SESLHD PROCEDURE COVER SHEET

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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Director of Clinical Governance and Medical Services
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KEY TERMS	Load – product to be , or that has been, processed using a given cleaning, disinfection or sterilisation process Product - the result of a process Reprocessing equipment - all of the equipment required to reprocess a used RMD
SUMMARY	This procedure specifies general requirements for loading and unloading of the equipment intended to be used for reprocessing of re-usable RMDs

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Sterilisation: Loading and Unloading of Equipment used to Reprocess Reusable Medical Devices (RMDs)

SESLHDPR/518

1. POLICY STATEMENT

Methods used for loading and unloading of RMDs into/from the Reprocessing Equipment, shall ensure that all aspects of an RMD, are exposed to the processes and that risks for cross contamination are minimised.

2. BACKGROUND

Each process and each type of load and loading pattern for which the process is valid shall be specified and validated.

The environmental conditions in the unloading area shall not adversely affect the quality of the processed RMDs.

The types of RMDs processed in the cleaning, disinfection and sterilization loads shall be in accordance with the processing equipment manufacturer's specifications.

3. RESPONSIBILITIES

3.1 Employees will:

- Comply with the requirements of this procedure
- Report any non-compliance to the Sterilisation Services Manager

3.2 Line Managers will:

- Support compliance

3.3 District Managers/ Service Managers will:

- Obtain relevant manufacturer's instructions (Reprocessing Equipment and RMDs) of the product families, any restrictions or limitations relating to the size, mass, configuration, or loading orientation of RMDs being processed in a load.
- Use an established, validated loading method.
- Use Reprocessing Equipment manufacturer's loading specifications in conjunction with the RMDs manufacturer's reprocessing instructions to determine compatibility of new or modified RMDs with the available loading methods.

3.4 Medical staff will:

- Comply with the requirements of this procedure.

4. PROCEDURE

4.1 Loading

- Use an established, validated loading method.
- Use Reprocessing Equipment manufacturer's loading specifications in conjunction with the RMDs manufacturer's reprocessing instructions to determine compatibility of new or modified RMDs with the available loading methods.

4.2 Unloading

- Establish all acceptance criteria for release of the RMD have been met.
- Unload reprocessed RMDs from the Reprocessing Equipment in accordance with the specific HSO procedures.
- Unload reprocessed RMDs into appropriate environmentally controlled areas.

5. DOCUMENTATION

Specific HSO procedures

6. AUDIT

Not Required

7. REFERENCES

- AS/NZS 4187:2014 Reprocessing of reusable medical devices in health service organisation and its normative references

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
August 2016	0	Application to Develop – Approved by Executive Sponsor
August 2016	0	Draft for Comment – Approved by Executive Sponsor
November 2016	0	Endorsed by SESLHD Clinical and Quality Council
February 2020	1	SESLHD Sterilising Working Party (SSWP) conducted a minor review to better reflect the wording of the relevant standards.
May 2020	1	Approved by Executive Sponsor. Published by Executive Services.