

Standard Operating Procedure

OR Single Instrument Storage (SIS CART)

Revision Date 9/8/2017

Applicable to: Perioperative Services
Team Members Performing:
VUH Central Sterile Processing Staff
Perioperative Support Staff
Operating Room Staff

I. Purpose:

Provide guidance for the use of the single instrument storage system (SIS CART) to all team members, including everyone's responsibilities. Following this SOP will help to maintain the inventory for each SIS cart and ensure the proper care and handling of each instrument. Each cart has a specific service line(s) or area and a specific color(s).

Tape Colors by Owners:

- MCE SIS CART: GREEN & WHITE
- CARDIAC SIS CART: RED & RED SPOTTED & GREEN SPOTTED
- ORTHO & ORTHO SPINE SIS CART: ORANGE
- GGUR SIS CART: YELLOW & GREEN SPOTTED
- NEURO SIS: GREEN SPOTTED & ORANGE
- 4- SOUTH SIS CART: PINK & GREEN SPOTTED

II. Procedure:

A. Operating Room Staff

1. When requesting a single peel packed instrument from the SIS Cart the OR staff will ask the Perioperative Support technicians to obtain the item from the SIS cart or they may obtain the item for themselves from the cart.
2. Prior to bringing the peel packed item in to the OR room it is to be scanned from the SIS cart to the room OR room using the Censitrac system. If the ORTA is not available to perform this function then the OR clinician who has obtained the item from the cart will perform this function before the item enters the room
3. After the procedure the used SIS instrument(s) should be placed in a dry plastic basin, preferable one used during the case, be sure it is free of saline or any medications, and place the SIS instrumentation in the plastic basin. Spray as usual with the instrument spray and place inside the case cart, separate from the other instrumentation.
4. **Unused SIS instruments** will be returned through the normal process, as you would return other unused instruments at the end of a case or by scanning the instruments back to the correct SIS cart, immediately after the case. **(Peel packs must be intact and free of blood and body fluid in order to be returned to the SIS carts. Please inspect them thoroughly before returning them to the carts).**

B. VUH Central Sterile Processing Staff

1. The VUH CSP Decontamination staff will remove the used SIS instrumentation, which will be inside the case cart, in a plastic basin, separate from the rest of the case instrumentation, and begin the cleaning/decontamination process.
2. The VUH CSP staff will decontaminate all service specific instrumentation received in the manner specified above and place them into the instrument washer.
3. All SIS instruments will then be separated by service and scanned, peel packed to departmental standards, and labeled with a barcode.
4. SIS instruments will stay separated by service and placed on the correct sterilization rack based on the specific instrument manufacturers' sterilization instructions for use.
5. After sterilization using manufacturers' "instructions for use" the VUH CSP staff will remove the instruments from the sterilizers

and scan the separate SIS instruments into the corresponding bins labeled for the SIS carts.

C. The Night Time CSP Supervisor

1. The Night Shift CSP Supervisor will pick-up reprocessed SIS instrumentation before 7am each day from VUH CSP basement in the bin labeled for the specific carts.
2. After these instruments are picked-up from CSP they will be scanned utilizing the Censitrac system to the corresponding SIS carts.
3. The cart itself is labeled as a location.
4. The bins on each shelf location are identified with the name of the actual instrument with a par level listed for each bin/instrument.
5. Scan each sterilized peel packed to the corresponding location and place the sterile peel pack into the correctly labeled bin.
6. Location Dump: Once a week the ORTA's will empty the entire cart and rescan all items back to the cart to have up-to-date and accurate inventory.