

## Policy for Training Equipment Maintenance & Decontamination


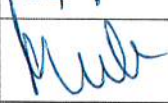
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## REVISION HISTORY

#	Version	Date	Change Made by	Reason for change	Clause Changed
1					

Controlled Document





## 1. OBJECTIVE

To describe the suitable types of equipment for the training course and the appropriate method of maintaining and decontaminating the equipment.

To provide the guidelines concerning the maintenance and decontamination of equipment using the proper recommended guidelines by the manufactures to prevent spread of infection and mal functioning of the equipment.

## 2. GENERAL GUIDELINES

- All equipment used in training of all life support programs must be in good working condition, free of any hazards, mechanical, electrical, chemical and biological. All equipment must be maintained and decontaminated appropriately following manufactures recommended procedures for each item.
- The equipment maintenance and decontamination shall be implemented by all program course directors, course coordinators, certified instructor for all life support training equipment maintenance and decontamination.

## 3. ROLES AND RESPONSIBILITIES

This is the responsibility of Executive Committee of the Hospital, HOD's/ Supervisors, Team Leaders and Branch Managers to monitor and implement it.

## 4. PROCEDURES

- Checking of the corresponding equipment no later than 24 hours prior to the start of class to ensure all equipment is in good working order and free of any safety hazards.
- All equipment has been cleaned and disinfected according to manufactures recommendations.
- If an equipment needs maintenance or cleaning, Instructor shall perform these tasks or shall "swap out" equipment and supplies with the Training Centre Coordinator.
- All equipment must be monitored monthly utilizing the Equipment Inventory Spreadsheet.
- Failure to return equipment in proper condition and in a timely manner may result to ineligibility for points earned as an instructor.
- After the Program, clean and decontaminate the appropriate equipment according to the manufacture's specification.
- For equipment that is stored at the training centre the instructor shall take the equipment and shall check to ensure that all parts are present and functional. Prior to use in the next program any deficiencies shall be corrected.
- Manufacturer's recommendations supersede company policy.
- In absence of manufacturer's specifications, the following procedure shall be followed:
  - **Manikin Maintenance and Decontamination - To minimize risk**
    - Instructors should practice good hygiene with proper handwashing techniques.
    - Avoid contact with saliva or body fluids on the Manikin.
    - Thorough cleaning of each manikin according to the manufacturer's recommendations.
  - **Potential Participant-Manikin Cross Contamination**
    - Students' hands and mouths can become contaminated if they touch a manikin that has not been cleaned.
    - Contamination can occur when a student's hands or mouth (i.e. Finger Sweep) before it is cleaned.
    - Contamination can be prevented by
      - Adequate cleaning of manikins between uses
      - Avoiding Finger Sweeps
- **General Recommendations for CPR (Cardiopulmonary resuscitation) Classes**

- Students should be told in advance that CPR training sessions involve close physical contact with other students.
- When individual protective face shields are used, all decontamination recommendations listed for cleaning manikins during and after the course should still be followed. In addition, to reduce the risks to each user for exposure to contaminants, the instructor must ensure that all students consistently place the same side of the face shield on the manikin during use.
- Options to train someone with a known chronic infection or Lesions
  - Provide infected student with a separate manikin
  - Honour requests for individual manikin within reason.
- **Manikin Cleaning and Decontamination**
  - The manikin airway becomes contaminated during use
  - Both the manikin interior and exterior must be thoroughly cleaned between classes.
  - HIV is comparatively delicate and is inactivated in less than 10 minutes at room temperature by several disinfectants.
  - All surfaces should be moistened with a sodium hypochlorite solution having at least 500ppm free available chlorine (1/4 cup of liquid household bleach per gallon of tap water) for 10 minutes. This solution must be made fresh for each class and discarded after each use. Using a concentration higher than ¼ cup has not been proven to be more effective and may discolour the manikins.
  - All surfaces should be rinsed with fresh water and allowed to air dry before storing.
  - Disposable One-Way Valves are single-use items which needs to be discarded by participants immediately after the course.
  - Don't forget to wipe the upper chest foam and skin in the same way in order to sanitize the inside of the manikin.
  - Wipe all other equipment with CaviWipes or alcohol wipes before and after use. Ensure proper placements of all equipment as designated.
  - Follow manufacturer's instructions for cleaning manikin.
- **Manikin Cleaning**
  - **Before Classes**
    - Assure manikins are clean and in working order.
    - Each participant should have their own removable face or face shield to use.
    - Participants and Instructors who have or have been exposed to an infectious disease should consider postponing CPR training.
    - Wash hands to decrease risk of cross contamination.
  - Allow parts to dry
  - Reassemble face coupling to face skin
  - Remount face on manikin after reinstallation of airway.
  - Remove face and detach coupling.
  - **Clean and disinfect faces**
    - If no face shields are used during the course, manikins should be cleaned after use by each student with a manikin wipe that has an antiseptic with 70% ethyl alcohol.
    - Wash with warm soapy water and scrub vigorously.
    - Rinse with clean water to remove soapy residue
    - Disinfect manikin faces by submerging a 10% bleach solution for ten minutes (1/4 cup bleach for 1-gallon water).
    - Rinse faces with clean water to remove disinfectant solution residuals.
    - Each participant should have his own face.
    - Faces are changed between each participant



- Faces disinfected after class
- **Multi- User Faces**
  - Each participant should have his own disposable face Shield.
  - Face shield provides barrier protection for students sharing a manikin.
- **After Class Clean – Up**
  - All exposed parts of the manikin are cleaned with warm soapy water or alcohol
  - Disposable airways are disposed.
  - Manikin faces are cleaned according to guidelines

## 5. CONTACT FOR QUERIES

In case of any queries please contact the following:

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## 6. DISCLAIMER

1. The policy and procedures explained in this document may change at any time, at the sole discretion of the Management of Emirates Hospitals Group, without prior notice. No statement or promise by a supervisor, manager or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.
2. This policy document should be read in conjunction with Local Labour laws which for the avoidance of doubt will take precedence over this policy document.
3. This policy document shall be effective from the date of issuance and supersede all previous procedures and understandings pertaining to the subject.

## 7. APPENDICES

N/A

