

Best Practice Guideline	Appendix B – Work Instruction Template
Date	June 6, 2023
Reviewed Date	
Revised Date	

A printed version of this guideline may not be the most recent version. The OFFICIAL version is located at www.ipac.vch.ca.

Work Instruction:	
Department Responsible for cleaning and disinfecting:	<input type="checkbox"/> Care Staff: _____ <input type="checkbox"/> Environmental Services <input type="checkbox"/> Facilities Maintenance Operations/Maintenance Staff <input type="checkbox"/> Other: _____
Frequency:	<ul style="list-style-type: none"> ● After use ● Clean and disinfect immediately if visible soil is seen
Routine cleaning schedule:	Routinely clean and disinfect weekly: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <ul style="list-style-type: none"> ● Day Shift <input type="checkbox"/> Evening Shift <input type="checkbox"/> Night Shift
Cleaning and Disinfection:	<ul style="list-style-type: none"> ● Use a cleaning/disinfecting product that is compatible with the device as per manufacturer’s instructions ● Cleaning/Disinfectant Product: _____ <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Moistened Wipes <input type="checkbox"/> Ready-to-Use Liquid/Microfiber Cloth <input type="checkbox"/> Wet Contact Time of disinfectant is: _____
Personal Protective Equipment:	Identify PPE required for disinfectant <input type="checkbox"/> Gloves <input type="checkbox"/> Mask <input type="checkbox"/> Eye Protection
What/where/how to perform task:	Clean and disinfect <input type="checkbox"/> In current location <input type="checkbox"/> Move to soiled utility or service room if risk of contaminating surrounding patient care area(s) identify area : _____



Cleaning, Disinfection and Maintenance Steps:	
Cleaning and Disinfection:	<ul style="list-style-type: none"> ● Perform hand hygiene ● Select personal protective equipment (PPE) according to Appendix A Commonly used Disinfectants and point-of-care-risk assessment ● Clean and disinfect the item as per manufacturer's instructions for use (MIFU) ● Allow to air dry to achieve contact time. ● Remove PPE and perform hand hygiene
B Disassembly/Reassembly:	<ul style="list-style-type: none"> <input type="checkbox"/> Refer to photos for disassembly and reassembly <input type="checkbox"/> Refer to manufacturer's instructions for disassembly or reassembly
Inspection:	<ul style="list-style-type: none"> ● Inspect device for: <ul style="list-style-type: none"> <input type="checkbox"/> Visible soil <input type="checkbox"/> Damage (chipped, cracked, exposed electrical etc.) <input type="checkbox"/> Missing parts <input type="checkbox"/> Functionality ● If equipment is damaged or visibly soiled: <ul style="list-style-type: none"> <input type="checkbox"/> Remove from service and repair <input type="checkbox"/> Remove from service and discard <input type="checkbox"/> Remove, clean and disinfect
Storage:	<ul style="list-style-type: none"> ● Label device as clean with: <ul style="list-style-type: none"> <input type="checkbox"/> "Green Means Clean" or "I am clean" <input type="checkbox"/> Site specific process to identify item cleaned/disinfected Identify process: _____ <ul style="list-style-type: none"> ● Identify clean storage location: _____ ● For seasonal item that are stored over a long period of time or items infrequently used, cover item to prevent dust build up

