# Contingency Plans for Automated Equipment Shutdowns

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**Next review: May 2028**

## OBJECTIVES

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

## ELEMENTS

1. MDRA management will:
    - 1.1 Determine what instruments and supplies can be processed in comparable equipment.
    - 1.2 Ensure MDRA staff continues to reprocess instruments and supplies not affected by the shutdown.
    - 1.3 Work with site Contracting, Procurement and Supply Management (CPSM) department to identify which supplies and instruments could be replaced with disposable options.
    - 1.4 Consult with other sites to determine where supplies and instruments could be sent for reprocessing during shutdown.


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1.5 Consult with affected units and departments to determine if any sterile instruments or supplies could be borrowed from other sites.

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

1.7 Evaluate staffing needs and schedule additional staff as required.

2. Planned automated equipment shutdown

2.1 MDRA management will be notified of an upcoming shutdown by site Facilities, Maintenance and Engineering (FM&E).

2.2 FM&E, in collaboration with the MDRA, will schedule the shutdown to occur when the MDRA is operating at nonpeak hours, reducing the impact on reprocessing.

3. Unplanned automated equipment shutdown

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

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

3.3 MDRA 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 MDRA 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) Work with site CPSM department to identify 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.


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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 MDRA 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.

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 Z314:23)


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## VERSION HISTORY

| Date | Action taken |
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| October 2017 | Initial approval |
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