

**SUBJECT:** Quality Assurance Check for Instrument Set Assembly

**DEPARTMENT:** Central Service

**APPROVED BY:**

**EFFECTIVE:**

**REVISED: 06/02/04**

**PURPOSE:** The purpose of this policy is provide a means of monitoring the quality of trays that are assembled by the Central Service staff as well as being a quality improvement process

**POLICY:** The Central Service manager shall be responsible in selecting the type of trays and the frequency of the monitoring those trays (Each hospital puts in the sample size, example might be 20 trays a month). The desired threshold/benchmark is 100%.

**RATIONALE:** Is that all instrument trays shall be assembled, packaged, sterilized and stored according to standards. The random checking of the trays provides a means of ensuring that each patient has a complete and sterile tray. Checking the quality of trays is part of the hospital infection control program.

**PROCEDURE:**

Upon direction of the Central Service manager the type and number of trays to be monitored will be established.

Only completed trays will be audited. Audited trays will be taken from a pool of trays that are ready to be used. The trays have been inspected, wrapped and sterilized and place on the shelf ready for use.

The following Audit tool will be used to check all trays.

**Quality Assurance check form for instrument set**

Audited By : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Tray Audited : \_\_\_\_\_

# or Initials of Person who assembled the tray : \_\_\_\_\_

Circle all responses

- 1. If sterilization wrap is used is the wrapper free of holes and tears? yes no
- 2. If a sterilization container is used is it properly locked? yes no
- 3. Is the tray / set properly labeled on the outside? yes no
- 4. Does the tray / sets have an instrument count sheet? yes no
- 5. Does the outside label name match the instrument check sheet name?  
yes no
- 6. Is the count sheet filled out completely? yes no
- 7. Does the tray / set contain proper quantity of instruments? yes no
- 8. Are all items in the set functional? yes no
- 9. \*Are all items visual clean? yes no
- 10. Does the set include an internal chemical indicator? Yes no

**Note : All items which are circled NO must have supporting data written below.**

**Notes :**

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**\*If more than one item is not visual clean. Select one of the items and test with a Hemocheck test according to policy.**

**RESPONSIBILITY:** The Central Service manager is responsible for assuring initiation, completion and analysis of the tray monitoring assessment activity.

**REFERENCES:**

JCAHO in standards section PI.5 ....states that improved performance is achieved and sustained..

- JCAHO in standard section IC.1 states ....the organization uses a coordinated process to reduce the risks of endemic and epidemic nosocomial infections in patients and health care workers....

- JCAHO - Intent of IC.2 Through IC.5 - The hospital's infection control process is comprehensive, encompassing both patient care and employees health service. The mechanisms that support this process are based on current **scientific knowledge**, accepted practice guidelines, and applicable law and regulations. They address the infection issues that are epidemiologically important to the hospital.

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