

**GSR INSTITUTE OF  
CRANIOMAXILLOFACIAL  
AND FACIAL PLASTIC  
SURGERY**

**CSSD MANUAL**

# **GSR HOSPITAL– CSSD MANUAL**

## **A OT TECHNICIAN**

1. Change of dress in room
2. Checking machine and checking of stock every morning followed
3. Receiving packs instruments/items from different departments, wards, etc
4. Receiving of washed linen from laundry
5. Loading items / packs in the autoclave
6. Unloading the packs /items after completion of cycle
7. Segregation of packs and dispatching them
8. Sending and receiving of culture reports to lab
9. Reporting of machine breakdown/ problems to concerned personnel
10. Making all detailed entries in respective registers
11. Receiving of linen and other such items from departments for repair,
12. Repair of linen, patient dresses, uniform, etc.
13. Making cotton balls.

## **B HOUSEKEEPING STAFF**

1. Sweeping, cleaning, mopping carbonization of entire autoclave area.
2. Taking away of waste from autoclave room.

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### **a) Procedure for receipt of procedure sets**

1. Procedure sets will be received at the receipt counter in SSD at following timings:  
9:00 AM to 5:00PM
2. Procedure sets will be received only after the user has given a pre-wash to the instruments immediately after use.
3. The user will discard used consumables immediately after use.
4. Number of instruments in the pack will be counted while receiving the set according to the standard list available at the counter.
5. In case of any missing instruments, the set will not be received till the loss is confirmed by the concerned authority (Nursing in charge / OT Technician)
6. Sets will be handed over for decontamination

### **b) Manual cleaning and de contamination of instruments**

1. Table with Tub will be used for manual cleaning.
2. Tub will be filled with 10 liters of water.
3. Temperature of the water will be maintained in the range of 50-65 deg C.
4. Prescribed amount of disinfectant will be added to the water (e.g. to prepare 10% solution of disinfectant Extran, add 100 ml in 10 liters of water)
5. Disassemble or unlock all the instruments.
6. Immerse only one instrument tray at a time to avoid mixing of instruments.
7. Clean the instruments with clean non-abrasive nylon brush to prevent damage to the instruments.
8. Devices with lumen or holes will be cleaned with the brushes of appropriate diameter. (Brushes to be disinfected daily.)
9. Cleaning will be done under water to prevent aerosolization.
10. Instruments will be rinsed with abundant amount of running tap water to remove the traces of disinfectant.
11. Dry the instruments with a clean sponge.
12. Hand over the set for packing

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### **c) Procedure for making instrument packs in linen wrapper**

1. Check all the instruments for proper cleaning. There should be no residues of blood, tissues or soil.
2. Check whether the instruments are 100% dry. If not, dry them with a clean sponge.
3. Count the number of the instruments according to the standard list.
4. Check the instruments for their functionality (sharpness, movement etc.) or any other defects.
5. Replace the instruments in case not working properly.
6. Put chemical indicator on every sterilization and use on biological indicator on weekly basis.
7. Ink side of the chemical indicator should not come in contact with the instruments.
8. Arrange the instruments and consumables in the tray according to the standard list.
9. Before packing the instrument tray, check the wrapper under light for any cuts and holes. Reject any such wrapper.
10. Wrap the instrument in sheet and place it in sterilization drum.
11. Put the micro pore tape label for the name of the pack.
12. Hand over the set for sterilization.

### **d) Procedure for packing linen drapes**

1. Sort the laundered linen received from laundry.
2. Check the linen whether laundered properly. There should be no stains or dust. In case not clean, reject the linen and send it back to laundry for washing once again.
3. Check the linen for any holes or any other repair work. If any holes are found, reject it and send it for rafoo / mending.
4. Fold the linen as per the OT technique.
5. Arrange the linen pieces according to the standard list of the needs
6. Label the chemical indicator in the middle of the pack.
7. Put the chemical indicator tape over the pack.
8. Hand over the pack for steam sterilization.

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### e) Procedure for autoclaving linen and instrument packs

1. Sterilizer operator will check the labels of the packs for the contents of the pack, whether linen or instruments.
2. Sterilizer operator will put the chemical indicator label over the pack.
3. The chemical indicator used for sterilization shall have the date of sterilization. All technical staff have been instructed to use the sterilized packs within 3 days or send the same for sterilization if used within 24 hours.
4. Linen and instrument packs will preferably be sterilized separately.
5. In case, instrument packs and linen packs are required to be sterilized in the same sterilizer at the same time, then place instrument packs on the bottom shelf and linen packs up.
6. Load the packs in vertical position.
7. Arrange the packs in loose contact with each other so that the steam can easily pass through every corner of the load.
8. Close the sterilizer lid tightly to prevent leakage of steam.
9. Start the cycle.
10. Following parameters will be used for different loads.

| Cycle Type | Temperature | Pressure | Sterilization Time |
|------------|-------------|----------|--------------------|
| Cycle I    | 121 deg C   | 15 psi   | 30 -40 minutes     |

11. After completion of the cycle, open the sterilizer lid and unload the sterile packs.
12. Check the color change in the chemical indicator. The color should change from cream to black. In case, the color has not changed after the cycle completion, reject the load.
13. Check the temperature – pressure record of the sterilization cycle printed by the sterilizer. In case the above-mentioned parameters are not met, reject the load.
14. Above-mentioned information will be kept for future record.

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### **f) Procedure for unloading of autoclaved items**

1. After the completion of the sterilization cycle, open the lid of the sterilizer in the sterile area.
2. Wear gloves for safety and to avoid cross contamination.
3. Unload the sterilizer only when steam has escaped from the chamber and sterilized packs have undergone initial cooling.
4. Visually check the outside wrappers for dryness. Reject the packs in case there are water droplets or visible moisture on the exterior of the pack.
5. To prevent entry of moisture and micro-organisms into the packs, do not handle sterilized items before they are entirely cool.
6. Do not place the sterilized items during cooling on cold metal surfaces as moisture will condense onto the items and contaminate them.

### **g) Quality Control of autoclaving**

Auto claving is done at 121° C or more, typically for 30 to 40 minutes depending on the size of the load and the contents.

Chemical and biological indicators are used to ensure an autoclave reaches the correct temperature for the correct amount of time.

Chemical indicators can be found on medical packaging and autoclave tape, and these change color once the correct conditions have been met. This color change indicates that the object inside the package, or under the tape, has been processed. Biological indicators contain spores of a heat-resistant bacterium, *Geobacillus stearothermophilus*. If the autoclave does not reach the right temperature, when incubated the spores will germinate, and their metabolism will change the color of a pH-sensitive chemical.

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### **h) Distribution of sterile packs to departments**

1. Sterile instrument and linen packs will be distributed through the issue register located in the OT.
2. The responsibility of transportation of sterile goods will lie with the user department.
3. Instrument packs will be issued on exchange basis.
4. Linen packs will be issued on requisition basis.
5. The sterile packs will be issued once a day at following timings:  
Dental- 10- 10:30 Am  
  
Wards – 11-11:30 Am  
  
O.T – 9:30am onwards
6. Request for the sterile packs will be received in OT through register.
7. Following information will be received from the nursing counter of the respective areas:
  - 7.1. Name of the packs
  - 7.2. Quantity of the packs required
  - 7.3. When required for use
8. Following will be checked before dispatching the packs for use in the OT:
  - 8.1. Name and quantity of the packs
  - 8.2. Date and time of sterilization
  - 8.3. Expiry Date of the pack (Expired packs not to be distributed. They will be sent to the packing area for reprocessing.)
  - 8.4. Chemical indicator in place (color change from cream to black)
9. The packs will be issued on the basis of First in – First out. The items sterilized first will be issued first.

### **i) Procedure for disinfection of surfaces**

1. The person on duty in the respective areas will be responsible for the disinfection of that area.
2. Prepare a 2% solution of hypochlorite in water.
3. Use a clean sponge for wiping the surfaces with this solution.
4. All the work surfaces will be cleaned with 2% hypochlorite every morning by the person on duty in the respective areas.

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5. Fittings and fixtures in all the areas will be cleaned with 2% hypochlorite once a week by the housekeeping personnel.
6. All the outside surfaces of the sterilizers and trolleys will be cleaned with 2% hypochlorite every morning.

### **Section 01 LISTS OF DEPARTMENT EQUIPMENTS & INSTRUMENTS**

| <b>S<br/>·<br/>N<br/>o</b> | <b>Equipmen<br/>t</b> | <b>Make /<br/>Model</b> | <b>Ser<br/>ial<br/>NO<br/>·</b> | <b>Time Of<br/>Installation</b> | <b>Operating<br/>Manual</b> | <b>Warran<br/>ty<br/>Amc /<br/>on call</b> | <b>Machi<br/>ne<br/>Calibr<br/>ation</b> | <b>Calibr<br/>ation<br/>Agency</b> |
|----------------------------|-----------------------|-------------------------|---------------------------------|---------------------------------|-----------------------------|--|--|------------------------------------|
| 1                          | Autoclave<br>- 1      |                         |                                 |                                 |                             |  |  |                                    |
| 2                          | Autoclave<br>- 2      |                         |                                 |                                 |                             |  |  |                                    |
| 3                          | Fogging<br>Machine    |                         |                                 |                                 |                             |  |  |                                    |
|                            |                       |                         |                                 |                                 |                             |  |  |                                    |

### **Section 02 LIST OF DEPARTMENT QUALITY INDICATORS**

| <b>S.<br/>No.</b> | <b>Department</b>  | <b>Indicator</b>      | <b>Formula / method</b>  | <b>Source of<br/>data</b>                | <b>Responsibility<br/>for generating<br/>data</b> |
|-------------------|--------------------|-----------------------|--|--|---|
| 1                 | All<br>Departments | Equipment<br>downtime | No of days equipment<br>non functional during<br>the month / No of<br>working days in the<br>month X 100 | Register In<br>respective<br>departments | Departmental<br>incharges                         |