



**STERILE PROCESSING (SP) ASSESSMENT TOOL**

This assessment form is designed to be filled out for each individual department  
Please check the box that most accurately applies to your setting.

**Your Contact Information:**

Date (DD/MM/YYYY): \_\_\_\_\_

First Name:	Last Name:
Job Title:	Specialty:
Email Address:	Phone No:

**Your Facility's Information:**

Facility Name:	
Street Address:	
City:	State / Region:
Country:	Mailing Code:
Type of Facility (check <u>all</u> that apply): <input type="checkbox"/> Primary <input type="checkbox"/> Government / Public <input type="checkbox"/> Urban <input type="checkbox"/> Secondary <input type="checkbox"/> Private <input type="checkbox"/> Rural <input type="checkbox"/> Tertiary <input type="checkbox"/> Charity / Foundation <input type="checkbox"/> Other <input type="checkbox"/> University Teaching Institution <input type="checkbox"/> Health Centre                              If "other," please describe: _____	
Does your country have national guidelines or provide recommendations to facilities on reprocessing instruments? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please give detail, _____)	

**1. General Information:**

1.1	Average number of surgical procedures performed weekly in this department: _____
1.2	Types of surgical procedures performed in this department: _____
1.3	Staff that primarily clean the instruments (i.e. nurses or designated cleaners): _____ _____
1.4	Who is responsible for instrument maintenance and to whom are they accountable? _____ _____
1.5	How do staff know which steps to follow when handling instruments? _____ _____

1.6	Do the staff that reprocess instruments have any formal training in instrument processing? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please give detail, _____)
1.7	Please list the local company names of medical suppliers who provide the facility with cleaning tools and equipment (such as cleaning detergents & disinfectants): _____
If you have further comments on this section please add below:	

**2. Environmental Cleaning and General Info:**

2.1	The SP areas are cleaned once a day by housekeeping staff (Cleaning once a day includes: washing floor, taking out trash): <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
2.2	The SP areas are thoroughly cleaned once a week by SP staff (Thorough cleaning includes washing and disinfecting counters and walls): <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
2.3	There are signs restricting access of unauthorized personnel in the SP areas: <input type="checkbox"/> Yes <input type="checkbox"/> No
2.4	Tools/resources available to assist in cleaning and sterilizing instruments:
	Brushes <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Running water <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Distilled water <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Detergents <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Rust removers <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Chemical indicators <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Biological indicators <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Functional autoclave <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Functional washing machine to clean surgical drapes/gowns <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

**3. Point of Use Preparation:**

3.1	Instruments are wiped immediately after the procedure to remove visible gross soil: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.2	Instruments are 'decontaminated' in a bucket of 0.5% chlorine solution: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.3	Instruments are cleaned with detergent at point-of-use to remove visible gross soil: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.4	Multi-part instruments are disassembled before sending to dirty area: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

3.5	Hinged instruments are placed in open position with ratchets unlocked: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
3.6	Disposable sharps are placed in a sharps bin at point of use: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

**4. Transport of items from Point-of-Use to Dirty Area:**

4.1	Contaminated instruments flow from dirty to clean areas during transportation <b>without</b> cross-contamination: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Unknown
4.2	Contaminated items are placed in a container with lid during transport from the point-of-use to the cleaning area: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Unknown
4.3	Contaminated instruments are transported to the dirty area for cleaning immediately after use: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Unknown
If you have further comments on this section please add below:	

**5. Cleaning Instruments and Medical Devices:**

5.1	The dirty (decontamination) area is physically separate from the inspection/packaging area: <input type="checkbox"/> Yes <input type="checkbox"/> No
5.2	The following types of personal protective equipment (PPE) are worn by staff while cleaning instruments:
	Gloves <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Long Sleeved Gown <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Plastic Sleeveless Apron <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Head Cover <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Protective Eye Wear <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Mask <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Dedicated Shoes <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.3	Visible gross soil, such as blood, is removed from the instruments within 1-hr after use: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.4	Large brushes (ie. floor broom, nail brush etc) are used to clean instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.5	Small toothbrush style brushes are available and used to clean instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.6	Single-use items (suction tubing, catheters etc.) are soaked in a disinfectant and re-used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.7	Surgeons hand-scrub brushes and chlorhexidine solution is used to cleaning instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

5.8	Enzymatic cleaning detergents are available and used to clean instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.9	Instruments are cleaned using 3 steps - pre-wash, thorough wash and rinse: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.10	Instruments are carefully inspected at each step of the cleaning process: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.11	Instruments are scrubbed below the surface of the water: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.12	Instruments are washed under running water: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.13	Long brushes are used to clean the inside of cannulated (suction) devices: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.14	Cannulated devices are cleaned only by holding under running water: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.15	A mechanical instrument washer is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
5.16	An ultrasonic machine is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

**6. Disinfection:**

6.1	Chlorine is used as a high-level disinfectant on instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
6.2	Chlorine is used as a cleaning agent: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
6.3	Alcohol is used as a high-level disinfectant on instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
6.4	Glutaraldehyde is used as a high-level disinfectant on medical devices: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
6.5	Formaldehyde is used as a high-level disinfectant on medical devices: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
6.6	Formaldehyde is used as a sterilant: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
If you have further comments on this section please add below:	

**7. Inspection, Assembly & Packaging in Clean Area:**

7.1	After instruments are cleaned, they're moved to a separate table away from the dirty area: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.2	Instruments are thoroughly dried with a clean cloth: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.3	Instruments are air dried: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.4	Each individual instrument is carefully inspected prior to packaging: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.5	Instruments are individually tested to ensure proper functionality: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

7.6	Instruments lists are used when re-assembling sets: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.7	Instruments are packaged with a cloth wrapper or placed inside a rigid container: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.8	Cloth wrappers are tied with gauze: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.9	Cloth wrappers are tied with a cloth string: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.10	Cloth wrappers have holes: <input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None
7.11	Plastic/Paper pouches are used to sterilize small items: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
7.12	After instruments are packaged, the package is labelled with name of technician, set name and expiry date: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

**8. Instrument Maintenance:**

8.1	An experienced technician is available in the facility to repair damaged instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
8.2	Tools are available in the facility (ie. sharpening stones) to sharpen instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
8.3	Scissors are often dull: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

**9. Sterilization:**

9.1	A Pre-Vacuum Steam Sterilizer is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.2	A cylinder style Gravity Steam Sterilizer is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.3	Ethylene Oxide (low-temp) Sterilization is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.4	Gas Plasma (low-temp) sterilization is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.5	Dry-Heat Sterilization is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.6	'Cold' liquid sterilization is used: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.7	Sterilization tape is placed on the outside of all instrument packages: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
9.8	Chemical Indicators are used for visual verification of sterilization: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.9	Biological Indicators are used to verify process lethality: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Not Available
9.10	The recommended time and temperatures used to sterilize instruments: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

	Description of cycle parameter time and temperature:
9.11	A trained staff member (ie. biomedical engineer) is available to repair broken sterilization equipment: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
9.12	The inside and outside of sterilization equipment is cleaned daily: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
9.13	The inside and outside of sterilization equipment is cleaned weekly: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

**10. Sterile Storage:**

10.1	Sterilized instruments are stored in an enclosed cabinet or designated storage room: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
10.2	Sterilized packages are labelled with an expiry date: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
10.3	Instruments are re-packaged and re-sterilized every 7 – 14 days: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
If you have further comments on this section please add below:	

**Comments:**

<p>What areas of training in Instrument Sterilization and Maintenance would you find most beneficial?</p> <hr/> <hr/>
<p>What are some of the greatest challenges faced when trying to make improvements to the sterilization processes?</p> <hr/> <hr/>
<p>If you have any further comments regarding Instrument Sterilization and Maintenance please add below:</p> <hr/> <hr/>

Thank you for your time in completing this form.