

Handling of Surgical Instruments on Loan, Policy and Procedure

Effective: March 2003

Reviewed: Nov 2008

Next Review: March 2012

1. Aim

The aim of this procedure is to ensure loan instruments are properly decontaminated prior to use, that the company supplying have an indemnity agreement if required, and the set(s) of instruments are uniquely identified to ensure traceability.

2. Summary

Decontamination is the combination of processes (including cleaning, disinfection and sterilisation) used to make a re-usable item safe for further use on patients and handling by staff. The effective decontamination of re-usable medical devices is essential in reducing the risk of transmissions of infectious agents.

Further information: HSC 2000/032, MDA SN2000(18)

There are 3 categories of loan instruments:

1. Consignment stock which remain with the Trust (long-term loan from a Company while using relevant implants should be considered as Trust property and not loaned out to any other hospitals whilst still under consignment to the Trust).
2. Hired instruments – a hire cost is paid
3. Loaned instruments – free of charge, purchase of implants used (short-term, or single procedure loan).

This Policy addresses **Categories 2 and 3**.

3. Indemnity Agreements

There are basically two categories of supply – one where sale of goods is involved and one where there is no fee. Where there is a financial transaction involved, the Sale of Goods Act applies. Where no financial transaction is involved the Sale of Goods Act does not apply and therefore would not provide indemnity for the Trust. In this situation the company needs to supply a form of indemnity in the form of a deed, to be signed by a Director of the organisation. A master list of indemnity forms is held and maintained nationally by the NHS Purchasing and Supply Agency. An up-to-date version at any point in time can be viewed via the following link <http://www.pasa.nhs.uk/MIA/>. Indemnity forms are required if the company is not on the Master Indemnity Agreement list.

The indemnity form must be retained in a secure manner by Operating Theatre Specialty for seven years.

4. Action

- 4.1 Instruments must be delivered a minimum of 24 hours (excluding weekends) prior to use to allow for decontamination (autoclaving). (Ideally 48 hours should be allowed to enable SSD to undertake documentation and decontamination)
- 4.2 Instruments must be delivered with:
- Decontamination certificate (unless new). The supplier must provide documentation that decontamination has been performed. The form is to accompany loaned instrumentation.
 - Instructions for decontamination.
 - A unique identifier.
 - Comprehensive contents checklist.
 - Delivery note.
- 4.4 In all instances, instruments must be delivered to the Operating Theatre (not SSD).
- 4.5 Documentation will include completion of a 'Received and Returned' checklist (Appendix 1), which will be retained by the Theatre Specialty.
- 4.6 On receipt, in all instances, the Sister/Charge Nurse or designated Deputy must:
- Check contents against list provided – photocopy contents list in order to provide 2 copies to SSD.
 - Check decontamination certificate.
 - Check decontamination instructions provided.
 - Check that supplier is on Trust indemnity list.
 - Sign delivery note for receipt.
 - Clearly identify equipment as on loan: tag as 'loan' equipment.
- 4.7 Sister/Charge Nurse will then send instruments to SSD with 2 copies of the list of contents, decontamination instructions and date/time required. Allow a minimum of 24 hours (ideally 48).
- 4.8 SSD will enter the 'loan tray' onto the T-Doc system and issue the tray with a barcode and tray list.
- 4.9 No loaned re-usable instrumentation should be used unless decontamination has been undertaken within the Trust.
- 4.10 One copy of the contents list will be kept by SSD, one copy returned to Theatres with the decontaminated instruments.

- 4.11 All loaned instruments must be recorded in the Theatre Register with company or organisation name and the unique identifier. In addition, Theatre staff must enter the tray information into the Tray Tracking system using the T-Doc barcode.
- 4.12 After use all loaned instruments (highlighted as 'ON LOAN') must be sent to Sterile Services for decontamination prior to return, again allowing for a minimum 24-hour turnaround time (excluding weekends). Sterile Services will attach a copy of the contents list and a Trust decontamination certificate, which should state:

Instruments have been decontaminated "safe for transportation but not safe (sterile) for patient use" and return the instruments to Theatre.

- 4.13 Following decontamination and return, in all instances, the Sister/Charge Nurse or designated Deputy must:
- Obtain oral confirmation from Company Representative that equipment will be collected by a named individual or a named carrier.
 - Check contents against list provided, sign as complete and date.
 - Check Trust decontamination certificate is present.
 - Check decontamination instructions provided.
 - Formally sign back the instruments to the owner organisation/company, and not to any other organisation outside the Trust, and retain documentation.
 - Inform Sterile Services of the date and name of the equipment returned/collected by the company. Sterile Services will record the return of the instruments on the T-Doc system.
- 4.14 The Trust does not loan outside the organisation any items for patient use that have been decontaminated within the Trust unless one of the following criteria applies:
- That the equipment is being used by a Trust Clinician as part of an NHS Outreach Service delivered within another NHS organisation's facility.
 - The equipment is used by another NHS organisation for an emergency procedure where the equipment is not available locally and a patient's safety is seriously compromised if the equipment is not made available.

5. Monitoring

The Peri-op Directorates in conjunction with SSD will undertake an annual audit of loan instrument trays to ensure they have been decontaminated in SSD and recorded on the SSD T-Doc system.

Author: Peri-operative and Critical Care Directorate

For completion with Loan Instruments of categories 2 and 3 of Policy

Company _____

Instruments _____

Identification Number _____

On receipt of Instruments

In all instances the Sister/Charge Nurse or designated Deputy must:

- | | |
|---|--------------------------|
| a. Check contents against list provided | <input type="checkbox"/> |
| b. Photocopy contents list in order to provide 2 copies to SSD | <input type="checkbox"/> |
| c. Check decontamination certificate | <input type="checkbox"/> |
| d. Check decontamination instructions provided | <input type="checkbox"/> |
| e. Check that supplier is on Trust indemnity list | <input type="checkbox"/> |
| f. Sign delivery note for receipt | <input type="checkbox"/> |
| g. Clearly identify equipment as on loan: tag as 'loan' equipment | <input type="checkbox"/> |

Signed _____

Designation _____ Date _____ Time _____

Returning Instruments

In all instances the Sister/Charge Nurse or designated Deputy must:

- | | |
|--|--------------------------|
| 1. Obtain oral confirmation from Company representative that equipment will be collected by a named individual or a named carrier. | <input type="checkbox"/> |
| 2. Check contents against list provided, sign as complete and date. | <input type="checkbox"/> |
| 3. Check Trust decontamination certificate is present | <input type="checkbox"/> |
| 4. Check decontamination instructions provided. | <input type="checkbox"/> |
| 5. Formally sign back the instruments to the owner organisation/ Company, not to any other organisation outside the Trust, and retain documentation. | <input type="checkbox"/> |
| 6. Inform Sterile Services of the date and name of the equipment returned to the company/organisation. | <input type="checkbox"/> |

Signed _____

Designation _____ Date _____ Time _____

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Policy and Procedure for the Handling of Surgical Instruments on Loan	Policy Author:	Andrew Watson, Directorate Manager, Peri-op and Critical Care RVI/NGH
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	Loan trays are arranged on the basis of clinical need only. Departments who arrange instrument loans are more often than not unaware of any patient details other than the surgery required
	• Ethnic origins (including gypsies and travelers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

For advice on answering the above questions please contact Helen Lamont, Deputy Director Nursing & Patient Services, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) steven.stoker@nuth.nhs.uk together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation with relevant stakeholders to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker.

Name of Person responsible for completion of this form
and who else has been involved in the consultation process: Andrew Watson (Involved – Kath Martin, Elsie Killeen, Sonia Quinn, Sharon Barnes, Peter Brigham, Sharon Gordon, David Hume, Gill Patterson)

Date of Completion: 13/11/08 Action Plan due (or Not Applicable): Not Applicable

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)