



APPROVED
DOCUMENT

Ministry of Health

Document Title	Policy and procedure for Collection of Soiled Instruments/Equipments from User Area	
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MOH/DGKH/CSSD/P&P/005/Vers.02 August 2023

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Acronyms:

CSSD	Central Sterile Supply Department
TSSU	Theater Sterile Supply Unit
IAHCSMM	International Association of Health care Central Service Material Management
PPE	Personal Protective Equipment
DGKH	Directorate General of Khoula Hospital
SQUH	Sultan Qaboos University Hospital
MoH	Ministry of Health
SOP	Standard of Procedure

Standard of Procedure for Collection of Soiled Instruments /Equipment's from user

Area

Chapter 1

1. Introduction :

Safe collection of all used dirty instruments and equipment from all departments in the hospital .It is the initial step of the work process in CSSD.

2. Purpose:

The purpose of this SOP is to guide all CSSD Technicians to collect the soiled items properly to prevent contamination and cross infection in DGKH

3. Scope:

This SOP applies to all Technicians working in Central Sterile Supply Department (CSSD) and Theater sterile Supply Unit (TSSU) in Directorate General of Khoula Hospital

Chapter 2

4. Structure:

It is the SOP and procedure of Directorate General of Khoula Hospital that all precautions are applied.

4.1 Procedure:

When collecting the soiled items all the staff in CSSD should apply the following procedure:

4.1.1 Before Procedure:

- A. Perform hand hygiene.
- B. Arrange collection trolley with containers / wire basket
- C. Arrange PPE
- D. Arrange checklist of sets
- E. Logistic / Computer for documentation

4.1.2 During Procedures:

A. Prepare trolley with the required equipment on top shelf.

- B. Ensure disposable items are not being returned to CSSD.
- C. Ensure no sharps (blades and needles) placed in the set
- D. Remove gross soil immediately after use at ward level.
- E. Report missing instruments to ward in-charge and CSSD in-charge.
- F. Wear personal protective equipment.
- G. Open lid with a gloved hand, slide lid or remove and keep inverted.
- H. Check the used instruments and sets against the check list without touching the list with the gloved hand and put the instruments in appropriate container/ wire basket.
- I. Place container/ wire basket with gloved hand on the bottom shelf of trolley.
- J. Remove PPE and perform hand hygiene.
- K. Record in the collection book

4.1.3 After Procedure:

- A. Replace all reusable items.
- B. Clean and dry the trolley with containers/ wire basket.
- C. Perform hand hygiene.

Chapter 3

5. Responsibilities:

5.1 The Head of Infection Control and CSSD Service shall:

5.1.1 Ensure all the CSSD/TSSU technicians are aware about the policy and procedure for Collection of soiled instruments /equipment from user area

5.2 CSSD in charges /shift in charges shall:

5.2.1 Ensure that all the staff are adhere to the policy and procedure for Collection of soiled instruments /equipment from user area

5.3 CSSD/TSSU technicians shall:

- 5.3.1 Adhere to policy and procedure for Collection of soiled instruments /equipment from user area
- 5.3.2 Maintain an accurate record of trolley.
- 5.3.3 Record in the collection book

2. Document history and version control table:

Version	Description	Review Date
1	Initial release	2022
2	second edition	2026

3. References :

- Hand book for central sterile service technician, Directorate of training SQUH, 3rd edition, 2009, 57-58.
- Central Service Technical Manual ,7th edition,IAHCSMM ,2007,124-128