


<p><b>Name of Policy:</b> <u><b>Sterilization Records for Sterile Processing, the O.R. and Dental Clinic</b></u></p> <p><b>Policy Number:</b> 3364-139-1-01</p> <p><b>Department:</b> Sterile Processing</p> <p><b>Approving Officer:</b> Chief Nursing Officer</p> <p><b>Responsible Agent:</b> Operations Manager, Sterile Processing</p> <p><b>Scope:</b> The University of Toledo Medical Center Sterile Processing Department</p>	 <p><b>Effective Date:</b> August 1, 2023 <b>Initial Effective Date:</b> June 1, 1996</p>
<p> <input type="checkbox"/> New policy proposal      <input type="checkbox"/> Minor/technical revision of existing policy  <input type="checkbox"/> Major revision of existing policy      <input checked="" type="checkbox"/> Reaffirmation of existing policy </p>	

**(A) Policy Statement**

A sterilization record will be created and maintained for all sterilization loads run in the Sterile Processing Department, the Operating Room and the Dental Clinic.

Sterile Processing records will be maintained utilizing a computerized record management system.

**(B) Purpose of Policy**

To ensure the proper operation of sterilizers and maintain a record of all sterilization cycle within the Sterile Processing department, the Operating Room and Dental Clinic.

**(C) Procedure**

The sterilization record will include the following:

A list of items sterilized, cycle parameters, a list of cycle verification tests run, whether the cycle met the sterilization parameters of the cycle, whether the cycle passed or failed all verification tests, the cycle operator and all persons reading, verifying and logging the test data with a signature and date.

In the event of any sterilization cycle failure, parameters and/or tests, the results and follow up actions will be logged into the record.

<b>Approved by:</b>			<b>Review/Revision Date:</b>
/s/		8/15/2023	6/96 7/02 7/05 6/08
Christopher Lehnert Operations Supervisor, Sterile Processing		Date	8/11 1/2014 3/1/2017 2/20/2020 8/15/2023
/s/			
Kurt Kless Chief Nursing Officer		Date	
<i>Review/Revision Completed By:</i> <i>Operations Supervisor, Sterile Processing</i>			
			<b>Next Review Date: 8/1/2026</b>
<b>Policies Superseded by This Policy:</b> SP-1-05 and 3364-139-6-16			

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*