

Department of  
Veterans Affairs

# Supply, Processing, and Distribution



## SELF-EVALUATION GUIDE

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Management

Washington, DC 20420

# SUPPLY, PROCESSING, AND DISTRIBUTION (SPD)

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## ***INTRODUCTION***

This guide is to be used to evaluate the over all performance of the Supply, Processing, and Distribution (SPD) section. This guide should be used at least every 6 months, and it should be completed by someone out side of the SPD section. This guide is divided into five sections, including some of which may not apply to your SPD area. If a section does not apply, a full explanation as to why the support is not being provided and who is performing the function should be given for that section of the guide to completed.

The findings of this evaluation should be shared with the infection control official and other appropriate officials at the medical center.

# SPD SELF – EVALUATION GUIDE

## SECTION A

### SPD - GENERAL

	Yes	No	Comments
1. Is the SPD Desk Guide complete and in use? Ref. VA Directive 7176, 2. (a.) (b.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. The SPD Desk Guide was reviewed within the last 12 months by:			
(1) Chief, SPD	<input type="checkbox"/>	<input type="checkbox"/>	_____
(2) Service Chief	<input type="checkbox"/>	<input type="checkbox"/>	_____
(3) Infection Control	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Does the SPD Desk Guide have a current organization chart? Ref. VA Handbook 7176 Part 1. 2. 102	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Are the SPD department hours of operation listed? Ref. VA Handbook 7176 Part 1. 5. 104 d. (see NOTE)	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Is there a list of personal authorized access to SPD after hours? Ref. VA Handbook 7176 Part 1. 5. 104 d. (see NOTE)	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Are there procedures for record of entry and sign out of supplies? Ref. VA Handbook 7176 Part 1. 5. 104 d	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Is there a list of employees to contact in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	_____
g. Is there a floor plan of the department with the work, air, and people flow indicated? Ref. VA Handbook 7176 Part 3. 10. 310 a,c,d. (see example Level 1 Training Manual TP 90-2 page 122)	<input type="checkbox"/>	<input type="checkbox"/>	_____
h. Is there policy on the frequency, methods, and levels of the station EtO monitoring? Ref. VA Handbook 7176 Part 5. 4. 504. 1,2,3.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION A

### SPD - GENERAL

	Yes	No	Comments
i. Is there a disaster plan for the SPD staff in Section 5 of the SPD Desk Guide? Ref. VA Handbook 7176 Part 5. 2. 502	<input type="checkbox"/>	<input type="checkbox"/>	_____
j. Is there a fire plan for the SPD staff in Section 6 of the SPD Desk Guide? Ref. VA Handbook 7176 Part 5. 1. 501	<input type="checkbox"/>	<input type="checkbox"/>	_____
k. In Section 7 of the SPD Desk Guide, is there a hazard communication plan for the SPD staff, including but not limited to: Ref. VA Handbook 7176 Part 5. 504.9,13,16 a,b,c			
(1) EtO Leak/Spill/Exposure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
(2) Mercury Spill?	<input type="checkbox"/>	<input type="checkbox"/>	_____
(3) Antineoplastic Drug Spill?	<input type="checkbox"/>	<input type="checkbox"/>	_____
l. In Section 8 of the SPD Desk Guide, are all of the equipment operation instructions for SPD equipment accounted for? Ref. VA Handbook Part 11. 3. 1103. 2c	<input type="checkbox"/>	<input type="checkbox"/>	_____
m. Are there operating procedures for each section of SPD and each task, including but not limited to: Ref. VA Handbook 7176			
(1) Ward Inventory? Part 10.	<input type="checkbox"/>	<input type="checkbox"/>	_____
(2) Sterilizer? Part 8.	<input type="checkbox"/>	<input type="checkbox"/>	_____
(3) Monitoring? Part 8.	<input type="checkbox"/>	<input type="checkbox"/>	_____
(4) Decontamination Pick-up? Part 6.	<input type="checkbox"/>	<input type="checkbox"/>	_____
(5) Pulling Case Cart? Part 9.	<input type="checkbox"/>	<input type="checkbox"/>	_____
n. In Section 10 of the SPD Desk Guide, is there a list of the Material Safety Data Sheets, with their locations? Ref. VA Handbook 7176 Part 5. 4. 504. 14a,b.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION A

### SPD - GENERAL

	Yes	No	Comments
o. In Section 11 of the SPD Desk Guide, are there completed sample forms such as CA-1, CA-2, and leave request forms that the SPD staff may be required to use? Ref. VA Handbook 7176 Part 5. 3.503a,b.	<input type="checkbox"/>	<input type="checkbox"/>	_____
p. In Section 12 of the SPD Desk Guide, is there a list of items that are sterilized by EtO or methods other than steam sterilization? Ref. VA Handbook 7176 Part 7. 3. 703 d. (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____
q. Has the list been signed by the Chief of Staff within the last 12 months? Ref.. VA Handbook 7176 Part 7. 3. 703 d. (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Has all SPD staff reviewed and signed the Employee Review Record (page VI of the SPD Desk Guide)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Is the Chief, SPD, a member of the Infection Control Committee? If not, why? Ref. VA Handbook 7176 Part 1. 3. 103 b.4a	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Is all of the SPD staff certified by the VACO certification program? If not why?	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. What is the schedule for completion of the certification program? Ref. VA Handbook 7176 Part 2. 1. 201 a, b			_____
b. Has Level 1 of the training been completed? If not, what documentation is available to show that the staff is qualified to perform their duties? Ref. VA Handbook 7176 Part 2. 2. 202 d	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Is there a training record for each staff member? Ref. VA Handbook 7176 Part 2. 202 d.	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Has the SPD staff attended at least 12 SPD in-service training sessions within the last 12 months? Ref. VA Handbook 7176 Part 2. 2. 202.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION A

### SPD - GENERAL

	Yes	No	Comments
5. Is SPD doing all of the decontamination and sterilization of reusable medical/surgical devices in the medical center? If not, why?			
a. Decontamination: Ref. VA Handbook 7176 Part 6. 1. 601b			
Dental?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surgery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wards?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outpatient Clinics?	<input type="checkbox"/>	<input type="checkbox"/>	_____
G.I. Lab?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Catherization Lab?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pharmacy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory Therapy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Radiology?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Sterilization: Ref. VA Handbook 7176 Part 8. 9. 809 a.			
Dental?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Surgery?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wards?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outpatient Clinics?	<input type="checkbox"/>	<input type="checkbox"/>	_____
G.I. Lab?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Catherization Lab?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pharmacy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory Therapy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Radiology?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Does SPD provide inventory management support including ordering, stocking, and distribution for all of the areas listed in question 5 above? if not, which areas are not being supported and why? Ref. VA Handbook 7176 Part 1. 1. 101 a,b,c.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Visit a representative from each of the services supported by SPD to see if any inventory management, decontamination, and sterilization is being done in the service. If so, who is doing that function and why?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

# SPD SELF – EVALUATION GUIDE

## SECTION A

### SPD - GENERAL

Yes    No    Comments

8. Review their areas and procedures in accordance with the applicable section of this SPD Desk Guide i.e., the decontamination section will need to be filled out for those services doing decontamination, and the preparation section will need to be filled out for those services doing sterilization.

a. Are the soiled and clean areas completely separated (walls)? Ref. VA Handbook 7176 Part 3. 9. 309

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b. How often is SPD cleaned? Ref. VA Handbook 7176 Part 3. 12. 312 a,b,c.

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c. Which area of SPD is cleaned first? Ref. VA Handbook 7176 Part 6. 4. 604 g.

---

d. What method is used in each area? Ref. VA Handbook 7176 Part 6. 4. 604 g.

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# SPD SELF – EVALUATION GUIDE

## SECTION B

### DISTRIBUTION

	Yes	No	Comments
1. Are there three sections:			
Bulk storage?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Primary stock?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Secondary stock?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>a. <u>Bulk Storage</u></b>			
(1) Bulk storage with a receiving and break out area? Ref. VA Handbook 7176 Part 10. 4. 1004 b.	<input type="checkbox"/>	<input type="checkbox"/>	_____
(2) No open cases with clean/sterile supplies are to be in this area. Were open cases found? Ref. VA Handbook 7176 Part 10. 4. 1004 b.	<input type="checkbox"/>	<input type="checkbox"/>	_____
(3) How is the stock arranged? Is it rotated? Ref. VA Handbook 7176 Part 10. 2. 1002 h.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
(4) How many days supply is on hand: (a) Posted stock? Ref. VA Handbook 7176 Part 4. 2. 402 a. (b) Open market? Ref. VA Handbook 7176 Part 4. 2. 402 b. (c) Prime vendor? Ref. VA Handbook 7176 Part 10. 2. 1002. f 2			_____ _____ _____
<b>b. <u>Primary Stock</u></b>			
(1) Is this a limited access area? Ref. VA Handbook 7176 Part 10. 3. 1003 g.	<input type="checkbox"/>	<input type="checkbox"/>	_____
(2) What is the dress attire? Ref. VA Handbook 7176 Part 9. 1. 901 a.			_____
(3) Does the dress attire differ from the rest of SPD? Ref. VA Handbook 7176 Part 9. 1. 901 a.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION B

### DISTRIBUTION

	Yes	No	Comments
<p>c. Are there any shipping or corrugated boxes in this area? If yes, list the items. Ref. VA Handbook 7176 Part 10. 3. 1003 e.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/>
<p>d. Is this area clean? Ref. VA Handbook 7176 Part 10. 3. 1003 a.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<p>e. How often is it cleaned? Ref. VA Handbook 7176 Part 3. 12. 312 a,b.</p>			<hr/>
<p>f. Check every tenth line item to see if there are outdates and if the supplies are being rotated.</p>			<hr/>
<p>g. How are the items transported to the secondary from the primary: Ref. VA Handbook 7176 Part 9. 1. 901 c.</p>			<hr/> <hr/> <hr/> <hr/>
<p>(1) Regular issue?</p>			<hr/>
<p>(2) Single issue?</p>			<hr/>
<p>(3) Emergencies?</p>			<hr/>
<p>(4) Pick up items by user?</p>			<hr/>
<p>2. What is the primary inventory system used to stock the secondaries from the primary: Ref. VA Handbook 7176 Part 10. 2. 1002 b, e</p>			
<p>a. Demand? Ref. VA Handbook 7176 Part 9. 2. 902 1 a, b.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<p>(1) How are the supplies ordered (telephone by users, computer systems, at window? Ref. Va Handbook 7176 Part 9. 2. 902 1a</p>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<p>(2) Does SPD make deliveries? If not, who makes them? Ref. VA Handbook 7176 Part 9. 2. 902 1a</p>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<p>b. Par Level? Ref. VA Handbook 7176 Part 9. 2. 902 2 a-d</p>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<p>(1) How often are inventories performed? Ref. VA Handbook 7176 Part 9. 2. 902 2a</p>			<hr/>

# SPD SELF – EVALUATION GUIDE

## SECTION B

### DISTRIBUTION

	Yes	No	Comments
(2) Are all secondaries inventoried at the same intervals? If yes, why?	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Exchange Carts? Ref. VA Handbook 7176 Part 9. 2. 902. 3a & b	<input type="checkbox"/>	<input type="checkbox"/>	_____
(1) When are they exchanged? Ref. VA Handbook 7176 Part 9. 2. 902. 3a			_____
(2) How often? Ref. VA Handbook 7176 Part 9. 2. 902 3a			_____
(3) By whom? Ref. VA Handbook 7176 Part 9. 2. 902 3a			_____
3. What method is used to deliver the med/surg supplies from the primary to the secondary: Ref. VA Handbook 7176 Part 9. 1. 901 c.			
a. Carts? Ref. VA Handbook 7176 Part 9. 3. 903	<input type="checkbox"/>	<input type="checkbox"/>	_____
(1) Are they closed? If not, are the supplies in closed containers that will not allow the items to be crushed or damaged? Ref. VA Handbook 7176 Part 9. 6. 906	<input type="checkbox"/>	<input type="checkbox"/>	_____
(2) If carts are open and a cover is used, is the bottom shelf closed or solid? Ref. VA Handbook 7176 Part 9. 6. 906	<input type="checkbox"/>	<input type="checkbox"/>	_____
(3) How often is the cover cleaned and/or changed? Ref. VA Handbook 7176 Part 9. 6. 906			_____
(4) What are the covers made of? Ref. VA Handbook 7176 Part 6. 7. 607 b.			_____
(5) Are the covers impervious to moisture and dust? Ref. VA Handbook 7176 Part 9. 1. 901 c.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Dumbwaiter/Cartlifts? Ref. VA Handbook 7176 Part 9. 3. 903	<input type="checkbox"/>	<input type="checkbox"/>	_____
(1) Are they used for only clean items? Ref. VA Handbook 7176 Part 6. 7. 607 d.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION B

### DISTRIBUTION

	Yes	No	Comments
(2) Are the supplies protected while in the dumbwaiter? Ref. VA Handbook 7176 Part 9. 1. 901 c.	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Hand Delivery? If yes, how are the items protected? Ref. VA Handbook 7176 Part 9. 1. 901 c.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Is the IFCAP/GIP system in use? Ref. VHA Handbook 1761.2 Part 5. Requirements a-b.	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. For primary inventories? Ref. VA Handbook 7176 Part 10. 2. 1002 b.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. For secondary inventories? Ref. VA Handbook 7176 Part 10. 2. 1002 b.	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. How often are levels reviewed? Ref. VA Handbook 7176 Part 10. 2. 1002 e. (3).			_____
d. How many items were out of stock in the last 30 days? Ref. VA Handbook 7176 Part 10. 2. 1002 e. (3).			_____
5. What is the temperature and humidity in this area? Ref. VA Handbook 7176 Part 10. 3. 1003 f.			_____
6. Primary & Secondary Sterile/nonsterile storage areas. Are the distances from the ceiling, floor, or outside walls in accordance with regulations? Ref. VA Handbook 7176 Part 10. 3. 1003 a.			_____
7. What type of shelving is used in the primary and secondary: Ref. Department Of Veterans Affairs, Training Manual SPD Level 1. Training : (TP 90-2) Sterile Storage 6. a & b			
a. Open (metro wire, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Closed?	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION B

### DISTRIBUTION

	Yes	No	Comments
8. How often are the shelves cleaned: Ref. VA Handbook 7176 Part 10. 3. 1003 a.			
a. Primary?			_____
b. Secondary?			_____
9. Visit at least 10 percent of the secondaries:			
a. Are they neat and clean? Ref. VA Handbook 7176 Part 10. 3. 1003 a.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Are there any items that are out of stock? Ref. VA Handbook 7176 Part 10 2. 1002 b	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Have inventory levels been checked? Ref. VA Handbook 7176 Part 10. 2. 1002 e 1, 2, 3	<input type="checkbox"/>	<input type="checkbox"/>	_____
(1) How often are they reviewed? Ref. VA Handbook 7176 Part 10. 2. 1002 e.			_____
(2) How are the levels set? Ref. VA Handbook 7176 Part 10. 2. 1002 e. 1, 2, 3			_____
(3) Average usage? Based on what (by highest usage during a set period)? Ref. VA Handbook 7176 Part 10. 2. 1002 e. (3).			_____
(4) What is the period (weeks, months, years)? Ref. VA Handbook 7176 Part 10. 2. 1002 e. (3).			_____
10. Talk with a user and a supervisor from each secondary visited:			
a. Are they satisfied with the service provided by SPD? If not, how can service be improved? Ref. VA Handbook 7176 Part 1. 1. 101 a, b, c & Part 10. 1. 1001 a.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
b. Is the level of supply high enough to meet their needs? If not, what item(s) are they having problems with? Ref. VA Handbook 7176 Part 1. 101 c & Part 10. 2. 1002 e3 & g	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

# SPD SELF – EVALUATION GUIDE

## SECTION B

### DISTRIBUTION

	Yes	No	Comments
c. Does the quality of the med/surg devices meet the patients' needs? If not, list items. Ref. VA Handbook 7176 Part 10. 1. 1001 a,b	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
d. What constituted the use of items at the medical center? Ref. VA Handbook 7176 Part 10. 1. 1001 a,b			_____ _____
e. Have concerns been reported to the supervisors?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
11. Is there a location system for use by SPD staff and Clinical staff in SPD primary and secondaries? Ref. VA Handbook 7176 Part 1. 5. 104 c.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Does the locator list include equipment, prep room, case cart, sterile core area? Ref. VA Handbook 7176 Part 1. 5. 104 c,d	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION C

### CASE CART

	Yes	No	Comments
1. Is this area separated from the rest of the clean/sterile storage area? Ref. VA Handbook 7176 Part 9. 1. 901 a.	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. What is the dress attire for this area? Ref. VA Handbook 7176 Part 9. 1. 901 a.			_____
a. Is it different from other clean/sterile storage area? Ref. VA Handbook 7176 Part 9. 1. 901 a.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Is it the same as the preparation area? Ref. VA Handbook 7176 Part 9. 1. 901 a.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Are the case carts closed? Ref. VA Handbook 7176 Part 9. 2. 902 4b	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. If no, how are the carts covered? Ref. VA Handbook 7176 Part 9. 1. 901 c.			_____
b. If there are reusable covers, how are they cleaned and how often? Ref. VA Handbook 7176 Part 6. 7. 607 b.			_____ _____
4. What percent of items used on a case cart are placed in the cart by the SPD staff? Ref. VA Handbook 7176 Part 9. 2. 902 4a			_____ _____
5. Is there a quality assurance system in place to make sure the case carts are 100 percent complete and accurate? Ref. VA Handbook 7176 Part 13. 6. 1306 a. 5	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. How are case carts transported to the operating room suite? Are they protected in a way which will not increase the bio-burden in the operating room? Ref. VA Handbook 7176 Part 9. 2. 902 4a			_____ _____ _____
7. How are the case carts and reusable item returned to SPD? Ref. VA handbook 7176 Part 9. 2. 902 4a			_____ _____

# SPD SELF – EVALUATION GUIDE

## SECTION C

### CASE CART

	Yes	No	Comments
8. Is the IFCAP/GIP Case Cart Computer System in use? Ref. VA Handbook 7176 Part 9. 2. 902 4 a, b	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION D

### PREPARATION

	Yes	No	Comments
<u>Sterilization Records:</u>			
1. Are records maintained for three years for all sterilizers: Ref's. VA Handbook 7176 Part 7. 1. 701 & Part 8. 8. 808 (3)	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. Printouts/Graphs? Ref's. VA Handbook 7176 Part 7. 1. 701 & Part 8. 803 (3)	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Is each cycle signed? Ref. VA Handbook 7176 Part 8. 8. 808 (2)	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Biological Reports (at least daily, each EtO load with each implant? Ref's. VA Handbook 7176 Part 13. 4. 1304 a. & Part 8. 8. 808 e. (1)	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Are Bowie Dick Tests performed (for each Pre-Vac sterilizer, each day and after each repair or shutdown)? Ref. VA Handbook 7176 Part 8. 2. 802. a 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Is there a content list for each sterilizer cycle (steam, gas, and plasma)? Ref. VA Handbook 7176 Part 13. 1. 1301 f.	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Are there sterilizers located in: Ref. VA Handbook 7176 Part 7. 1. 701			
a. SPD?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Operating Room?	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Dental?	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. G.I. Lab?	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. ENT Clinic?	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Respiratory Therapy Clinic?	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION D

### PREPARATION

Yes No Comments

3. Check the records listed under paragraph 1. above for each sterilizer (pick one date for each of the last 3 years and check all of the requirements). Ref. VA Handbook 7176 Part 13. 1. 1301 d. 1-7.

---

a. If sterilizers are used without a recording (printing) device, there must be a register that contains the following information for each cycle: Ref's. VA Handbook 7176 Part 8. 8. 808 a. (1) a-h.

Date

---

Items in Load

---

Length of Cycle

---

Sterilization Temperature

---

Control Number Assigned

---

Signature of Operator

---

Appropriate Remarks

---

b. What is the dress attire for the preparation room? Ref. VA Handbook 7176 Part 7. 1. 701 a.

---

4. How is the dress attire different from: Ref's. VA Handbook 7176.

a. Decontamination? Part 3. 4. 304 1-8

---

b. Clean/Sterile Storage? Part 3. 6. 306

---

c. Case Cart Area? Part 9. 2. 902 4c

---

d. Operating Room? Part 9. 2. 902 4c

---

5. When are long sleeves worn? Ref. VA Handbook 7176 Part 7. 1. 701 a.

---

6. When are mustaches and facial hair covered? Ref. VA Handbook 7176 Part 7. 1. 701 b.

---

7. What is the dress attire from someone visiting the preparation area? Ref. VA Handbook 7176 Part. 7. 1. 701 a, b

---

# SPD SELF – EVALUATION GUIDE

## SECTION D

### PREPARATION

	Yes	No	Comments
8. What is the dress attire for preparation staff going on break from the prep area? Ref. VA Handbook 7176 Part 7. 1. 701 a.			_____
9. Is the Preparation Section separated from other SPD areas such as clean sterile storage and case cart? Ref. VA Handbook 7176 Part 3. 9. 309.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Are the doors to the preparation area kept closed? Ref. VA Handbook 7176 Part 3. 10. 310 d.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Are Implants held in SPD for 48 hours after sterilization? Ref's. VA Handbook 7176 Part 7. 5. 705 k. & Part 8. 9. 809 d.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Is there a list of Implants?	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Review the Implant release form. How many have been used in the last 3 months? Ref. VA Handbook 7176 Part 7. 5. 705 k.			_____
14. Are the items removed from the EtO aerator before completion? Ref. VA Handbook 7176 Part 7. 3. 703 d. (3).	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. When is the control number assigned and placed on the sterilized items (before or after sterilization)? Ref. VA Handbook 7176 Part 8. 10. 810			_____
16. How many items are returned for sterilization due to outdates?			_____
17. Are items returned for sterilization sent to decontamination for reprocessing directly from the storage areas? Ref. VA Handbook 7176 Part 6. 1. 601 b.	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Are there any disposable/single use items being resterilized? If yes, what are they? Ref. VA Handbook 7176 Part 3. 2. 302 b-g & Part 7. 1. 702	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION D

### PREPARATION

	Yes	No	Comments
19. Are written instructions from the manufacturer on file as to how the items are to be processed? Ref. VA Handbook 7176 Part 7. 2. 702	<input type="checkbox"/>	<input type="checkbox"/>	_____
20 Are all items being sequentially wrapped? Ref. VA Handbook 7176 Part 7. 5. 705 d.	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. What is the primary wrapping materiel? Ref. VA Handbook 7176 Part 7. 3. 703 e.			_____
22. If primary wrapping material is muslin, how long is it used before being replaced? Ref. Department of Veterans Affairs, Training Manual SPD Level 1. Training: (TP 90-2) Packaging 2. A (2).			_____
23. Are instruments checked for proper function and condition each time they are assembled to be wrapped? Ref. Department of Veterans Affairs, Training Manual SPD Level 1. Training: (TP 90-2) Surgical Instrumentation 6. b	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. Scissors by cutting one layer of gauze? Ref. Department of Veterans Affairs, Training Manual SPD Level 1. Training: (TP 90-2) Surgical Instrumentation 6. e.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Needle holders to hold a suture? Ref. Department of Veterans Affairs, Training Manual SPD Level 1. Training: (TP 90-2) Surgical Instrumentation 6. c.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# SPD SELF – EVALUATION GUIDE

## SECTION E

### DECONTAMINATION

	Yes	No	Comments
1. What items are provided and worn for personal protective equipment (PPE) in decontamination: <b>Ref. VA Handbook 7176 Part 6. 3. 603 a.</b>			
a. Impervious shoe covers (not paper)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Full Face shield or goggles and surgical face mask?	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Impervious gowns?	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Decontamination gloves (not exam or surgical)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Does each pick-up area have a covered bin or tote box? <b>Ref. VA Handbook 7176 Part 6. 6. 606 a.</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. Is the bin or tote box exchanged at each pick-up?	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Are these bins or tote boxes transported to SPD in a closed or covered cart?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. What is the dress attire for the pick-up areas? <b>Ref. VA Handbook 7176 Part 6. 6 606 b. 1, 2</b>			_____
4. How are items processed in the decontamination area? <b>Ref. VA Handbook 7176 Part 6. 10. 610 a -g &amp; 11. 611 a - m.</b>			_____
5. What items are hand washed? <b>Ref. VA Handbook 7176 Part 6. 10. 610 a, b, &amp; d</b>			_____

# SPD SELF – EVALUATION GUIDE

## SECTION E

### DECONTAMINATION

	Yes	No	Comments
6. Are all items transported to the SPD Decontamination area in a closed container or in a closed or covered cart? <b>Ref. VA Handbook 7176 Part 6. 2. 602 a.</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
a. What type of container?			_____
b. What type of cart?			_____
7. For those areas that perform their own decontamination, is the decontamination area separated from all other areas of the department? <b>Ref. VA Handbook 7176 Part 6. 2. 602 a.</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Are there any items stored in the decontamination area? If yes, when will it be removed? <b>Ref. VA Handbook 7176 Part 6. 3. 603 b.</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. What is the air pressure in the decontamination area? <b>Ref. VA Handbook 7176 Part 6. 2. 602 a.</b>			_____
a. How many air exchanges per hour? <b>Ref. VA Handbook 7176 Part 6. 2. 602 a.</b>			_____
b. How many air exchanges are there in the Preparation per hours? <b>Ref. VA Handbook 7176 Part 3. 10. 310 d.</b>			_____
10. Is there a shower provided for the SPD decontamination staff? <b>Ref. VA Handbook 7176 Part 6. 3. 603 b.</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Can the shower be accessed by the staff without contaminating the environment? <b>Ref. VA Handbook 7176 Part 6. 3. 603 b. &amp; Part 3. 4 304 d.</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____