

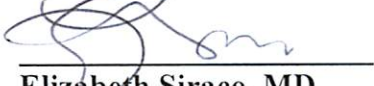


Milford Regional Physician Group, Inc.

Effective Date:	2/1/2018	Manual:	Urgent Care
Distribution:	All Urgent Care Facilities		
Originating Dept. Committee:	Operations	Signature:	 Nancy Jolicoeur
Senior Management:	Director of Operations	Signature:	 Michael Connors, MD
	Urgent Care Physician Director	Signature:	 Elizabeth Siraco, MD
	Medical Director		
<input checked="" type="checkbox"/> New			
<input type="checkbox"/> Supersedes:	<u>Spore Check Policy</u> (Policy Name)	<u>2/1/2018</u> (Effective Date)	<u>2016</u> (Origination Date)

Subject: Spore check policy.

Purpose: It is the purpose of this policy to provide guidelines and standards for Milford Regional Physician Group, Inc.'s Urgent Care staff for performing autoclave spore checks.

Policy: It is the policy of Milford Regional Physician Group, Inc.'s Urgent Care facilities that autoclave spore checks will be done weekly using biological indicator strips.

Procedure:

- A. Prepare the biological indicators, also known as spore check vials, as follows:
 1. Take two new vials from the spore check vial box.
 2. Write the date on both vials.
 3. Write the letter "S" on the first vial.

4. Write the letter “C” on the second vial.
5. Write the current **Autoclave Load Number** on both vials. You will get the current load number by following the previous load number logged in the Biological Indicator Log.

B. Run the biological indicators in the autoclave as follows:

1. Put the vial labeled “S” in the autoclave to **sterilize** it.
2. **Do not** autoclave the second “C” or “Control” vial. Leave it on the counter.
3. Run a regular autoclave cycle (with instruments or gauze).
4. After the autoclave machine cools down, remove the sterilized vial.

C. Initiate incubation period:

1. The pink line on the vial “S” turns brown when it is autoclaved.
2. Carefully squeeze both the “S” and the “C” vials to crush the glass inside them.
3. Place both vials into the incubator.
4. Plug in the incubator and put the lid on.
5. Fill out the Spore Check Log Sheet by adding load number, date and medical assistant’s initials.
6. After 24 to 48 hours, remove both vials and read the results as outlined in Sections D.

D. Interpret the biological indicator results:

1. The liquid in the sterilized autoclaved vial, labeled “S”, should be a purple color, which indicates a negative result.
2. The liquid in the control (“C”) vial should be a yellow color, which indicates a positive result.
3. Write the results, time, and date that the vials were removed from the incubator into the Autoclave Book.
4. All documents must be initialed by the medical assistant performing any part of this control.
5. Save the vials for record purposes in the bag provided, kept in the cupboard, in the Autoclave room.
6. Unplug the incubator machine after both vials have been removed.

E. Report Abnormal Results:

1. If an abnormal result appears in the spore check, another spore check should be done immediately. The machine and employee technique will be reviewed for a possible cause of problem.
2. Possible operator errors are:
 - a. Overloading of the sterilizer machine.
 - b. Failure to provide adequate package separation.
 - c. Incorrect or excessive packaging materials.
3. Any identified procedural problems must be corrected before running a second test.

4. If the second spore check comes back abnormal, management must be notified as soon as possible.
5. Management will immediately remove the autoclave machine from service.
6. BioMed will be contacted by management to repair and inspect the autoclave machine.
7. Problems with any abnormal spore check and their resolutions must be documented in the Medical Equipment Safety Evaluation Form.
8. Once the Equipment Evaluation Form is completed, this form must be turned into the Administrator for review and any necessary follow-up.

F. Report normal results:

1. If the second autoclave monitoring shows normal or proper sterilization on the packages and sterilization indicator strip, the medical assistant will proceed with the spore check by following A,B,C, and D.
2. Once the vial incubation period is complete, the results will be marked in the Spore Check Log, along with the date and time the vials were removed from the incubator, and the medical assistant's initials.
3. The biological indicator strip will be logged onto the Okay Strip Log.