (candidate) must complete all the listed competencies (procedures).

2. Obtain Grade A for all the listed competencies (procedures), which is to be listed in the ‘Log Sheet of Procedures achieving Grade A’

3. The healthcare worker (candidate) who is not able to achieve the said standards shall undergo training and reassess before they are allowed the task.

LIST OF CORE COMPETENCIES (PROCEDURES)

No.	Item	Procedures
1	Hand Hygiene	Steps in Hand Hygiene
2	Decontamination	Pre-Cleaning (Spray Method)
3	Decontamination	Pre-Cleaning (Soaking Method)
4	Decontamination	Manual Cleaning (Immersion Method)
5	Decontamination	Manual Cleaning (Non-immersion Method)
6	Decontamination	Rinsing
7	Decontamination	Drying
8	Disinfection	Soaking
9	Disinfection	Rinsing
10	Disinfection	Drying
11	Post Disinfection	Inspection and Function Testing
12	Packaging	Peel Pack/Pouches/ Envelope/ Parcel Packaging
13	Packaging	Container System Packaging
14	Storage	Storage
15	Documentation	Documentation

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RUBRIC/ CRITERIA ON GRADING

1. Procedures performed in bulk shall be evaluated under 1 assessment.
2. Assessor to write 'NA' in the Grading Column, if the step(s) are not applicable.

A (EXCELLENT)	B (GOOD)	C (SATISFACTORY)
Able to develop skills and modify tasks to ensure procedures are fluently performed according to standard	Able to develop skills and tasks to ensure procedures are performed fluently according to standard	Able to develop skills and tasks to perform procedures. However unable to perform manoeuvres fluently
Ability to (re)organize clinical work to produce desirable outcomes with evidence-based practices	Able to perform procedures following principle and sequence	Able to procedures skill, however, may not adhere to principle and sequence at all time
Able to initiate a procedure to fit a particular situation or solve the specific problem effectively	Able to carry out the procedure that is relevant to a particular situation or specific problem	Able to carry out procedure according to set Instruction
Demonstrate a high level of confidence in performing the procedure	Demonstrate a moderate level of confidence in the procedure	Demonstrate a satisfactory level of confidence in performing the procedure

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EVALUATION SUMMARY:

OVERALL SCORE: A / B / C

……

……

……

……

……

Sign,

……..

Name of Assessor:

……..

Date:

Stamp:

Sign,

……..

Name of Candidate:

……..

Date:

Stamp:

Sign,

……..

Name of Verifier:

……..

Date:

Start Date:

…….

Date of Completion:

…….

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PROCEDURE (1) **HAND HYGIENE**			
Grading	**A**	**B**	**C**
Expose forearm			
Remove all hand/wrist jewelry (rings, bracelet), watches			
Ensure fingernails are clean, short, and artificial nail or nail products are not worn			
Cover all cuts or abrasions with a waterproof dressing			
Perform hand washing with plain or antimicrobial soap and water if: - Hands are visibly soiled or dirty - Devices of a patient with suspected or known gastrointestinal infection eg. Norovirus or a spore-forming organism eg. C.difficile			
Perform hand hygiene with alcohol-based hand rub(ABHR) if not visibly dirty			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

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PROCEDURE (2) **DECONTAMINATION: PRE-CLEANING (SPRAY METHOD)**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
Rinse immediately after use			
Sharps, such as knife blades and needles, should be correctly discarded			
Segregate sharps that can cause injury to healthcare workers			
Remove gross soil from instruments by wiping with a damp clean dry cloth			
Prepare appropriate decontamination spray agent following the manufacturer's instructions for dosage			
Spray the surface of medical devices thoroughly aiming to cover all dirty and exposed surfaces and ensuring that a wet surface was maintained for the manufacturer-recommended contact time			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

Note:
Pre-cleaning with detergent/ enzymatic cleaners to be performed when indicated:
a. To avoid blood coagulation and drying of the corrosion inhibitor, blood coagulation inhibitor
b. If blood or exudates have dried or hardened

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PROCEDURE (3) **DECONTAMINATION: PRE-CLEANING (SOAKING METHOD)**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
Rinse immediately after use			
Sharps, such as knife blades and needles, should be correctly discarded			
Segregate sharps that can cause injury to healthcare workers			
Remove gross soil from instruments by wiping with a damp clean dry cloth			
Prepare an appropriate quantity of cleaning agent following the manufacturer's instructions for dosage			
Completely immerse the device in cleaning solution following the manufacturer's instructions for contact time			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

Note:
1. Pre-cleaning with detergent/ enzymatic cleaners to be performed when indicated:
   a. To avoid blood coagulation and drying of the corrosion inhibitor, blood coagulation inhibitor
   b. If blood or exudates have dried or hardened
2. If detergent-based products are used, ensure that they are mixed to the correct in-use dilution and avoid prolonged soaking of devices
3. Do not use saline as a soaking solution as it damages some medical devices

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PROCEDURE (4) **DECONTAMINATION: MANUAL CLEANING (IMMERSION METHOD)**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
Completely submerge immersible items during the cleaning process to minimize aerosolization and to assist in cleaning			
Remove gross soil using tools, such as brushes and single-use cloths			
Clean devices that have lumens with an appropriate brush, then manually or mechanically flush with a detergent solution and rinse with clean water			
Check devices with lumens for obstructions and leakage			
Fill sink or any other appropriate basin with water for complete immersion of the device and add the appropriate quantity of detergent following the manufacturer's instructions for dosage **OR** if no dilution required, follow the manufacturer's recommendation for the dosage			
Clean the device under the surface of the water so that aerosols are not produced			
Use appropriate brushes to properly clean box locks, lumens, and other hard-to-clean areas: - Use soft (nylon) bristle brushes so that the surface of the instrument is not damaged - Brushes used to clean lumens must be the same diameter as the instrument to ensure that all internal surfaces can be reached - Brushes must also be long enough to exit the distal end of the instrument			
Overall performance			

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Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

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PROCEDURE (5) **DECONTAMINATION: MANUAL CLEANING (NON-IMMERSION METHOD)**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
Remove gross soil using tools, such as brushes and single-use cloths			
Clean devices that have lumens with an appropriate brush, then manually or mechanically flush with a detergent solution and rinse with clean water			
Check devices with lumens for obstructions and leakage			
Clean the device by wiping surfaces thoroughly with a disposable, clean, non-linting cloth and detergent ensuring that moisture does not enter critical areas of the device (e.g. power connections) until all visible soil is removed			
Rinse the device by wiping surfaces thoroughly with a damp, disposable, clean, non-linting cloth until all detergent residue is removed			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

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PROCEDURE (6) **DECONTAMINATION: RINSING**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
In another sink or basin, completely immerse the device in clean water and rinse the device thoroughly			
Rinse the device by wiping surfaces thoroughly with a damp, disposable, clean, non-linting cloth until all detergent residue is removed			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

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PROCEDURE (7) **DECONTAMINATION: DRYING**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
Mechanically dry; if this is not available or not recommended by the manufacturer, air-dry or hand-dry using a disposable clean, non-linting cloth. Disposable clothes should be discarded after each use			
Cleaning solution and water should be changed at each cleaning session and when visibly soiled			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

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PROCEDURE (8)
DISINFECTION: SOAKING

Instrument Set(s):

Grading	**A**	**B**	**C**
Fill sink or any other appropriate basin with water for complete immersion of the device			
High-Level Disinfectant (HLD) solution must be prepared at the correct concentration following the manufacturer's instructions for dosage			
Completely immerse the device in HLD solution			
It is important to ensure that the disinfectant is in contact with all accessible surfaces/channels			
Some disinfectants are single-use and discarded after each use			
Multi-use disinfectants are widely used and test strips/kits shall be used to establish that the concentration is still effective within the required contact time, i.e. the minimum effective concentration			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

Note: 1. The solution must be specific for medical devices and not one used for general housekeeping purposes
2. The critical parameters for effective disinfection are concentration, temperature (if applicable), and contact time

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PROCEDURE (9)
DISINFECTION: RINSING

Instrument Set(s):

Grading	**A**	**B**	**C**
Rinse all devices thoroughly with water to remove disinfectant, which might be harmful to the patient			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

Note: This stage is essential as it could be harmful to the patient if not removed

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PROCEDURE (10) **DISINFECTION: DRYING**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
Mechanically dry; if this is not available or not recommended by the manufacturer, air-dry or hand-dry using a disposable clean, non-linting cloth. Disposable clothes should be discarded after each use			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature: **Name:** **Date:**	**Candidate Signature:** **Name:** **Date:**

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PROCEDURE (11) **POST DISINFECTION: INSPECTION AND FUNCTION TESTING**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
Each set should be inspected separately			
Each device should be critically inspected for cleanliness			
Multi-part instruments should be assembled to ensure that all parts are complete and working			
Any damaged, incomplete, or malfunctioning devices should be reported immediately to the supervisor			
Cannulated devices should be checked to ensure that the channels are patent			
Each device should be checked after each cleaning cycle to ensure that all screws on jointed devices are tight and have not become loose during the cleaning process			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

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PROCEDURE (12)
PEEL PACK/POUCHES/ ENVELOPE/ PARCEL PACKAGING

Instrument Set(s):

Grading	**A**	**B**	**C**
Select the appropriate size of packages			
Select the correct type of instrument to be packed			
Place instrument correctly in the packages			
Seal packages airtight			
Label the package correctly			

Overall performance

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature:	**Candidate Signature:**
Name:	**Name:**
Date:	**Date:**

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PROCEDURE (13)
PACKAGING: CONTAINER SYSTEM PACKAGING

Instrument Set(s):

Grading	**A**	**B**	**C**
Select appropriate metal or plastic container system			
Place foam porous padding in the stainless steel mesh or perforated basket			
Place the stainless steel mesh or perforated basket in the rigid container			
Arrange the instruments correctly in the basket			
Cover the container with the lid			
Label the container			

Overall performance

Key: A: Good; B: Satisfactory; C: Poor

Assessor Signature:	**Candidate Signature:**
Name:	**Name:**
Date:	**Date:**

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PROCEDURE (14) **STORAGE**			
Instrument Set(s):			
Grading	**A**	**B**	**C**
A closed cabinet or container is essential to store clean medical devices			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

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PROCEDURE (15) **DOCUMENTATION**			
Grading	**A**	**B**	**C**
Record daily work routine in the workload book registry/ *Dokumentasi log beban kerja.*			
Overall performance			

Key: A: Good; B: Satisfactory; C: Poor

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LOG SHEET OF PROCEDURES ACHIEVING GRADE A

PROCEDURE 1 **HAND HYGIENE**			
No.	**Date**	**Signature of Assessor**	**Grade (A/B/C)**
1			
2			

PROCEDURE 2 **DECONTAMINATION: PRE-CLEANING (SPRAY METHOD)**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 3 **DECONTAMINATION: PRE-CLEANING (SOAKING METHOD)**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 4 **DECONTAMINATION: MANUAL CLEANING (IMMERSION METHOD)**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

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PROCEDURE 5 **DECONTAMINATION: MANUAL CLEANING (NON-IMMERSION METHOD)**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 6 **DECONTAMINATION: RINSING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 7 **DECONTAMINATION: DRYING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 8 **DISINFECTION: SOAKING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

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PROCEDURE 9 **DISINFECTION: RINSING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 10 **DISINFECTION: DRYING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 11 **POST DISINFECTION: INSPECTION AND FUNCTION TESTING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 12 **PEEL PACK/POUCHES/ ENVELOPE/ PARCEL PACKAGING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

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PROCEDURE 13 **PACKAGING: CONTAINER SYSTEM PACKAGING**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 14 **STORAGE**				
No.	**Date**	**Instrument Set(s)**	**Signature of Assessor**	**Grade (A/B/C)**
1				
2				

PROCEDURE 15 **DOCUMENTATION**			
No.	**Date**	**Signature of Assessor**	**Grade (A/B/C)**
1			
2			

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DATA COLLECTION SHEET

Purpose:
- To record the number of completed decontamination & reprocessing cycles conducted
- For annual assessor validation

Name of Healthcare Worker: _____

Identity Card Number: _____

Designation: _____

Grade: _____

Department/ Unit: _____

No.	Date	No. of Practical Cycles	Location (Ward/Clinic/ Others)	Name of Supervisor	Signature of Supervisor
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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