

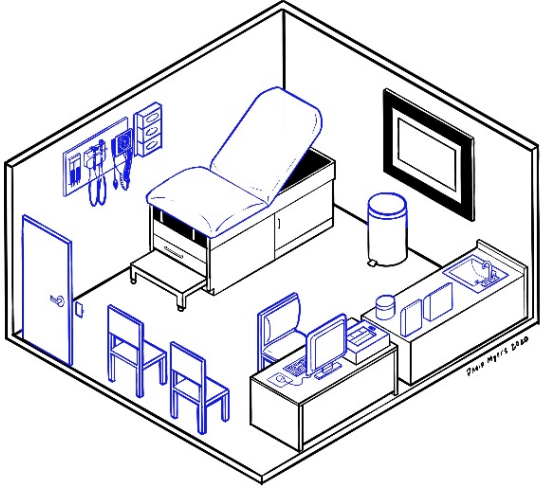


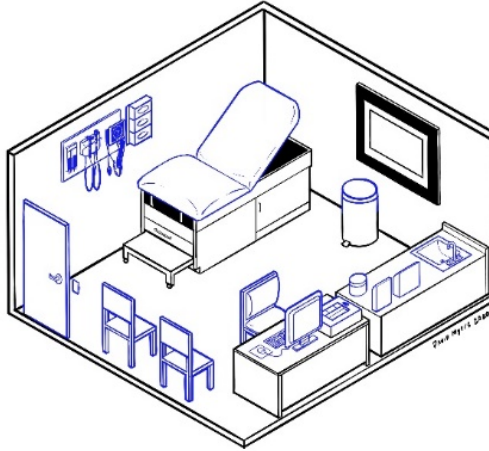
STANDARD WORK

Clinic Exam Room Cleaning

Owner:	Gina Green	Supplies Needed:	<ul style="list-style-type: none"> • Approved EPA Disinfectants • Approved Wipes or Spray • Laminated Signage 	Updated By:	<i>Gina Green</i>
Work Performed By:	PDC and HBC Clinics			Last Updated:	<i>5/12/2020</i>
Purpose:	To ensure that all high touch patient care exam or procedural areas are cleaned according to current policy and procedure with only EPA cleaning disinfectants approved by DUHS Infection Control.				
Expected Outcomes:	<ul style="list-style-type: none"> • Promote patient and employee safety by reducing the risk of infection • To provide visual evidence of cleaning to reassure patients of our commitment to a clean and safe clinic environment. • Daily Audits/Checks • Reported variance in cleaning supplies to management 				

No.	Steps <i>(A logical segment of the operation that advances the work)</i>	Who	Expected Outcome/Reason <i>(the why?)</i>	Additional Information; Key Points, Diagrams, Pictures, Tips, Etc.
1	Laminate Exam Room Cleaning Log and place on a 3M hook on the outside of every exam room door for clinic leader to evaluate daily amount of cleaning supplies on hand and report to leadership if possible depletion of supplies.	Clinic Staff or Leader	To ensure that products are distributed as needed so that all clinics will have enough cleaning supplies on hand.	 PDC Exam Room Cleaning Log_5-7-20
2	Review P&P/Equipment cleaning Guide for detailed cleaning areas and times	Clinic staff	To have the knowledge to complete the below steps	 Equipment Cleaning Guide_APPENDIX G.pd See below list
3	Clean every exam according to P&P/Equipment cleaning guide with close attention to high touch areas. Sign the Exam Room Cleaning Log after every patient to document this is completed.	Clinic Staff	Reduce risk of spreading infection.	

4	Utilize PDC exam room cleaning log to perform cleaning of high touch surfaces, patient care items, bedside equipment, etc.	Clinic Staff	To ensure leadership is aware of which clinics need supplies to redistribute as needed to keep clinic operations functioning.	 <p data-bbox="1339 711 1885 803">All areas in blue should be cleaned after every patient, including faucet handles and door knobs.</p>
5	Remove all magazines, pamphlets, reading material that can be touched by multiple patient by auditing daily to ensure that any reading materials found in exam rooms is removed.	Clinic Staff	Reduce risk of spreading infection.	
6	Utilize disposable equipment as much as possible and throw disposables in appropriate trash, red bin, garbage, etc.	Clinic staff and providers	Ensure appropriate disposal of materials utilize for patient care.	
7	Clean stethoscopes in front of patients to assure cleanliness followed by cleaning after each patient with hospital approved disinfectant or wipe for every visit.	Providers	To ensure that stethoscope is clean in between patients, and to reassure patients that items used in patient care are disinfected.	
8	Follow hand hygiene policy utilizing approved hand hygiene products.	All	See Hand Hygiene Policy	PDC Hand Hygiene Policy – (Ctrl + Click to Open Policy)



- ✓ Door
 - Inside Handle
 - Outside Handle
- ✓ Chairs in room (Visitor Chairs, Physician Chair)
 - Top Back
 - Bottom Seat
 - Arms
 - Legs
- ✓ Computer Monitor
 - Top
 - Front
 - Back
- ✓ Key Board
 - Top
 - Keys
 - Sides
 - Cord
- ✓ Computer Mouse
 - Top
- Bottom
- Sides
- Cord
- ✓ Sink
 - Faucet
 - Faucet handles
 - Sink Edges
 - Sink Lining
- ✓ Trashcan Lid
- ✓ Bed
 - Top
 - Sides
- ✓ Equipment Hanging on the wall
 - Cords
 - Top
- ✓ Cabinets
 - Cabinet Handles
 - Edges
- ✓ Any surface a patient or staff member touches