Example Policy for Healthmark Clean, In-use, Dirty Identification Label

NOTE: This document is an example of a policy that may be instituted in a health-care facility for the effective safe cleaning process. The actual policy in a facility must be based on variables, logistics, and risk-assessments that are specific to your facility.

Subject: Clean, In-use, Dirty Identification Process

Department: Central Service Department

Approved By: [Approved by Dept Supervisor/Manager]

Effective: [Enter the date when this will go into effect]

Revised: December 2021

Purpose: To ensure the effective safe cleaning /disinfection process is identified.

Policy: Clean, In-use, Dirty Identification Process

Rationale: Using a three-part identification status label when handling medical equipment. Trying to prevent the transmission of infectious agents from patient care equipment and the environment to patients and healthcare providers.

Standards and Professional Society Recommendations:

ANSI/AAMI ST79 2017: (6.4) OSHA requires that:

- "All containers, devices, or carts used for containing contaminated items be marked with a biohazard label, a red bag, or other means of identifying contaminated contents."
- "Puncture-resistant, leak-proof on the sides and bottom, closable, and labeled containers must be used for devices with edges or points of penetrating container or skin."

Procedure:

1. This procedure will be performed by personnel responsible for the a) cleaning/disinfection process, b) using, and c) transporting any medical equipment through the facility.
2. All personnel who perform this procedure will be responsible for the proper cleaning/disinfection process of the equipment prior to application of the label.
3. The operation manual for this procedure is available in the Central Processing Department.
4. The procedure will be posted by the medical equipment cleaning room.

5. Must review competencies of Central Processing Department (CPD) staff on an annual basis.
6. All medical equipment used/directly exposed to the patient is cleaned according to Manufacturer (Mfr.'s) Instructions for Use (IFU).
    a. Examples:
        i. IV pumps
        ii. CAD/PCA pumps
        iii. C-Arm
        iv. Wound VACs
        v. Isolation charts
        vi. Sequential devices
7. Upon cleaning the medical equipment, an equipment identification status label is placed on the equipment in the clean status (**Fig. 1**).
    a. Remove label from roll.
    b. Fold the label upward from the up bottom a half-inch for easy removal.
    c. Place label on equipment in a visible location not directly on a screen.
    d. Equipment is now ready for storage or delivery.

Figure 1

8. When equipment is delivered for patient procedure by any hospital professional the clean status tab is removed to indicate this piece of equipment is now in-use.
    a. Grab the rounded corner of the green, clean sticker and slowly pull to the left for proper removal.
    b. Equipment is considered "in-use" until finished with one patient, and it cannot be used on any other patient.

Figure 2

9. When the equipment is no longer needed, it is time to move the used equipment to a dirty utility room or the equipment cleaning space.
   a. Grab the rounded corner (bottom tab) of the white sticker and slowly pull to the left for proper removal.
   b. Equipment is now in a "Dirty" state ready to go through the cleaning/disinfection process.

Figure 3

**** IMPORTANT ****
Label is a one-time use and must be discarded and replaced with a new one after each cleaning.

Clean/disinfected of the equipment must be followed by the medical equipment IFU's.

Responsibility:

The Sterile Processing manager (or their designee) is responsible for assuring staff training and education on biohazardous materials/workflow of the medical setting.

Sample Competency for Healthmark Clean, In-use, Dirty Identification Label:

Name: _____

Competency Statement: Complies with policy and procedure to identify clean supplies and dirty instruments.

Key
1= Performs independently and consistently. Requests assistance in new situations.
2= Performs with minimal guidance and direction. Requests assistance when necessary.
3= Performs with maximal guidance and direction. Preceptor dependent. Consistently needs assistance.

Comments:
_____
_____

Competency Achieved: _____ Date: _____

Evaluator: _____

Learner: _____

Critical Behavior	1	2	3
Upon cleaning the medical equipment, an equipment identification status label is placed on the equipment in the clean status (**Fig. 1**). a. Remove label from roll. b. Fold up bottom half-inch of label for easy removal. c. Place label on equipment in a visible location (not directly on a screen). d. Equipment is now ready for storage or delivery.			
When equipment is delivered for patient procedure by any hospital professional, the clean status tab is removed to indicate this piece of equipment is now in use. a. Grab the rounded corner of the green, clean sticker and slowly pull to the left for proper removal. b. The equipment is considered "in-use" until finished with one patient, and it cannot be used on any other patient.			
When the equipment is no longer needed, it is time to move the used equipment to a dirty utility room or the equipment cleaning space. a. Grab the rounded corner (bottom tab) of the white sticker and slowly pull to the left for proper removal. b. Equipment is now in a "Dirty" state ready to go through the cleaning/disinfection process. c.			

References:

AAMI. (2021). *ANSI/AAMI ST79:2021 Comprehensive guide to steam sterilization and sterility assurance in health care facilities*. Association for the Advancement of Medical Instrumentation (AAMI).