

April 2015

## Wheelchair CLEANING PROTOCOLS

### Purpose

To ensure that wheelchairs are being cleaned appropriately and consistently, contributing to the “Four Cornerstone Approach” to reducing health care acquired infections at Vancouver General Hospital and to support the overall strategy of Vancouver Coastal Health.

Supporting documents:

*Appendix A: Master Equipment Cleaning List (#51. Wheelchairs)*

*Appendix B: Environmental Services (EVS) Routine Wheelchair Cleaning Procedure*

*Appendix C: Residential Cleaning Protocol*

### Movement of Wheelchairs to Facilitate Cleaning

There will be shared accountability between Environmental Services (EVS) and hospital-based unit staff to ensure that wheelchairs are appropriately and consistently cleaned.

Clinical staff on all patient units will leave the wheelchair in patient room upon patient discharge for EVS to clean. Once EVS has cleaned the wheelchair, the green label will be placed on the chair and transported to the appropriate location.

- Patient Portering, Occupational Therapy & Physical Therapy will assist in picking up and/or returning chairs to their designated storage areas.
- Wheelchairs found in corridors will be transported to the VGH Equipment Depot (EQD) where the wheelchairs will be cleaned and tagged with a “Green means Clean” sticker.
- For instances in which a wheelchair in a patient room or corridor needs to be swapped out or moved off the unit, needed for another patient, sent for repair, etc. the nursing unit must contact EVS to clean the wheelchair before it can be transported to the new location.

## Discharge Clean Procedures

- All wheelchair surfaces and seating equipment must be cleaned before being assigned to a patient.
  - Mark the wheelchair for cleaning for Environmental Services.
  - EVS will provide a 'surface clean' only (i.e. the areas that you can see)
  - Virox/Oxivir wipes or the Hospital Grade Disinfectant is the preferred cleaning chemical disinfectant to clean wheelchairs.
  - Ensure that the wheelchair has fully dried before proceeding (wet surfaces will dilute the Virox).
  - Leave the chair to air dry before transporting to MECD.
- Wheelchair surfaces and seating equipment that are soiled with feces infected with (CDI) require cleaning and then disinfection (i.e. with Virox/Oxivir wipes).

### 1. Wheelchair Cushions and Backrests: Closed Foam

#### Equipment required:

1. Protective garments: gloves, mask when spraying, apron
2. Hospital grade disinfectant

Activity	Where	Who
1. Visually inspect parts including hardware, brackets, upholstery materials, foams and plastics for deformation, corrosion, breakage, wear or compression. If damaged, remove from inventory and flag for repair or disposal.	EQD	RA
2. Unzip the cover and remove the cushion or back	EQD	RA
3. Remove components (such as lateral support wedges or supplement pads)	EQD	RA
4. Spray all non-porous surfaces with hospital grade disinfectant, such as Cavicide. Ensure surface remains wet for up to one minute	EQD	EVS
5. Wipe surfaces dry or rinse.	EQD	EVS
6. Reassemble ensuring the cover is aligned with top and back of cushion/back.	EQD	RA
7. Ensure seams are aligned with the edge of the foam.	EQD	RA
8. Insert components such as lateral support wedges as necessary	EQD	RA

## 2. Wheelchair Backrests: Open Foam

### Equipment required:

1. Protective garments: gloves, mask when spraying, apron
2. Hospital grade disinfectant

Activity	Where	Who
1. Visually inspect parts including hardware, brackets, upholstery materials, foams and plastics for deformation, corrosion, breakage, wear or compression. If damaged, remove from inventory and flag for repair or disposal.	EQD	RA
2. Unzip and remove cushion/back	EQD	RA
3. Remove components (such as lateral support wedges or supplement pads)	EQD	RA
4. Spray all non-porous surfaces with hospital grade disinfectant, such as Cavicide. Ensure surface remains wet for up to one minute	EQD	EVS
5. Wipe surfaces dry or rinse.	EQD	EVS
6. Examine porous surfaces such as foam for visible signs of soiling and/or deterioration. Should soiling/deterioration be present, dispose of product.	EQD	RA
7. Reassemble ensuring the cover is aligned with top and back of cushion/back.	EQD	RA
8. Ensure seams are aligned with the edge of the foam.	EQD	RA
9. Insert components such as lateral support wedges as necessary.	EQD	RA

### 3. Roho Cushions

**Equipment required:**

1. Protective garments: gloves, mask when spraying, apron
2. Hospital grade disinfectant
3. Large sink or tub
4. Soft plastic brush or sponge

Activity	Where	Who
1. Remove air cushion from cover	EQD	RA
2. Deflate cushion	EQD	RA
3. CLOSE valve	EQD	RA
4. Clean to remove debris with liquid dishwashing or laundry detergent or other general purpose cleaner such as institutional general housekeeping disinfectant cleaner.	EQD	RA
5. Place in large sink or tub and use soft plastic brush, sponge to gently scrub between the air cells.	EQD	RA
6. If cells are struck together consider soaking for several hours. Do not pry apart cells but gently use the water to loosen them. The food supplement "Ensure" can paste the cells together.	EQD	RA
7. Disinfect after cleaning. Spray all non-porous surfaces with hospital grade disinfectant, such as Cavicide. Ensure surface remains wet for up to one minute.	EQD	RA
8. Rinse and hang to dry.	EQD	RA
9. To deodorize a Roho cushion use a tablespoon of baking soda per quart of water Soak for several hours. This may need to be repeated for strong odors.	EQD	RA

**Note:**

Most germicidal disinfectants are safe to use on a Roho but may reduce the longevity of the cushion. Ingredients do not completely rinse away or attack the rubber. If the cushion material develops sticky surfaces or becomes spotted, discontinue use of the cushion.

#### 4. Laundry Process for Wheelchair Cushions and Backrests Covers

**Equipment required:**

1. Protective garments: gloves, mask when spraying, apron
2. Hospital grade disinfectant i.e. Prescept
3. Laundry detergent
4. Washing machine
5. Drying Rack

<b>Activity</b>	<b>Where</b>	<b>Who</b>
1. Turn covers inside out and zip closed to reduce snagging during washing	EQD	RA
2. Covers are to be machined wash on medium heat with detergent and Prescept tab. Do not bleach.	EQD	RA
3. If the cover is visibly soiled after washing re-wash the cover. If it is still soiled after two washings, discard the cover.	EQD	RA
4. Hang to dry.	EQD	RA

### Wheelchair Washer

- Contaminated surfaces that are not killed by a 'simple wipe-down' using Virox/Oxivir wipes or the Hospital Grade Disinfectant, will be cleaned by EVS and tagged.
- The wheelchair will then be transported to Wheelchair Washer for a thorough high level disinfectant cleaning.
- After the wheelchair has been cleaned and disinfected using the Wheelchair Washer, it will be returned to the EQD or transported to another patient to use.



**Warning:**      ***Wear Protective Clothing When Working With Any Chemicals.***

## Wheelchair Washer Operation Procedure

### Daily Start-up Procedures:

1. Reservoir Screen - check that reservoir screen is clean and in place (reservoir screen is located at the bottom of the water reservoir located inside the wash chamber).
2. Water Reservoir - check that the water reservoir is free of debris.
3. Chemical Solutions - check chemical supply levels.
4. Power Supply - plug in Aqua Phase and press the reset button located on the GFCI power cord.
5. Hose Connections - inspect water hose connections; check that hoses are properly connected.
6. Water Supply - turn on water supply.

### Daily Operating Procedures:

Load the item to be washed into wash chamber and close front door



(Optional Digital Temperature Display shown)

**Aqua Phase Control Panel Switches and Function**

Control Panel Switch	Options/Function
"STOP" Button	When pressed, will stop all <b>Aqua Phase</b> wash functions
"START" Button	Must be pressed to start any <b>Aqua Phase</b> wash function
WASH TIME Selector Switch	<p>Allows you to select the length of wash:</p> <p>"<b>3 MIN</b>" = Three minute wash cycle</p> <p>"<b>5 MIN</b>" = Five minute wash cycle</p> <p>"<b>7 MIN</b>" = Seven minute wash cycle</p>
"RUN/DRAIN" Selector Switch	<p>"<b>RUN</b>": Set to "<b>RUN</b>" to wash an item.</p> <p>"<b>DRAIN</b>": Set to "<b>DRAIN</b>" to drain the water in the machine. The water should be drained when you are done washing for the day or if you relocate the machine. In order for the "<b>DRAIN</b>" function to work, the Wash Mode switch must be set to "<b>CLEAN &amp; DISINFECT</b>" or "<b>CLEAN ONLY</b>".</p>
WASH MODE Selector Switch	<p>"<b>CLEAN &amp; DISINFECT</b>": When this mode is selected, <b>Aqua Phase</b> will perform a complete wash and rinse for the time specified on the WASH TIME Time Selector Switch. It will then automatically apply disinfectant solution.</p> <p>"<b>CLEAN ONLY</b>": When this mode is selected, <b>Aqua Phase</b> will perform a complete wash and rinse cycle for the length of time specified on the WASH TIME Selector Switch. It will not apply disinfectant.</p> <p>"<b>DISINFECT ONLY</b>": When this mode is selected, <b>Aqua Phase</b> will apply disinfectant solution only. It will not wash or rinse.</p>



**Daily Shut-Down Procedures:**

1. Drain Aqua Phase -set the "RUN/DRAIN" switch to "DRAIN". Press "START" button.
2. Water Supply - turn off water supply.
3. Power Supply - unplug Aqua Phase. Open front door.

**Weekly Procedures (or as needed):**

1. Inspect front door gasket for wear or damage. Replace if necessary
2. Check the spray nozzles & level sensors (located inside the wash chamber) for clogging. Clean if necessary
3. Drain Trough Hinged Reservoir Screen - check that bottom hinged reservoir screen is clean and in place (Hinged Reservoir Screen is located in the bottom of the water reservoir drain trough inside the wash chamber).
2. Check the power cord for any wear or damage. Test and reset the GFCI in the Aqua Phase power cord. If the power cord appears to be damaged in any way, do not operate the machine.
3. Use de-liming agent to reduce scale build-up if needed. Contact Aqua Phase for information.

Appendix A: Master Equipment Cleaning List

See Site - Specific document for further information

## MASTER EQUIPMENT CLEANING LIST

### PRINCIPLES OF EQUIPMENT MANAGEMENT:

1. Dirty equipment will not be moved throughout the hospital.
2. Shared patient devices must be cleaned between use.
3. When certain pieces of equipment (stretchers and mobile equipment fleet) are cleaned, they will be tagged with a green "CLEAN" sticker.
4. Equipment going for repair to Biomed or Facilities/Maintenance/Operations must be cleaned and tagged with a green "CLEAN" sticker.
5. Each piece of equipment will have its own parking spot.

### LEGEND:

All Users = This item must be cleaned immediately after YOU have used it.

FMO = Facilities/Maintenance/Operations

OT/PT = Occupational Therapy/Physiotherapy

### REMOVING "CLEAN" STICKERS:

Please remove green "CLEAN" stickers from equipment before patient use.

For example, just before a commode is given to a patient, remove the "CLEAN" sticker.

### Prepared by:

Chris Linden, Teresa Johnston, Mike Petrie, Simon Tse, Nancy Cho, Patti Erlendson, Jody Elliot, Tracey Chadwick, Sydney Scharf, Ken Pukanich

**VCH.0291 | SEPTEMBER 2013**

**Appendix B: EVS Routine Wheelchair Discharge Clean Procedure**

<b>Equipment</b>	
Clean clothes Bucket Green scrubbing pad	Small brush Dry cloths Mop & floor bucket with wringer
<b>Chemicals</b>	
Approved germicide Approved adhesive remover*	Soft scrub cleanser
<b>Safety Equipment</b>	
Safety goggles / glasses Wet floor signs	Rubber gloves

\*Optional items

**Step by Step:**

1. Assemble materials and equipment
2. Put on safety equipment
3. Place wet floor signs in area
4. Place wheelchair in cleaning area
5. Soak wet cloth in germicide and thoroughly wet wipe all surfaces of chair, including the undercarriage, wheels and washable cushions
6. Remove all tape and particles from chair surfaces
7. With dry cloths, dry off all surfaces of chair, including undercarriage, wheels and cushion
8. Dispose of all used chemicals and used cloths into designated areas
9. Mop up floor area and make sure to place wet floor signs until dry
10. Return used equipment to storage area

**NOTE:**

A new cloth must be used to complete the damp wiping procedure of **each** wheelchair. No wheelchair will **ever** be showered or pressure washed for **any** reason.

## **Appendix C: Residential Facilities – Banfield Pavilion Standard Operating Procedure for Resident’s Monthly Bed/Wheelchair Washing**

### **Purpose**

To ensure that each resident’s bed, specialty mattresses, cushions, and wheelchair is washed at least once monthly.

To facilitate communication between Nursing and Environmental Services (EVS) staff so that beds and wheelchairs can be cleaned in an organized and timely manner.

### **Process:**

1. NUA will ensure that a new monthly tracking sheet is posted on the East and West side Bed Wash/Wheelchair Wash clipboards. NUA will file old tracking sheets.
2. Nursing will identify on the form which resident’s beds fit the criteria for “special consideration” situations. “Special consideration” situations are identified an “\*”. An example might include a resident who returns to bed immediately after their shower. Such situation will require coordination between Nursing and EVS staff.
3. Each night, the RCA on night shift will designate 2 beds and 2 wheelchairs (1 from East and 1 from West side) to be washed the following day, and note this on the tracking sheet. The RCA will write in the date, bed and room number, and name of the resident on the tracking sheet. The clipboards are posted on the wall beside the nursing station. Consider the following: bath days, dirty beds/wheelchairs, terminal clean, residents who are to be discharged, planned bed swaps.
4. Night shift RCA will place the designated wheelchair outside the RCC office, ready for EVS to clean.
5. At shift report the next morning, RN/LPN will take the clipboard into report and inform the team as to which bed and wheelchair is to be cleaned. Adjust as needed based on any new circumstances.
6. After shift report, RCA will coordinate with EVS staff as to when the resident’s bed will be ready for cleaning. This is especially important during those “special consideration” situations eg residents returning to bed immediately after their baths. If possible, try not to schedule more than one “special consideration” bed wash per day.
7. EVS staff will also check the clipboards to see which beds and wheelchairs are to be cleaned.
8. EVS staff will clean the wheelchairs at the beginning of the shift. Upon completion of washing, EVS staff will place a green “clean” sticker on the wheelchair and return the wheelchair back to the area outside the RCC office and notify the Team Leader or RCA that the chair is ready.
9. Upon completion of cleaning, EVS staff will also initial on the tracking sheet under “Bed Wash Initial” and “Wheelchair Initial” and the cross off the room number and resident’s name on the far right hand side of the sheet.

**Please note that any additional beds and wheelchairs to be washed must be called in to the EVS Call Centre.**