

Policy Name: Loaner Instrument Trays

Applies to: Department of Perioperative Services		
<input checked="" type="checkbox"/> OSU Wexner Medical Center [University Hospital, East Hospital, Brain and Spine Hospital, Richard M. Ross Heart Hospital, Harding Hospital, Dodd Rehabilitation Hospital, Ambulatory Clinics and Services]	<input checked="" type="checkbox"/> Ambulatory Surgery Centers [New Albany, Dublin]	<input checked="" type="checkbox"/> Arthur G. James Cancer Hospital and Richard J. Solove Research Institute and Outreach Sites

Policy Objective

OSUWMC facilities often have a need to borrow instrumentation and equipment for a surgical or invasive procedure from a vendor or a neighboring healthcare facility. When this occurs, all instrumentation and equipment that is borrowed and now owned or sterilized by an OSUWMC location, must be registered, documented, and in compliance to the MIFU's for the instrumentation or equipment, and the Decontamination and Sterilization policy for OSUWMC facilities. All loaned instrumentation and equipment received from an offsite OSUWMC must be registered, documented, and in compliance to the offsite reprocessing and transport procedures for OSUWMC facilities.

The Central Sterile Supply (CSS) supervisor or designated personnel is responsible for the proper management of the loaned instrumentation and equipment in accordance to term specified in the agreements entered into with suppliers and in accordance with the purchasing regulations of The Ohio State Wexner Medical Center (OSUWMC.)

This policy includes the following Appendix topics:

- Appendix A: Process for Loaned Instrument Sets or Equipment
- Appendix B: Off-Site OSUWMC Transport Processes for OSUWMC facilities

Definitions

Term	Definition
Consigned / Loaner instrumentation	Consigned/ loaner instrumentation are surgical products, instruments or equipment not owned by OSUWMC.
Life-Threatening Case	A case which should be performed immediately and in which a delay of more than 15 minutes would result in additional morbidity and/or mortality for the patient
Emergent Case	A case which should be performed as soon as possible, not exceeding 2 hours and in which a delay of over 2 hours would result in additional morbidity and/or increased mortality for the patient
Urgent Case	A case which, if not done within 2-12 hours, would result in additional morbidity and/or increased mortality for the patient
Add-on Elective case	A case that is being added after the OR schedule has been finalized at 11 AM each day (10 AM at East) for the following day.
Routine Courier Route	The required courier route for decontaminated instruments. This route may have frequent stops.
Stat Courier Route	The required courier route for sterilized instruments with no stops between facilities

Policy Details

The standards for sterilization at the OSUWMC's Health System Central Sterile Supply (CSS) department are in compliance with the Association of Advancement of Medical Instrumentation (AAMI) and the Association of Perioperating Room Nurses (AORN) standards and recommended practices.

The goal of this policy is to **deliver the correct supplier(s) specials and facility owned instrumentation, for the correct patient, on-time for the correct surgical procedure**, while standardizing receipt and use of all loaner instrumentation, inter-facility borrowing, and off-site sterilization.

1.0 Acquisition of Loaned Instrumentation or Equipment

- 1.1 Requested directly from the physician/physician's office at time of scheduling. The physician/physician's office is responsible for contacting the vendor and surgery scheduling for the request.
 - 1.1.1 48 hours prior to the day of the scheduled surgery is provided to give ample time for reprocessing of loaned instrumentation and equipment
 - 1.1.1.1 Excepting: Arrangements will be available for emergent, urgent or add-on elective cases only and provide ample time for reprocessing instrumentation and equipment in compliance to the MIFU's.
- 1.2 Vendors will require the following information from the physician/physician's office in order to check in the instrument set or equipment:
 - 1.2.1 Physician's name
 - 1.2.2 Date and time of surgery
 - 1.2.3 Name of instrument set(s) and equipment needed for the specified case

2.0 Receiving Loaned Instrumentation or Equipment in CSS

- 2.1 All vendors or their designee will be expected to provide the following information upon check-in of their loaned instrumentation or equipment. If any portion is not provided at time of check-in, CSS will not accept the instrumentation or equipment until all of the following are provided to the CSS Supervisor or CSS designated personnel:
 - 2.1.1 Physician's name
 - 2.1.2 Date and time of surgery case
 - 2.1.3 Name of instrumentation of equipment sets and itemized content sheet for each.
 - 2.1.3.1 Vendor or designated representative is responsible for providing itemized content sheets upon receipt and verifying the instrument sets are present. If an itemized content sheet is not provided, the OSUWMC facility is not responsible for any lost/missing instrumentation upon return.
 - 2.1.4 MIFU's for each loaned instrumentation or equipment.
 - 2.1.5 Name of vendor and contact information in the event an issue, question, or concern arises.
- 2.2 The vendor or their designee must individually deliver loaned instruments or equipment to the designated CSS tech.
 - 2.2.1 The vendor or their designee will use the Vendor Tracking System, named Ready Set, located in the CSS Office to check in and register the loaned instrumentation or equipment for the surgery case.
- 2.3 Once the vendor or their designee completes the check-in, the designated CSS tech will perform the following:
 - 2.3.1 All loaner set(s) will require are in-depth co-inspection in the CSS office by the:
 - 2.3.1.1 Pictures of each loaned set are recommended during check-in for accuracy of the inventory.
 - 2.3.1.1.1 Pictures will be stored in the facility instrument tracking system.

- 2.3.1.2 Instrument or equipment set(s) should not exceed the maximum weight allowance of 25 pounds determined by current AAMI/ANSI ST79 standards.
 - 2.3.1.2.1 Any that violate this standard require configuration of the set and a revision in the written contents to reflect the change.
- 2.3.1.3 All sets will be reviewed by the CSS staff and Vendor designee using the written content sheet provided to ensure all items were present during check-in.
 - 2.3.1.3.1 If any missing item(s) are found, the content sheet will demonstrate the item is missing by crossing through the item missing and initialed by the vendor and CSS designee.
- 2.3.1.4 All instruments and equipment will be inspected for rusting, tape, residue, or defects that can compromise the integrity of the sterilization process. Any defects will result in a rejection of that item.
- 2.3.1.5 Please refer to Appendix A: **Process for Loaned Instrument Sets or Equipment****

2.4 Written instructions will be provided by the supplier or designee to a CSS supervisor or CSS staff designee for the purpose of educating staff on the MIFU and recommendation on procedures for cleaning, assembly, and sterilization.

3.0 Processing of All Loaned Set(s)

- 3.1 CSS will process all loaned set(s) before each procedure in accordance to the MIFU's provided during check-in.
 - 3.1.1 All instrument sets and equipment will be decontaminated, assembled and processed in CSS in accordance to OSUWMC policy.
- 3.2 All sets containing implants must be sterilized with a biological indicator.
 - 3.2.1 Instruments are processed and sterilized in the CSS department and quarantined until the biological indicator is negative
 - 3.2.2 OSUWMC OR's are not permitted to accept sterile loaned instrument set(s) brought from an outside non-OSUWMC facility.
 - 3.2.2.1 These sterile loaner set(s) will be opened and processed according to the MIFU and OSUWMC policy.
 - 3.2.2.2 Exception: In emergent case/situation, OSUWMC will accept sterile loaned instruments with a dust cover from an off-site OSUWMC facility only.

4.0 Processing of All Loaned Set(s) From Another OSUWMC Facility

- 4.1 Sterile instruments processed in another OSUWMC facility.
 - 4.1.1 Are accepted by following a detailed process documenting the verification of the decontamination and sterilization processes to prevent contamination of the instruments prior to point of use.
 - 4.1.2 Please refer to Appendix B: **Off-Site OSUWMC Transport Process for OSUWMC Facilities**

5.0 Returning Loaner Instrumentation

- 5.1 CSS will decontaminate all loaned instrument set(s) and equipment after each procedure.
- 5.2 The supplier or designee and CSS supervisor will inspect the loaned instrumentation for any damage to the items during OSUWMC's possession.
- 5.3 OSUWMC will take responsibility for any damage or missing instrumentation while loaner set(s) are in OSUWMC's possession. Contingent upon supplier verification of tray complete upon entry to facility.

5.4 Once loaner set(s) are returned to the supplier or designee, OSUWMC is now responsible for broken or missing loaner instruments, equipment, or surgical products.

5.5 The set(s) will be available for pickup by the supplier or designee within 48 hours post-surgical use.

5.6 All supplier specials must be picked up within 48 hours post-surgical case.

5.6.1 Any unclaimed supplier sets after 48 hours will be returned to supplier C.O.D (Cash on Delivery.)

5.7 If set(s) are required to be picked up the same day of use, special arrangements need to be made with the CSS staff member who received the instruments.

5.7.1 Set(s) will be available for pick up in CSS after processing is completed.

Resources

Association of Perioperative Registered Nurses, Inc. (2016) Guideline for sterilization. Retrieved from <http://www.aornstandards.org/content/1/SEC37.body?sid=e3d2bfc9-8f24-443c-948494fc5876bfc>

Association of Perioperative Registered Nurses, Inc. (2016) Guideline for selection and use of packaging systems for sterilization. Retrieved from <http://www.aornstandards.org/content/1/SEC36.body?sid=e3d2bfc9-8f24-443c-948b-494fc5876bfc>

Association of the Advancement of Medical Instrumentation (2018) Comprehensive guide to steam sterilization and sterility assurance in health care facilities. Arlington, VA: Association of the Advancement of Medical Instrumentation.

Burlingame, B. L. (2013). Clinical Issues: Sterilizing instruments when the sterilizer is malfunctioning. AORN Journal, 97(2), 269- 270.

- [Sterilization Standards and Practices](#)

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History

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Approved by: CSS Competency & Handbook Workgroup, Infection Control Committee

Appendix A: Process for Loaned Instrument Sets or Equipment

1.0 After the in-depth co-inspection by the CSS staff member and supplier:

1.1 All set(s) brought to the OSUWMC facility must have the following:

- 1.1.1 Containers and lids accurately identifying the vendor and the set.
- 1.1.2 All lids used on the loaned sets must match and fit the container.
- 1.1.3 Photographs and inventory sheets provided.

1.2 The supplier will provide the CSS department with the following:

- 1.2.1 Instructions for the purpose of educating staff on the written MIFU and recommended procedures for cleaning, assembly instructions, and sterilization.
- 1.2.2 Written Immediate Use Steam Sterilization (IUSS) parameter MIFU's.

Appendix B: Off-Site OSUWMC Transport Process for OSUWMC Facilities

1.0 Decontamination of Instruments

1.1 Instruments will be decontaminated according to MIFU and OSUWMC policy for transporting instruments between OSUWMC facilities.

1.2 Contaminated instruments will be packaged for transport according to the following guidelines:

- 1.2.1 All sharp instruments must be packaged for transport in a puncture-proof, rigid container with a lid.
- 1.2.2 Rigid container and lids should be decontaminated according to MIFU and OSUWMC policy.
- 1.2.3 Contaminated instruments are placed back in a rigid container and a lid is securely placed on the container for transport.
- 1.2.4 Container is clearly marked as biohazard either by placing a biohazard tag on the handle or placing the entire container in a biohazard bag.
- 1.2.5 If the container is placed in a biohazard bag, the bag should be securely closed during transport.

1.3 Contaminated sharp instruments that are peel packed

- 1.3.1 Place sharp instruments in a puncture-proof container with a lid.
 - 1.3.1.1 Container must be marked as biohazard by either placing a biohazard tag on the container or placing the entire container in a biohazard bag.

1.4 Contaminated non-sharp instruments that are peel packed

- 1.4.1 Place instruments in a biohazard bag or puncture-proof container with a lid.

1.4.2 Biohazard bag is securely closed.

2.0 Decontaminated Instruments are Transported to OSUWMC Off-Site CSS Facility

- 2.1 Decontaminated instruments will be transported in a contracted climate controlled vehicle using a routine courier route.
- 2.2 Retain receipt of courier pickup in transportation log book, until all items are returned.

3.0 OSUWMC Facility Receiving Off-Site Decontaminated Instruments

- 3.1 Off-Site decontaminated instruments are received in decontamination room.
- 3.2 Instrumentation will be processed for decontamination. Please refer to OSUWMC Sterilization Standards and Practices Policy.