Contingency Plans for Automated Equipment Shutdowns

Document #: A1.16
Initial effective date: October 2017
Last updated: February 2020
Next review: February 2023

OBJECTIVES

- Outline response required in the event of a planned and unplanned situation that would disrupt automated equipment (Washer-Disinfectors, Washer-Sterilizers, Cart Washers, Ultrasonic Cleaner, Automated Endoscope Reprocessors, High-Level Disinfectors, and Pasteurizers).
- Ensure MDR operations are maintained in order to support the patient care units and departments requiring reprocessed instruments and supplies.
- Identify roles and responsibilities of MDR staff during planned and unplanned equipment shutdowns.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staff, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary) working within Medical Device Reprocessing.

ELEMENTS

1. Planned automated equipment shutdown
   - 1.1 MDR management will be notified of an upcoming shutdown by site Facilities, Maintenance and Engineering (FM&E).
   - 1.2 FM&E, in collaboration with the MDR, will schedule the shutdown to occur when the MDR is operating at nonpeak hours, reducing the impact on reprocessing.
2. MDR management will:
   - 2.1 Determine what instruments and supplies can be processed in comparable equipment.
   - 2.2 Ensure MDR staff continues to process instruments and supplies not affected by the shutdown.
   - 2.3 Identify with site Contracting, Procurement and Supply Management (CPSM) department which supplies and instruments could be replaced with disposable options.
   - 2.4 Consult with other sites to determine where supplies and instruments could be sent for reprocessing during shutdown.
   - 2.5 Consult with affected units and departments to determine if any sterile instruments or supplies could be borrowed from other sites.

Original date: October 2017
Revised date: February 2020

2.6 Coordinate transport of instruments and supplies to/from supporting site(s) as per site specific procedure.

2.7 Evaluate staffing needs and schedule additional staff as required.

3. Unplanned automated equipment shutdown

3.1 The MDR manager or designate will be notified as soon as a shutdown to any automated equipment is identified by MDR staff.

3.2 MDR staff will continue to process instruments and supplies that are not affected by the shutdown.

3.3 MDR manager or designate will:

a) consult with FM&E to determine the extent of shutdown to service, impact to affected units and departments, and how to resolve the problem.

b) assess what instruments and supplies can be processed in comparable equipment.

3.4 If the equipment shutdown will impact units and departments the MDR Manager or designate will:

a) notify next level of management (operating room manager, site administrator, and director). This level of management will determine if cancelling procedures is required;

b) notify the units and departments affected and identify instruments that must be available for use;

c) identify with site CPSM department which supplies and instruments can be replaced with disposable options;

d) consult with other sites to determine where supplies and instruments can be sent for reprocessing during shutdown;

e) consult with affected units and departments to determine if any sterile instruments or supplies can be borrowed from other sites;

f) coordinate transport of instruments and supplies to/from supporting sites(s) as per site specific procedure;

g) evaluate staffing needs and schedule additional staff as required.

4. Automated equipment resumes operation

4.1 When the automated equipment resumes operation, the MDR Manager or designate will:

a) perform any required operational requalification (as per equipment manufacturer's instructions);

b) notify the affected units and departments that service will be resumed;

c) identify resource requirements to catch up with backlog of instruments and supplies that require reprocessing;

Original date: October 2017
Revised date: February 2020

d) notify supporting sites(s) and identify if further support is needed to ensure adequate inventory while backlog of instruments and supplies are being sterilized.

5. Documentation

5.1 The manager or designate will document unplanned disruptions in the Reporting and Learning System:

a) date and time of disruption;
b) steps taken to resolve the issue(s);
c) cause of disruption, for example, system error, user error;
d) impact to affected units and departments.

DEFINITIONS

None

REFERENCES

- Non-Alberta Health Services documents
  - *Canadian Medical Device Reprocessing. (Canadian Standards Association)* (CAN/CSA Z314-18)

VERSION HISTORY

Date	Action taken
October 2017	Initial approval
February 2020	Last updated
February 2023	Next revision date