


Name of Policy:	<u>Sterilization of instruments received from non-UTMC source</u>	
Policy Number:	3364-139-6-18	
Department:	Sterile Processing	
Approving Officer:	Chief Nursing Officer	
Responsible Agent:	Operations Manager, Sterile Processing	
Scope:	The University of Toledo Medical Center Sterile Processing Department	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		Effective Date: August 1, 2023 Initial Effective Date: January 22, 2009
<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement

Sterile Processing will sterilize items for other hospitals or healthcare facilities upon request if possible.

(B) Purpose of Policy

To make available UTMC sterilization services for the needs of others or for those who do not have adequate sterilization facilities.

(C) Procedure

- Requests for sterilization services will be made to the operations supervisor of Sterile Processing. Information required will be:
 - Type of item to be sterilized
 - Quantity
 - Period of time services will be needed
 - The IFU for the device to be sterilized
- The operations supervisor will make a determination whether service can be provided. An estimate of charges will be provided if applicable.
- Items will be delivered to Sterile Processing decontamination area. A Sterile Processing receiving and dispensing control sheet must be completed with each delivery.
- Sterile processing will treat delivered items as contaminated and will reprocess according to UTMC policies and procedures only.

Approved by:				Review/Revision Date:
/s/			8/15/2023	1/14/2014 3/1/2017 2/20/2020 8/15/2023
Christopher Lehnert Operations Supervisor, Sterile Processing			Date	
/s/				
Kurt Kless Chief Nursing Officer			Date	
<i>Review/Revision Completed By: Operations Supervisor, Sterile Processing</i>				Next Review Date: 8/1/2026
Policies Superseded by This Policy:				

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