

MEDICAL DEPARTMENTAL STORES

GDIPC

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Element : E-1

- **Sub- Element (7)**
- **Activities for auditing:**
 - ✓ **(D)** documentation
 - ✓ **(SI)** staff interview
 - ✓ **(O)** observation
- **Score (0-1-2)**

Sub- Element (E - 1.1)

There is a written policy and procedures for the medical storage. (D)

Review the policy, which should be:

- ❖ **Comprehensive**: it covers all aspects of IPC requirements in medical stores, including (but not limited to):
 - Basic criteria of medical stores (i.e., space adequacy, being secured with access restriction, good maintenance, proper organization, regular cleaning and being away from contamination, direct sunlight and air vents)
 - Ventilation requirements for medical stores (i.e., temperature: 22 °C - 24 °C / relative humidity: up to 70%).
 - Recommended standards for storage shelves and containers that are used inside medical stores: accepted materials / design / essential installation requirements (i.e., 40 cm from the ceiling, 20 cm from the floor, and 5 cm from the wall).
 - Essential practices required for safe storage of sterile and clean items inside medical stores (i.e., completely separated from personal items, foods and drinks / no expired items / no broken or soiled packs / no original shipping boxes)

- ❖ **Fully applicable**: all elements of the policy can be applied and comply with the hospital's scope of services
- ❖ **Based on scientific references** approved by MOH (GCC, CDC, WHO & APIC)
- ❖ **Signed from authorized personnel** (i.e., owner of the policy / hospital director or medical director / concerned department)
- ❖ **Approved by IC committee**
- ❖ **Valid** (updated within 2 - 3 years and when indicated)

NOTE:

- Approval by IC committee is required for the infection control manual as a whole before distribution and also for individual policy after major changes
- Another point of view: Staff Interview (SI) is required as it is mandatory for relevant staff to be fully aware about components of policy and procedure (i.e., without proper awareness, written policies and procedures are worthless).

Sub- Element (E -1. 2)

Medical storage areas are of adequate capacity, regularly cleaned, secured and away from contamination, air vents and direct sunlight. (D , O)

Review the following documents:

- ✚ **Housekeeping schedule & updated detailed checklist.**
 - Who is responsible for housekeeping (authorized staff who should be well trained on hand hygiene, use of PPE, methods of cleaning/disinfection, and proper and safe mixing of chemicals)?
 - What are procedures or methods of cleaning/disinfection activities, materials and supplies and used agents (e.g., wet cleaning, MOH approved disinfectant/detergent, non-lining wipes ...)
 - Essential documents for used housekeeping ingredients (i.e., detergent/disinfectant's MSDS, preparation, usage, contact time, precautions and required PPE).
 - List of environmental surfaces intended to be cleaned/disinfected.
 - How frequent housekeeping activities are indicated with application of practical updated detailed checklist

Observe the storage area(s) in medical departments, which should be:

- Adequate in space
- Secured with restricted access for only authorized personnel
- Properly maintained and well organized
- Away from contamination, direct sunlight and air vents.
- Regularly cleaned according to definite housekeeping schedule and updated detailed housekeeping checklist

Environment is clean (at all times) and free of contamination (no dirt or dust): **you can wipe out some environmental surfaces** / check if tools, agents & materials used for cleaning/disinfection activities are available and matching MOH standards

Sub- Element (E - 1.3)

Medical storage areas have controlled ventilation with adjusted temperature and humidity (temperature ranges from 22 °C to 24 °C / relative humidity up to 70%). (D ,O)

Observe the storage area(s) in medical departments for the following:

- Storage area(s) is (are) centrally air conditioned with adjusted temperature and relative humidity.
- Each storage area is equipped with a fixed device for regular monitoring of temperature and relative humidity: Observed temperature: 22 - 24°C - Observed relative humidity: up to 70%).
- Fixed temperatures and relative humidity monitors are valid and recorded values in
- local department logs are identical to the actual readings.

Sub- Element (E - 1.4)

Storage shelves are at least, 40 cm from the ceiling, 20 cm from the floor, and 5 cm from the wall. (O)

Sub- Element (E - 1.5)

Storage shelves are made of easily cleanable material, e.g., fenestrated stainless steel, Aluminum or hard plastic. (O)

Observe the storage area(s) in medical departments for the following:

- Storage shelves are made of easily cleanable material (e.g., fenestrated stainless steel, Aluminum or hard plastic).

Storage shelves are:

- 40 cm from the ceiling
 - 20 cm from the floor
 - 5 cm from the wall
- If containers are used inside medical stores, they are made of easily cleanable material (e.g., hard plastic).

Comment

(if any): Storage shelves made of wood or stainless-steel wires are not acceptable

Sub- Element (E - 1.6)

Sterile and clean items are completely separated from personal items, foods and drinks. No expired items, broken packs or packs with stains are present. (O , SI)

Sub- Element (E - 1.7)

No Items are kept in the original shipping boxes, especially in the clinical areas. (O , SI)

Observe the storage area(s) in medical departments for the following:

- To ensure that only sterile and clean items are allowed in the medical stores
- To exclude the presence of any personal items, foods and drinks.
- To exclude the presence of any expired, broken or soiled items/packs.
- To exclude the presence of any original shipping boxes (i.e., boxes made of thick cardboard for shipping)

Comment (if any):

N.B. It is allowed to keep non-shipping boxes made of thin smooth glazed cardboard inside medical stores (e.g., small boxes of medical supplies: clean gloves, surgical masks, syringes ...etc..)

Ask the responsible staff (nurse in charge or storage area responsible nurse) about:

Instead of direct questions, indirect ones or scenarios are advisable,

Examples:

- What are the recommended safe practices for keeping of personal items, foods and drinks inside medical stores?
- How can you safely keep the original shipping boxes of supplies inside medical stores of the clinical areas?
- What are the applied interventions to solve problems of keeping non-shipping boxes of supplies inside medical stores of your department?
- Are you aware about FIFO policy?
- How you manage expired items/packs?
- How you manage broken items/packs?
- How you manage any items/packs with stains?

Answer:



- Only sterile and clean items are allowed inside medical stores (i.e., keeping personal items, foods and drinks inside medical stores is strictly prohibited)
- It is strictly prohibited to keep items inside their original shipping boxes, especially for medical stores of the clinical areas.
- **Actually, it is allowed to keep non-shipping boxes made of thin smooth glazed cardboard inside medical stores (e.g., small boxes of medical supplies: clean gloves, surgical masks, syringes ...etc.)**
- **FIFO (First in First Out):** is an inventory management and evaluation method in which items produced or acquired first are sold, used or disposed of first (i.e., we are assuming that the first product purchased or the oldest inventory items is the first product used or disposed. Hence the first product in the door is the first product out of the door).
- Expired, broken or soiled items/packs are not allowed inside medical stores (i.e., it should be discarded)

THANK YOU