

Document Title:	SOP: The Loan & Transfer of Surgical Instruments and Equipment
Document Type:	Standard Operating Procedure
Directorate/ Institution:	Directorate General of Health Services & Program
Targeted Group	Surgical Team
Document Author:	Operating Theatre SOPs Development Taskforce
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Release Date:	May-2024
Review Frequency:	Every 3 year

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b. Acronyms:

CSSD	Central sterile supplies department
HOD	Head of Department
MoH	Ministry of health
OT	Operation theatre

1. Definitions:

1.1. Loan Instrument/Item: A loan instrument/item refers to any surgical tool, equipment, or implant temporarily transferred from one healthcare facility to another within the Ministry of Health (MoH) system for the purpose of conducting surgical procedures.

1.2. Loan Set/Implant: A loan set/implant denotes a collection of surgical instruments or a single surgical implant temporarily provided to a healthcare facility for a specified duration to facilitate surgical procedures.

1.3 Loan Process: The loan process refers to the systematic procedure followed by MoH hospitals for the borrowing, utilization, and return of loan instruments/items and sets/implants within the surgical environment.

1.4. Sterilization and Decontamination: Sterilization and decontamination refer to the processes involved in eliminating microorganisms, pathogens, and contaminants from surgical instruments and equipment to ensure aseptic conditions and prevent infection transmission.

2. Introduction:

This document serves as a comprehensive guide designed to standardize and streamline the processes involved in the loaning of medical instruments and equipment, ensuring efficient and safe operations within the Operating Theatre (OT) environment.

The intent of this SOP is to foster a consistent approach to borrowing and lending practices that not only facilitates the smooth execution of surgical operations but also prioritizes patient safety and the integrity of the instruments involved. By establishing clear standardization and responsibilities, this SOP aims to mitigate risks associated with the use of non-standard or improperly managed equipment, thereby enhancing the overall quality of care provided to patients.

By adhering to these standardized procedures, the health system will enhance operational efficiency, maintain high standards of hygiene and equipment maintenance, and ensure compliance with all relevant health and safety regulations. This will ultimately support our mission of delivering exemplary care while maintaining the trust and confidence of the patients being served.

3. Purpose:

The purpose of this SOP is to establish standardized procedures for the borrowing of surgical instruments and items across MoH hospitals. By doing so, it aims to promote consistency in practice and enhance patient safety throughout the loaning process.

4. Scope:

This procedure applies to all healthcare providers, including surgeons, operating room staff, and administrative personnel, as well as all departments and institutions within the MoH that are involved in the use, handling, and management of loaned surgical sets. Through the implementation of this SOP, we seek to ensure that all personnel are well-informed and equipped to handle the complexities of instrument loans, from the initial request through to the return and accountability of such equipment.

5. Procedure:

- 5.1 **Loan Request:** A formal request letter must be written in the AL-Barwa system by the operating surgeon, signed by the hospital director, and forwarded to the surgical store. The letter should include the notification of the upcoming surgery, the specific instruments required, the date and time by which the instruments must arrive, and the duration of the loan.
- 5.2 **Scheduling:** for elective surgeries a loan set must be biked at least 48 hours in advance from either the supplier or the lending hospital.
- 5.3 **Deliver:** loan instruments must be shipped securely to ensure they arrive undamaged. For elective surgery, the loan set should be booked at least of 48hours prior to use from the supplier/hospital.
- 5.4 **Delivery Documentation:** The loan instruments must be delivered with:
 - a) A content checklist or delivery note.
 - b) Manufactures instruction for reprocessing & autoclaving.
 - c) Sterility indicator.
 - d) Documentation that decontamination has been performed
 - e) A unique identifier for tracking.
- 5.5 **Receiving & Inspection:** Loan instruments must be received and checked by either nurse in-charge or their delegated staff.
- 5.6 **Record-Keeping:** Documentation will include completion of a 'Received and Returned' checklist (see Appendix 1)
- 5.7 **Validation:** Upon receiving the loan instruments, the In-charge or delegated staff must inspect and Check contents against list provided.
- 5.8 **Receipt Acknowledgment:** the delivery notes should be signed by the OT In-charge or their delegated staff to confirm receipt.
- 5.9 **Handling Damaged Instrument:** if any instrument is found to be damaged upon inspection the supplier hospital or organization should be informed and arrangements should be made for the item's return.
- 5.10 **Sterilization Preparation:** The In-charge or delegated staff should send instruments to CSSD and inform them, regarding the date and time the set is required.
- 5.11 **Labeling:** The CSSD should label the 'loan tray' to prevent the misplacing with other sets.
- 5.12 **Copies of Content List:** Two copies of the content list must be made; one for the OT and one for the CSSD,
- 5.13 **Registration:** ensure that the loaned instruments are recorded in the loan register book.

5.14 **Post-Use Cleaning:** after use, the loaned instruments must be counted, cleaned and decontaminated by CSSD then returned back to OT with attached content list.

5.15 **Return Process:** Prior returning the loan instrument/s to the supplier hospital or organization, the OT In-charge or delegated staff should:

- Verify the contents against provided list, sign as complete, adding the date.
- Confirm that autoclaving process has been carried out.
- Handover the loan set to the loaning representative and obtain their signature for acknowledgment.

5.17 **Handling of Implants:** if an implant is part of the loaned set and is used, this usage must be specifically reported to the lending institution for inventory and safety tracking.

5.18 **Transport Safeguards:** if an instrument set or machine is being transported to another hospital along, a formal 'Transfer Custodian' should be designated for the specific move. This process will be ensuring the instruments are securely packed, transported, and received at the other end.

5.19 **Damage Liability:** in the event of instrument damage or loss during transport or usage, a pre-agreed upon process for financial restitution should be place. This could be packed, transported, and received at the other end.

5.20. **Sterilizations Verification:** before the loaned instruments leave the original hospital, a 'sterilization Verification' should be signed in the place. This could be backed in the formal agreement.

5.21 **Return Inspection:** upon return, there should be a thorough inspection for the instruments for any damage. Any discrepancies should be immediately reported to the loaning institution.

5.22 **Documentation:** all incidents related to the loaning, usage, and return of the instruments should be documented in Amman system with proper coding.

5.23 **Review Mechanism:** a quarterly review should be conducted to assess the effectiveness of the loaning process. This will involve cross-departmental meetings to discuss any issues or improvements if needed.

6. Responsibilities:

6.1 Director of the hospital /HOD:

- 6.1.1 ensure that an auditing system is in place for tracking compliance with this SOP.
- 6.1.2 to facilitate official communication between departments and healthcare institutions, including sharing updated protocols, announcements, and essential notifications regarding this SOP.

6.2. HOD surgical team:

- 6.2.1 To communicate the need of loan instruments with HOD/Store/OT in charge/owner organization of the loan set, following this SOP.
- 6.2.2 Ensure concise information provided – delivery date, surgery date and return date.
- 6.2.3 To review and update the list of essential instruments and equipment required periodically.
- 6.2.4 To perform review of the loan process, identify any areas for improvement.

6.3 OT In-charge/Delegated staff:

- 6.3.1 To communicate and ensure staff awareness about instrument & implant of the SOP.
- 6.3.2 To implement a training program on managing the loan instruments.
- 6.3.3 Ensure the loan set is available for the required date and time.

6.4 Surgical store:

- 6.4.1 To maintain an up-to-date inventory list, categorizing loanable items, their availability status and scheduled return dates.
- 6.4.2 To store and prepare surgical instruments and sets for transport based on the formal request which is made by the operating surgeon.
- 6.4.3 To maintain a 'Loan Register Book' for comprehensive and efficient tracking of all loaned instruments and sets.
- 6.4.4 To coordinate with OT In-charge/Delegated Staff for sterilization and preparation of loaned instruments.
- 6.4.5 To initiate a 'Damage or Loss Report' in case of discrepancies, damage, or losses upon the return of loaned items, and to communicate this immediately to the relevant departments for timely resolution.

6.5 Engineers (electrical, biomedical and mechanical):

- 6.5.1 To participate, oversee and supervise the safe handling of loan equipment.

6.5.2 to certify the proper functioning of any loaned machines or electronic equipment before and after loaning.

6.5.3 To perform a safety audit, ensuring that all the loaned machines meet the standard safety protocols.

6.5.4 To ensure equipment training and assist in troubleshooting of the loan equipment

7. Document History and Version Control

Version	Description	Review Date
1	Initial Release	

8. References:

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9. Annexes:

Appendix 1 Checklist for completion with Loan Instruments

Name of supplier:	
Instruments:	
Identification Number:	
On receipt of Instruments (In all instances the In-Charge Nurse or delegated staff should)	
a. Check contents against list provided	() Verified () Discrepancy
b. Photocopy contents list in order to provide 2 copies	
c. Manufacture reprocessing instruction of autoclaving	() Included () Not Included
d. Sterility indicator	() Attached () Not Attached
e. Documentation that decontamination has been performed	() Included () Not Included
f. Sign delivery note for receipt	() Signed () Not Signed
g. Clearly identify equipment as on loan	() Labeled as Loan () Not Labeled

Employee no:		Designation:		Signed:		Date:	
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Returning Instruments (In all instances the In Charge Nurse or delegated staff should)	
h. Check contents against list provided, sign as complete and date.	
i. Check autoclaving process done after use	
j. Formally sign back the instruments to the owner organization, supplier	
k. Handover the loan set to the loaning Representative	
l. Obtain signature from the loaning Representative	

Employee no:		Designation:		Signed:		Date:	
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