Contingency Plan Steam Sterilization Shutdown

Document #: MDR.2.3.2
Initial effective date: October 2017 Last updated: May 2025
Next review: May 2028

OBJECTIVES

- Outline response required in the event of a planned and unplanned steam sterilization system shutdown.
- 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 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 shutdown

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

1.2 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.

1.3 If the disruption in service will impact units and departments the MDRA Manager or designate will:

a) Notify next level of management (Operating Room Manager, Site Administrator, Infection Prevention & Control and Director).

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b) Notify the units and departments affected and identify instruments that must be available for use.

c) Work with site Contracting, Procurement and Supply Management (CPSM) department to identify which supplies and instruments can be replaced with disposable options.

d) Consult with other site(s) to determine where supplies and instruments can be sent for sterilization 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.

2. Unplanned shutdown

2.1 MDRA Manager or designate will be notified as soon as a disruption with the steam sterilization system is identified by MDRA staff.

2.2 MDRA staff will continue to decontaminate and assemble instruments for sterilization.

2.3 MDRA Manager or designate will consult with FM&E to determine the extent of disruption to service, impact to affected units and departments, and how to resolve the problem.

2.4 If the disruption in service 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 sterilization 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.

3. Resuming operations

3.1 The MDRA staff will perform the required Operational Requalification of steam sterilizers as per site procedure. Operational Qualification is performed by completing 3 consecutive B.I tests contained in a PCD on all sterilizer cycles. Additionally, pre-vacuum sterilizer requires 3 consecutive dynamic air removal tests.

3.2 The MDRA Manager or designate will:

a) Notify the affected units and departments that service will be resumed.

b) Identify resource requirements to catch up with backlog of instruments and supplies that require sterilization.

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

4. Documentation

4.1 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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Original date: October 2017
Revised date: May 2025

VERSION HISTORY

Date	Action taken
October 2017	Initial approval
May 2025	Last updated
May 2028	Next revision date