Standard Operating Procedure

Contingency Plans for Large Scale Inventory Loss

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OBJECTIVES

To provide guidance to Medical Device Reprocessing Area (MDRA) staff on identifying:

- Strategies for managing inventory problems as a result of climate-control failure (temperature & humidity) or water leaks in storage or work areas.
- Actions to be taken to minimize impact to MDRA end users including the operating rooms, internal and external units, and departments.
- Key contacts and staff responsibilities in the context of restoring and maintaining daily operations.

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 Area.

ELEMENTS

1. For temperature and humidity levels that fall outside CSA recommended parameters, refer to document MDR.2.5.1, Evaluation and Response to Incidents of Temperature and Humidity Extremes in the Medical Device Reprocessing Area, Sterile Storage Area, and Decontamination Area for actions to be taken.
    - 1.1 Communicate with all affected units and departments to determine potential impact to booked and emergency cases.
    - 1.2 Coordinate the reprocessing of all suspect or visually contaminated supplies, packages, sets and trays.

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1.3 Determine the need for additional staff and supplies and follow-up as required:
   a) Contact Contracting, Procurement & Supply Management (CPSM) and vendors to facilitate assistance with required supplies.
   b) Evaluate staffing needs and schedule additional staff as required.
   c) Consult with other sites to assist with production support and loaner instruments as required.

1.4 Complete all required documentation:
   a) Reporting and Learing System (RLS) online report
      (i) Date and time of disruption (from time of notification to resolution)
      (ii) Steps taken to resolve the issue(s).
      (iii) Cause of disruption, for example, system error, user error
      (iv) Impact to affected units and departments.
   b) Provide a post-action report to next level management and appropriate stakeholders including an incident summary and a response assessment.

2. For inventory loss due to water leaks:

2.1 The MDRA Manager or designate will be notified as soon as a water leak is identified by MDRA staff.

2.2 MDRA Manager or designate will contact Facilities Maintenance and Engineering (FM&E) to determine the extent of the water leak and possible impact to other units and departments.

2.3 Notify the next level of management (Operating Room Manager, Site Administrator, Infection Prevention and Control (IPC) and MDRA Director). This level of management will determine if cancelling procedures is required.

2.4 Notify internal and external units and departments affected and identify instruments that must be available for use.

2.5 Coordinate the reprocessing of all suspect or visually contaminated supplies, packages, sets and trays.

2.6 Consult with other sites to assist with production support and loaner instruments as required.

2.7 Contact Contracting, Procurement and Supply Management (CPSM) and vendors to facilitate assistance with required supplies.

2.8 Evaluate MDR staffing needs and schedule additional staff as required.

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2.9 Complete all required documentation:

a) Reporting and Leaning System (RLS) online report
   (i) Date and time of disruption (from time of notification to resolution)
   (ii) Steps taken to resolve the issue(s)
   (iii) Cause of disruption, for example, system error, user error
   (iv) Impact to affected units and departments.

b) Provide a post-action report to next level management and appropriate stakeholders including an incident summary and a response assessment.

DEFINITIONS

None

REFERENCES

- Alberta Health Services governance documents
  - Critical and Semi-Critical Single-Use Medical Devices AHS Policy (#PS-07)

- Non-Alberta Health Services documents
  - *Canadian Medical Device Reprocessing. (Canadian Standards Association)* (CAN/CSA Z314:23)

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VERSION HISTORY

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