



Policy and Procedure of
Continuous Availability of Infection
Control Equipment and Supplies

AMRH/IC/P&P/012/Vers.03
Effective Date: April 2022
Review Date: April 2025

Institution Name: Al Masarra Hospital					
Document Title: Policy and Procedure of Continuous Availability of Infection Control Equipment and Supplies					
Approval Process					
	Name	Title	Institution	Date	Signature
Written by	Siham Al Zadjali	Infection Control Practitioner	Al Masarra Hospital	20/4/22	
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Approved by	Dr. Bader Al Habsi	Hospital Director	Al Masarra Hospital	24-5-2022	





Content Table:

Acronyms	3
1. Introduction	4
2. Scope	4
3. Purpose	4
4. Definition	4
5. Policy	5
6. Procedure	5-6
7. Responsibility	6-7
8. Document History and Version Control	7
9. Related Documents	7
10. References	8
Appendices	9-16
Appendix 1. List of Infection Control Supplies in the Medical Store.....	9-11
Appendix 2. Audit Tool.....	12-15
Appendix 3. Document Request Form	16
Appendix 4. Document Validation Checklist	17



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Acronyms:

AMRH	Al Masarra Hospital
CSSD	Central Sterile Supply Department
HOD	Head of Department
MDRO	Multi-drug Resistant Organisms
P&P	Policy & Procedure
PPE	Personal Protective Equipment
TB	Tuberculosis



Policy and Procedure of Continuous Availability of Infection Control Equipment and Supplies

1. Introduction

Patient care activities should be undertaken in a clean and/or hygienic environment that facilitates practices related to the prevention and control of hospital acquired infection, as well as including availability of appropriate Infection Control materials and equipment.

2. Scope

This document is applicable to all Staff Nurses, Infection Control Practitioners, Medical Store Staff, and maintenance staff of Al Masarra Hospital (AMRH).

3. Purpose

- 3.1 To ensure the quality and availability of infection control materials and equipment for continuous quality care for the patients.

4. Definitions

- 4.1 **Negative Air Pressure:** is a system used in hospitals and medical centers to prevent cross-contaminations from room to room. It includes a ventilation system that generates negative pressure to allow air to flow into the isolation room but not escape from the room, as air will naturally flow from areas with higher pressure to areas with lower pressure, thereby preventing contaminated air from escaping the room.
- 4.2 **Personal Protective Equipment (PPE):** are equipment designed to provide barrier between a person and a known or potential infectious material in order to minimize or reduce the risk of exposure to the infectious material.
- 4.3 **Multidrug-Resistant Organisms:** Multi-drug resistant organisms (MDRO) are common bacteria (germs) that have developed resistance to multiple types of antibiotics.



5. Policy

- 5.1 All Infection Prevention & Control Equipment must be available in the clinical areas at all times for quality care of the patients.
- 5.2 Health care facility of Al Masarra Hospital must provide sufficient water at all times for drinking, hand washing, food preparation, personal hygiene, medical activities, cleaning and laundry through the maintenance department.
- 5.3 Access to hand hygiene facilities equipped and supplied with alcohol-based hand rubs and (where appropriate) with water, soap and disposable or tissue paper at the point of care and within 5 meters of sanitation facilities must be provided by infection prevention & control department.
- 5.4 Medical and General Store must supply adequate supply of appropriate personal protective equipment (PPE) and puncture-resistant sharps containers, containers for separating other types of health care waste and other supplies necessary for cleaning.

6. Procedure

- 6.1 Ensure that sufficient water for drinking, hand washing, food preparation, personal hygiene, medical activities, cleaning and laundry are available.
- 6.2 Check that the hand hygiene facilities are equipped with alcohol-based hand rubs, water, soap and disposable or tissue paper within five (5) meters at the point of care.
- 6.3 Supply appropriate personal protective equipment (PPE) and puncture-resistant sharps containers, containers for separating other types of health care waste and other supplies necessary for cleaning.
- 6.4 Maintain regular cleaning and hygienic conditions including cleaning of examination rooms, waiting areas, surfaces and toilets through contractor company.
- 6.5 Ensure the availability of tissue rolls in the examination bed/couch through the General Store.
- 6.6 Healthcare worker shall segregate, treat and dispose of safely all health care wastes in the clinical area.



- 6.7 Ensure the availability of a dedicated centralized decontamination area and/or Central Sterile Supply Department (CSSD) for the decontamination and sterilization of medical devices and other items/equipment supplied with sufficient water.
- 6.8 Prevent transmission of infection to other patients, staff and visitors by ensuring the availability of two single rooms in each ward with private toilet facilities and/or rooms suitable for isolating infected patients, including those with tuberculosis (TB) and multidrug-resistant organisms.
- 6.9 Provide a dedicated clean storage area for patient care items and equipment, including sterile material and a separate area for the storage of clean linen.
- 6.10 Ensure, provide and maintain adequate waste facilities for safe disposal of health care waste including safe use and disposal of sharps.
- 6.11 Make available at the area a separate garbage area for medical wastes with controlling area temperature using air condition.

7. Responsibility

7.1 Infection Prevention and Control Staff/Practitioner Shall:

- 7.1.1 Indent the needed inventory for the Infection Control Department.
- 7.1.2 Count down the needed inventory for each month. (*See Appendix 2. List of Infection Control Supplies in the Medical Store*)
- 7.1.3 Prepare justification and submit to the medical store department to get medical supplies.

7.2 Staff Nurse Shall:

- 7.2.1 Ensure availability of items and supplies for the isolation room in case of isolation case and other Infection Prevention & Control equipment.
- 7.2.2 Check the expiry dates of the supplies and items periodically.



7.3 Medical Store Staff Shall:

7.3.1 Ensure the stock of enough medical supply items related to infection control activities in the stock. *(See Appendix 2. List of Infection Control Supplies in the Medical Store)*

7.3.2 Distribute items as per the requirements in units and wards.

8. Document History and Version Control

Document History and Version Control			
Version	Description of Amendment	Author	Review Date
1	Initial Release	Siham Al Zadjali	January 2021
2	1. Procedure modified 2. Responsibilities added and modified 3. List of Infection Control Supplies in the Medical Store added	Siham Al Zadjali	June 2022
3	Review and Update	Siham Al Zadjali	April 2025
Written by	Reviewed by	Approved by	
Siham Al Zadjali	Noora Al Zadjali	Dr. Bader Al Habsi	

9. Related Documents

9.1 Appendix 1. List of Infection Control Supplies in the Medical Store.

9.2 Appendix 2. Audit Tool.



10. References

Title of book/journal/articles/ Website	Author	Year of Publication	Page
Guidelines on Core Components of Infection Prevention and Control Programmes at the National and Acute Health Care Facility Level.	World Health organization	2016	---



Appendices

Appendix 1. List of Infection Control Supplies in the Medical Store

Ward/Department:

No.	Name of the item	Date & Month of checking											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	Disposable gloves latex												
2.	Sterile gloves												
3.	Disposable gown												
4.	Surgical mask												
5.	N95 mask												
6.	Goggles												
7.	MMR Vaccine												
8.	Influenza vaccine												
9.	PPD (Mantoux test)												
10.	Varicella vaccine												
11.	Hepatitis B vaccine												



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12.	Alcohol swab (Steriswabs)													
13.	Vacuum blood collection tube red 2ml /4ml plane													
14.	Specimen collection bag													
15.	Sharps container													
16.	Antimicrobial wipes													
17.	Zygel													
18.	Chlorine release tablet for disinfection (HAZ TAB)													
19.	Chlorine release granules.													
20.	Incontinent sheet													
21.	Cotton wool													
22.	Disposable needle G23													



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23.	Disposable syringe 2ml													
24.	Disposable syringe 5ml													
25.	Band aid spots													
26.	Gauze swab 7.5cmx7.5cm													
27.	Microspore adhesive tape													
28.	Hibiscrub liquid 500ml 4%													
	Signature of IPC													



Appendix 2. Audit Tool

Al Masarra Hospital
Infection Prevention & Control Department
Continuous Availability of Infection Control Equipment and Supplies

Department: _____

Date: _____

S.N.	Audit Process	Standard / Criteria	Yes	Partial	No	N/A	Comment
1.	Observation	Is the availability of sufficient water for drinking, hand washing, food preparation, personal hygiene, medical activities, cleaning and laundry ensured?					
2.	Observation	Are hand hygiene facilities equipped with alcohol-based hand rubs, water, soap and disposable or tissue paper within five (5) meters at the point of care?					
3.	Observation	Are appropriate personal protective equipment (PPE) and puncture-resistant sharps containers, containers for separating other types					



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		of health care waste and other supplies necessary for cleaning supplied?					
4.	Observation	Is regular cleaning and hygienic conditions including cleaning of examination rooms, waiting areas, surfaces and toilets through contractor company maintained?					
5.	Observation	Is the availability of tissue rolls in the examination bed/couch ensured?					
6.	Observation	Are health care wastes segregated, treated and disposed of safely by the health care workers in the clinical area?					
7.	Observation	Is the availability of dedicated centralized decontamination area and/or Central Sterile Supply Department (CSSD) for the decontamination and sterilization of medical devices and other					



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		items/equipment supplied with sufficient water ensured?					
8.	Observation Interview	Is the transmission of infection to other patients, staff and visitors prevented by ensuring the availability of two single rooms in each ward with private toilet facilities and/or rooms suitable for isolating infected patients, including those with tuberculosis (TB) and multidrug-resistant organisms?					
9.	Observation	Is a dedicated clean storage area for patient care items and equipment, including sterile material and a separate area for the storage of clean linen provided?					
10.	Observation	Are adequate waste facilities for safe disposal of health care waste including safe use and disposal of sharps provided and maintained?					



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11.	Observation	Is a separate garbage area for medical waste with controlling area temperature with air condition made available at the area?					
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Appendix 3. Document Request Form

Document Request Form			
Section A: Completed by Document Requester			
1. Requester Details			
Name	Siham Al Zadjali	Date of Request	April 2022
Institute	Al Masarra Hospital	Mobile	93693628
Department	Infection Control and Sterilization Service	Email	siham.moht@hotmail.com
The Purpose of Request			
<input type="checkbox"/> Develop New Document	<input checked="" type="checkbox"/> Modification of Document	<input type="checkbox"/> Cancelling of Document	
1. Document Information			
Document Title	Policy and Procedure of Continuous Availability of Infection Control Equipment and Supplies		
Document Code	AMRH/IC/P&P/012/Vers.03		
Section B: Completed by Document Controller			
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Forward To:.....	
Comment and Recommendation:			
Name	Kunooz Al Balushi	Date	April 2022
Signature		Stamp	





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Appendix 4. Document Validation Checklist

Document Validation Checklist					
Document Title: Policy and Procedure of Continuous Availability of Infection Control Equipment and Supplies			Document Code: AMRH/IC/P&P/012/Vers.03		
No	Criteria	Meets the Criteria			Comments
		Yes	No	N/A	
1.	Approved format used				
1.1	Clear title – Clear Applicability	✓			
1.2	Index number stated	✓			
1.3	Header/ Footer complete	✓			
1.4	Accurate page numbering	✓			
1.5	Involved departments contributed	✓			
1.6	Involved personnel signature /approval	✓			
1.7	Clear Stamp	✓			
2.	Document Content				
2.1	Clear purpose and scope	✓			
2.2	Clear definitions	✓			
2.3	Clear policy statements (if any)	✓			
3.	Well defined procedures and steps				
3.1	Procedures in orderly manner	✓			
3.2	Procedure define personnel to carry out step	✓			
3.3	Procedures define the use of relevant forms	✓			
3.4	Procedures to define flowchart		✓		
3.5	Responsibilities are clearly defined	✓			
3.6	Necessary forms and equipment are listed	✓			
3.7	Forms are numbered	✓			
3.8	References are clearly stated	✓			
4.	General Criteria				
4.1	Policy is adherent to MOH rules and regulations	✓			
4.2	Policy within hospital/department scope	✓			
4.3	Relevant policies are reviewed	✓			
4.4	Items numbering is well outlined	✓			
4.5	Used of approved font type and size	✓			
4.6	Language is clear, understood and well structured	✓			
Recommendations For implementation More revision To be cancelled.....					
Reviewed by: Kunooz Al Balushi			Reviewed by: Ruvilee Ramel-Bueno		

