

### Module 3

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## 3. Patient equipment

3.1 Cleaning wash bowls, pans and urinals

3.2 Cleaning mobile ward equipment

3.2.1 Cleaning an equipment trolley

3.3 Cleaning patient slides and harnesses

## Environmental Cleaning Standard Operating Procedures

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### 3.1 Cleaning wash bowls, pans and urinals

#### **Purpose:**

To safely and effectively clean patient utensils, including wash bowls, pans, urinals etc in dirty utility rooms at ward level.

#### **Equipment includes:**

- Wash bowls, commodes, shower chairs
- Bed pans, bottles.

#### **Required standard:**

- Equipment is free from soil, smudges, dust, fingerprints, grease and spillages
- Equipment is free from tapes/plastic etc that may compromise cleaning
- Equipment legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs
- Equipment has no odour that is distasteful or unpleasant.

#### **Equipment requirements:**

- Neutral detergent (diluted to the manufacturer's specification)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Bathroom cleaner
- Crème cleanser
- Dish brush / bottle brush.

#### **Risks:**

Hazard(s):	Control(s):
Body stress injury	<ul style="list-style-type: none"> <li>• Ensure correct manual handling techniques and guidelines are followed</li> </ul>
Infection	<ul style="list-style-type: none"> <li>• Follow the correct infection control procedures</li> <li>• Use the correct colour coded equipment</li> <li>• Wear appropriate personal protective equipment</li> </ul>
<b>Key Safety Rules:</b> <ul style="list-style-type: none"> <li>• Always first consult clinical or nursing staff before disconnecting any medical equipment</li> <li>• Operate equipment in accordance with the manufacturer's instructions and facility requirements</li> <li>• Install appropriate signage and barriers to maximise public safety during the cleaning operation</li> <li>• Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so</li> <li>• Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required</li> <li>• Always ensure hand hygiene is performed after each clean and after removing gloves</li> <li>• Use the correct manual handling techniques for the task required</li> </ul>	

#### **Time:**

Wash bowls - one person - 1 minute per unit\*

Commode - one person - 3 minutes per unit\*

\*Timings are approximate and are to only be used as a guide.

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#### Procedure:

**Note:** All patient utensils are to be checked daily and cleaned as necessary.

#### Wash bowls, tooth bowls and emesis bowls

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	Remove any residue with an all purpose cleaner solution or crème cleanser and dish brush, bottle brush or scourer
Step 3	Rinse well with water
Step 4	After every use place in the utility room dishwasher
	Remove personal protective equipment, and perform hand hygiene
Step 5	Once the dishwasher has finished the cycle, remove the patient utensils and stack these in drying racks to air dry
Step 6	Perform hand hygiene

#### Pans, urinals and urine measuring jugs

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	Remove any residue with an all purpose cleaner solution or crème cleanser and dish brush or bottle brush
Step 3	Rinse well with water
Step 4	After every use place in the sanitiser
Step 4	Remove personal protective equipment, and perform hand hygiene
Step 5	Once sanitiser cycle has finished, remove the patient utensils and stack these in drying racks to air dry
Step 6	Perform hand hygiene

#### Commode chair cleaning after every use

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	NURSING STAFF: Clean with wipes as per the infection control guidelines
Step 3	Remove personal protective equipment, and perform hand hygiene

#### Commode chair cleaning every three months

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	Half fill the bucket with water and detergent at the recommended dilution rate
Step 3	Conduct an inspection of equipment prior to cleaning and report any damage or safety hazards to the nurse/midwife in charge or supervisor, and/or tag 'out of order' as per the local procedure
Step 4	Rinse the cloth in detergent solution and squeeze dry
Step 5	Using basic cleaning principles work from high point to low point and least soiled to most soiled, wipe over all surfaces paying particular attention to corners, crevices, grooves and seams etc
Step 6	Remove the detachable seat and clean the railings underneath
Step 7	Rinse the cloth after each item has been cleaned, or when visibly soiled
Step 8	Change the detergent solution when it becomes visibly soiled
Step 9	Remove personal protective equipment, and perform hand hygiene
Step 10	When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
Step 11	Perform hand hygiene

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### 3.2 Cleaning mobile ward equipment

#### *Purpose:*

To safely and effectively clean mobile ward equipment.

#### *Mobile ward equipment includes but is not limited to:*

- Child stroller
  - Wheelchairs
  - Portable IV poles
  - Linen trolleys
  - Manual handling equipment (lifters)
  - Equipment trolleys/stands
  - Mobile walking aids (walkers/fore arm support frames).
- (Note: Cleaners clean linen trolleys; all other items are usually qualified as medical equipment and cleaned by ward/nursing staff)

#### *Required standard:*

- Equipment is free from soil, smudges, dust, fingerprints, grease and spillages
- Equipment is free from tapes / plastics etc that may compromise cleaning
- Equipment legs, wheels, castors are free from mop strings, soil, film, dust and cobwebs
- Equipment has no odour that is distasteful or unpleasant
- Equipment is free from signs of non-use.

(NB All commode chairs are to be cleaned between patients. Each 3 months all commode chairs are reviewed for maintenance and thorough cleaning.)

#### *Equipment requirements:*

- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Neutral detergent (diluted to the manufacturer's specification)
- Bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements).

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#### 3.2.1 Cleaning an equipment trolley

##### Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> <li>Beware of chemical splashes, i.e. eyes</li> <li>Beware of Pinch Points and foreign objects in or on equipment</li> <li>Inspect equipment, furniture and fittings and report any faults and/or hazards to the supervisor or person in charge</li> </ul>
Electric shock	<ul style="list-style-type: none"> <li>Do not splash electrical equipment/switches with water or detergent solution</li> <li>Report any faults or problems to the person in charge</li> </ul>
<b>Key Safety Rules:</b> <ul style="list-style-type: none"> <li>Operate equipment in accordance with the manufacturer's instructions and facility requirements Install appropriate signage and barriers to maximise public safety during the cleaning operation</li> <li>Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so</li> <li>Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required</li> <li>Always ensure hand hygiene is performed after each clean and after removing gloves</li> <li>Use the correct manual handling techniques for the task required</li> </ul>	

##### Time:

One person - 1 minute per unit\*

\*Timings are approximate and are to only be used as a guide.

##### Procedure:

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	Half fill the bucket with water and detergent at the recommended dilution rate
Step 3	Conduct an inspection of equipment prior to cleaning and report any damage or safety hazards to the nurse/midwife in charge or supervisor, and/or tag out of order as per your area procedure
Step 4	You may need to strip or remove equipment or stock from a trolley prior to cleaning - if required place equipment or stock onto a clean surface, check use by date, and/or rotate stock before it is replaced
Step 5	Rinse the cloth in detergent solution and squeeze dry
Step 6	Using basic cleaning principles work from high point to low point and least soiled to most soiled, wipe over all surfaces paying particular attention to corners, crevices, grooves and seams etc.
Step 7	Rinse the cloth after each item has been cleaned, or when visibly soiled
Step 8	Change the detergent solution when it becomes visibly soiled
Step 9	It is important to clean the wheels and keep them free of dust
Step 10	When the procedure is completed clean equipment before storing - discard disposable gloves and cloths, and send reusable cloths for laundering as per the local procedure
Step 11	Remove personal protective equipment, and perform hand hygiene
Step 12	When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
Step 13	Perform hand hygiene

## Environmental Cleaning Standard Operating Procedures

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### 3.3 Cleaning patient slides and harnesses

#### Purpose:

To safely and effectively send patient slides and harnesses to the linen service for laundering.

#### Patient slides and harnesses include:

- Lifter slings and harness
- Sponge forms
- Equipment Lending Pool washable items
- Hovermats.

#### Required standard:

- Equipment is free from soil, smudges, grease and spillages
- Equipment is free from tapes/plastic etc that may compromise cleaning
- Equipment has no odour that is distasteful or unpleasant
- Equipment is free from signs of non-use.

#### Equipment requirements:

- Special linen items requiring laundering
- Clear plastic bags
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

#### Risks:

Hazard(s):	Control(s):
Infection	<ul style="list-style-type: none"> <li>• Follow the correct infection control procedures</li> <li>• Wear appropriate personal protective equipment</li> </ul>
<b>Key Safety Rules:</b> <ul style="list-style-type: none"> <li>• Always first consult clinical or nursing staff before disconnecting any medical equipment</li> <li>• Operate equipment in accordance with the manufacturer's instructions and facility requirements Wear personal protective equipment</li> <li>• Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so</li> <li>• Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required</li> <li>• Always ensure hand hygiene is performed after each clean and after removing gloves</li> <li>• Use the correct manual handling techniques for the task required</li> </ul>	

#### Time:

One person - 1 minute per unit\*

\*Timings are approximate and are to only be used as a guide.

#### Procedure:

<b>Step 1</b>	All special items that are sent to the linen service are to be clearly marked with the ward/ department name and the hospital name
<b>Step 2</b>	Wear personal protective equipment appropriate for the procedure
<b>Step 3</b>	Place in a plastic bag and send to the Linen Service

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Step 4	Remove personal protective equipment, and perform hand hygiene
Step 5	When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
Step 6	Perform hand hygiene