4. 1 DEDICATED AREA FOR STERILE GOODS

PURPOSE

To ensure sterile stock produced by the health care facility or commercially supplied to the facility is stored in an environment that maintains the integrity of the sterile stock

OPERATING PROCEDURE

☐ Take into account clinical considerations
☐ Education in this area shall be ongoing

Storage Area

☐ Limited staff thoroughfare/working in this area to minimise movement of airborne contamination
☐ Sterile goods shall always be segregated from non-sterile goods
☐ Surfaces such as walls, floors, ceilings and shelving shall be non-porous, smooth and easily cleaned
☐ Sterile items from commercially or external suppliers are to be removed from the store pack prior to being brought into the clean area
☐ This area is required to be protected from direct sunlight
☐ Check temperatures in this area are in the range 18°C - 22°C with a relative humidity ranging from 35% - 68%
☐ Air-conditioning & ventilation conditions should be in accordance with AS1668.2
☐ Lights are fitted flush to the ceiling to minimise dust entrapment

Storage of Items

☐ Store all items 250mm above floor level & at least 400mm from ceiling fixtures.
☐ Keep storage containers clean, dry and in good condition
☐ Cardboard boxes are not used as storage containers as they are porous and cannot be adequately cleaned
☐ Inventory lists of bays & shelves are numbered for precise identification
☐ Check the inventory list for the number of sterile goods stored
☐ Space is allocated to house the number required to ensure overstocking is not an issue
☐ Check the items integrity during placement into designated storage area

Cleaning

☐ Clean in accordance with the facilities cleaning guidelines, as storage areas shall be free of dust, insects and vermin.

Reference: AS/NZ4187 – Section 9

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4.2 STOCK ROTATION

PURPOSE
The purpose of stock rotation is to use sterile stock according to the date of manufacture.

OPERATING PROCEDURE ✓
- When storing sterile stock ensure the oldest manufactured date is at the front/top so that it is used first.
- Do not overstock.
- Use the principle of taking from the left & replacing to the right. If stored in containers take from the front & replace at the back.
- Care shall be taken during stock rotation, as less handling will result in less damage.
- Follow facility process for notification of stock shortages and/or re-ordering.
- If you identify items that are rarely requested, bring this to the attention of the shift supervisor.
- If numbers of stock are inadequate, bring it to the attention of the shift manager.
- Do not take it upon yourself to change the stock numbers, as numbers are determined through Management.

Reference: AS/NZ4187 – Section 9

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4.3 LOADING A DEDICATED TROLLEY & CONTAINER FOR DELIVERY OF STERILE STOCK

PURPOSE

To allow for transportation to the user area securely and safely.

OPERATING PROCEDURE

☑ Dedicated Trolleys should be covered and closed with a solid bottom shelf, this trolley is not to be used for the collection of contaminated items
☑ Dedicated containers shall have secure fitting lids and be able to withstand cleaning
☑ If a trolley or container is used to transport both sterile and clean items the clean items are to be segregated from the sterile items
☑ Load the trolley/container and make sure heavy items are not placed on top of light items.
☑ If trolley has four or five shelves, heavy items shall not be placed on the top or low bottom shelves
☑ Baskets shall be used to store small packages on delivery as this will stop them from falling off the trolley
☑ Follow control document for delivery times to user areas
☑ At the point of delivery a quality check is to be done – correctly labelled, batch labelled, undamaged, correct chemical indicator change and the item is being delivered to the correct area
☑ If trolley is not enclosed use a clean dust cover over the trolley when delivering from area to area within the health care facility
☑ Do not overstock trolleys as this may cause damage to the goods
☑ Delivery trolley/container shall be easy to clean after each use
☑ Sterile items intended for distribution outside the health care facility shall be securely packed and protected against damage and contamination during transportation
☑ Report damage of trolley/container to shift supervisor
☑ Documentation as per facility work instructions for example all items leaving the department

Reference: AS/NZ4187 – Section 9

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