




DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES, TAXILA

Departmental Policy

Central Sterile Supply Department (CSSD)

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	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

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KEY ABBREVIATIONS / DEFINITIONS

Title	Description
HITEC- IMS	Heavy Industries Taxila Education City - Institute of Medical Sciences
DC	Dental College
QMS	Quality Management System
CSD	Central Sterile Supply Department (CSSD)

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

MR	Management Representative
HOD	Head of Department
DQR	Departmental Quality Representative
QP	Quality Policy
SOP	Standard Operating Procedure
POL	Policy
MOH	Ministry of Health
PMDC	Pakistan Medical & Dental Council
NUMS	National University of Medical Sciences
PHC	Punjab Healthcare Commission
HEC	Higher Education Commission
PARG	Periapical Radiograph
OPG	Orthopantomogram
JD	Job Description
CKL	Checklists
ORG	Organogram
F	Forms (Record Templates / Formats)
R	Register



	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

TABLE OF CONTENTS

1. PURPOSE	5
2. SCOPE	5
3. RESPONSIBILITIES.....	5
4. STANDARD CLAUSE REFERENCE:	5
5. PROCESS / POLICY DESCRIPTION.....	6
5.1 PLANNING OF CSSD DEPARTMENT.....	6
5.2 GENERAL GUIDELINES	6
5.3 OPERATVIE & AUTOCLAVE.....	6
5.4 DIRTY ZONE	8
5.5 CLEAN ZONE	8
5.6 STERILIZATION ZONE.....	8
5.7 STRUCTURAL DESIGN	8
5.8 STORAGE AND USE OF STERILIZED INSTRUMENTS	10
5.9 INSTRUMENTS TRANSPORTATION TO CSSD	10
6. SUPPORTING DOCUMENTS	11
7. RELATED RECORDS.....	11

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

1. PURPOSE

The purpose of this policy is to ensure:

- Contaminated devices should be transported in a manner that will ensure the safety of the staff and other patients. For this reason, it is best to transport contaminated devices in closed, durable, and easy to decontaminate trays.
- Germ free surgical kits and clean linen across the hospital, CSSD and laundry services are of key importance.

2. SCOPE

This policy is applicable to all clinical & basic sciences departments of Dental College HITEC-IMS.


3. RESPONSIBILITIES

Actor	Role / Responsibilities
Principal	<ul style="list-style-type: none"> provisioning of required resources and monitoring to assure overall effective implementation of this procedure at all levels. review and approval of performance data / action items
Deputy Director Admin & Operations D	<ul style="list-style-type: none"> ensure the overall the standardized process is effectively implemented in true letter and spirit.
Head of CSSD & MR	<ul style="list-style-type: none"> ensure that all formalities are completed on time. The required communication must be established and maintained among and with every member and every decision must be completely implemented on time.
QA Team / DQR / Functional Team Members	<ul style="list-style-type: none"> taking effective part in actual implementation of the procedures, systematic generation of relevant records and periodic reporting to the respective management.

4. STANDARD CLAUSE REFERENCE:

Clause 8.1 & 8.5, of ISO 9001:2015 Standard

Document Code	Version No	Date	Page
DC-HITEC-CSD-POL-01	01	01-09-2023	5/12

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

5. PROCESS / POLICY DESCRIPTION

5.1 PLANNING OF CSSD DEPARTMENT

The CSSD can broadly be classified into two parts Central unit -Responsible for receiving dirty Utilities cleaning, processing, Sterilization, storage and supply Peripheral unit - Mainly responsible for distribution to various areas of hospital.

Layout Designing Principle:-

- There is no back tracking of sterile goods.
- One way movement from receiving counter to issue counter.
- Sterile area should be prior to sterile storage and issue.
- The receiving counter must be away from the issue counter.
- Separate receiving and issuing counter

There should minimum six basic division in CSSD:

- Cleaning Area
- Drying Area
- Packaging Area
- Sterilization Area
- Storage Issue counter

5.2 GENERAL GUIDELINES

- All departments will transport their contaminated instruments in a covered tray labeled as contaminated instrument.
- Contaminated instruments must be soaked in disinfectant solution when they are kept in the department before transportation.
- Each department has its own color code for instruments (optional).
- Each department must maintain a record of the instruments they have transported to CSSD with their numbers, date and time mentioned in their register as well as on CSSD register.
- Each department assistant will be assigned the duty of washing the used instrument on a rotation basis when required.


5.3 OPERATIVE & AUTOCLAVE

a) Operating Autoclave

Following steps should be followed for operating an autoclave:

- Auto clamp should be placed on horizontal surface and it's all sides should keep 10cm space which can help to release heat
- Press the main power switch, autoclave will self- examine for an error.
- Open the water tank and fill the water to the red water mark.
- When the water indicator light is off, start the cycle by pressing the Select for temperature between 121 & 134 and B+ mode and then pressing Package to select package mode.
- The "Dry" button can be pressed for urgent need of sterilized instruments.
- After selecting the above setup place the instrument in tray and close the door.
- It takes 30 to 60 min to complete automatic cycle including heating up, sterilizing and drying depending upon volume of instrument loaded, chamber temperature.
- Remove the instrument using tray holder.
- The water draining filter should be cleaned once a month.

Document Code	Version No	Date	Page
DC-HITEC-CSD-POL-01	01	01-09-2023	6/12

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

- Monitor water levels and condenser water regularly.
- Always use a tray holder to load and unload trays with instruments.
- Never open the chamber door until the pressure display shows zero.
- Always switch off the main power switch when you are not using the machine.

b) Repair and Maintenance

- Clean the sterilizer water tank and wastewater tank.
- Clean the chamber water filter with soft brush every month.
- Clean the seal plate periodically.
- Clean the steam generator incrusting by steam generator cleaning after every 100cycles.

c) Duties of Assistant: 1

He will be responsible for:

- Managing the washing area
- We will be responsible for the cleanliness of the sinks and floor of the washing area.
- Receiving the instruments from department in covered trays.
- Maintenance of the incoming record register.
- Counting the instrument and entering of register and taking signature from departments.
- Checking the instruments if they have been disinfected in the department by checking them if they are without blood clots and material and are transported in the covered trays.
- Disinfecting the instruments if required.
- Proper washing and drying of instruments under running water.
- Will be responsible for handling ultrasonic cleaner.
- Will inform the technician if the instrument is broken and needs discarding.

d) Duties of Assistant: 2

He will be responsible for:


- Cleanliness of cleaning zone and its shelves.
- Proper working of water distillers and sealers.
- Packing, labeling and sealing of pouches.
- Ensuring the instruments are free of blood and debris
- Maintaining incoming register with DSA 1.
- Applying confirmatory sterilization strips and tapes on the pouches everyday with date and autoclave number and maintain its record on register.

e) Duties Of Technician

He will:

- Be responsible for the maintenance and cleaning of autoclave and sterilization zone.
- Disinfect all the shelves and lay sterilized drapes on shelves every morning.
- Inspect the instruments to see whether they are properly washed.
- Make sure that departments are sending instruments in covered trays, and they are soaked in trays with disinfectant solution.
- Make sure that no one is entering the CSSD clean area.
- Be responsible for the handling of autoclave. Daily Confirm the efficacy of autoclave using tape weekly and making its record on register.
- Ensure daily disinfection of all the surfaces of clean and storage area with disinfectant spray.

Document Code	Version No	Date	Page
DC-HITEC-CSD-POL-01	01	01-09-2023	7/12

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

- Inform the Head about any discrepancies and deficiencies of the department.
- Responsible for maintaining all the records of equipment maintenance committee
- Visit the department monthly to ensure proper storage of sterilized instruments.

f) Duties Of Head Of Department

Ensure the:

- Safe reprocessing of all instruments in an efficient manner.
- Co-ordination, co-operation, and liaison across all the departments. --
- Accurate records are maintained on a daily basis.
- Running of three sterilization cycles per day.
- Regular checking of instruments to see if they are washed, packed and sterilized properly.
- Safe transportation of instruments to the operating department is in line with required standards.
- Cleanliness of all the surfaces of the department.

5.4 DIRTY ZONE

- Instruments must be washed while wearing latex gloves.
- Instruments must be cleaned properly with a brush and soap.
- After the instruments are being washed, they will dry on shelves.
- Trays, files, burs and other dental instruments contaminated with material and blood will be cleaned in ultrasonic cleaner.

5.5 CLEAN ZONE

- CSSD technician will receive instruments in the clean zone, keep record, will pack and label the instrument pouches.
- Each instrument should be inspected to be clean of blood and dental material.
- No DSA is allowed to enter clean zone.
- Small instruments should be packed individually and sealed with pouch sealer.


5.6 STERILIZATION ZONE

- Only CSSD technicians will be allowed to enter the sterilization zone.
- He will run a complete cycle of autoclave.
- There will be three cycles each day. The number of cycles can be increased based on the requirement of instruments. Timings of the Cycle are:
 - 9:15 am
 - 11:15 am
 - 1:15 pm
- Each department will be responsible for delivery of their instruments before the cycle timings.
- Pouch indicator must be checked by technician after autoclave cycle is complete.

5.7 STRUCTURAL DESIGN

The Central Unit comprises of three zones, separated by two distinct barriers. One collection window. One supply window on the other end.

Document Code	Version No	Date	Page
DC-HITEC-CSD-POL-01	01	01-09-2023	8/12

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

Solid Zone	Barrier	Clean Zone	Barrier	Sterile Zone
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Separated entries and exit for soiled, cleaned and sterile goods. Strict separation of staff working in separate areas.

a) Equipment Cleaning Area

- Decontamination is the process of cleansing an object or substance to remove contaminants such as microorganisms, hazardous materials, including blood, secretions, organic matters, sputum, body fluids, radioactive Substances, and infectious diseases.
- Reception of the soiled instruments, equipment, and other reusable invasive medical devices from the consumer departments for initially cleaning disinfection by several methods.
 - High-capacity pass through washer disinfectant.
 - Cold and hot water streams.
 - Detergent Solution.
 - Steam when available.
 - Hot air ovens for drying instruments.
 - Shelves for drying.
- Transfer of all pre-disinfected and cleaned reusable invasive dental devices, items from decontaminated room, area for reassembling in a standard way, making sure that the instruments and ancillary equipment are in good condition.
- This step applies to any instrument going back into a set. Instruments should be reassembled as soon as possible after drying the instruments, to avoid recontamination of the air, in clean, packaging room, area.
- Transfer of all pre-disinfected and cleaned reusable invasive dental devices, items from decontaminated room, area for reassembling in a standard way, making sure that the instruments and ancillary equipment are in good condition.
- This step applies to any instrument going back into a set. Instruments should be reassembled as soon as possible after drying the instruments, to avoid recontamination by the air, in clean, packaging room, area.
- All pre-disinfected items to be sterilized must be cleaned, immediately after pre-disinfection, in the clean, preparation room, area of the CSSD.
 - Lubrication of instruments and equipment.
 - Reassembling of instruments according to check list.
 - Pack the set with sterilization pouches.
 - Put the sterilization tape on set.
 - Write set name, load number, Julian date, sterilizer number


b) Sterilization Area

- Autoclaves use dry heat, moist heat.
- Testing material to check effectiveness of sterilization.

c) Storage Area

- Cupboards, shelves, tables, chairs, racks.
- Trolleys, instrument trays, wire baskets and containers.
- The sterile storage room, area is the next sterilization room, area.

Document Code	Version No	Date	Page
DC-HITEC-CSD-POL-01	01	01-09-2023	9/12

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

- Which receives sterile packs and sets from sterilizer.
- Stock instrument set, reusable invasive medical devices, and consumables are stored for safe keeping.
- "FIRST IN FIRST OUT" (FIFO) is the principle to follow in the removal and replacement of sterile items in sterile storage area.

Storage

- After sterilization the sterilized items are kept in different racks as per labeling.
- Supplied as per the demand of different area.
- To ensure continuous availability of sterile supply of daily requirement should be available in storage.
- Sterilized instruments must be stored on their respective shelves before being handed over to the department.
- All departments will be requested to count their instruments and countersigned on the register.
- Sterilized instruments should be transported back to the department in a cover tray labeled as sterilized instruments.

5.8 STORAGE AND USE OF STERILIZED INSTRUMENTS

- Instruments are collected and transported to departments from CSSD in clean cover trays through specified windows.
- DSAs must check the department name, dates and indicator change on the pouches before receiving the pouches.
- All sterilized instruments must be stored in clean moisture free cabinets.
- No DSA is allowed to touch sterilized instruments without gloves.
- Instruments must be transported to operatory chair in trays.
- If pouch is to open or torn all instruments will be considered as dirty and should be send to CSSD for sterilization.
- DSAs must check the pouches regularly for expiry.

5.9 INSTRUMENTS TRANSPORTATION TO CSSD

All the departments must send their instrument to CSSD 30mins before the autoclave cycle time displayed.


a) Autoclave cycle timings are:

- 9:00am
- 11 :00am
- 1:00pm

b) Transportation of Infected Instruments

- All departments must transport their contaminated instrument in covered tray labeled as contaminated instrument.
- In departments contaminated instrument are stored in trays containing disinfectant solution to prevent drying of blood on its surface. It also decreases the risk of cross contamination to person washing the instruments.
- Each department has its own colour code for instrument.
- Each department maintains record of the instrument they are transporting to CSSD.
- Disposable sharps such as needles and blades must be removed and disposed off in an appropriate sharps container at point of use, prior to transportation to the return side of the instrument reprocessing area.

Document Code	Version No	Date	Page
DC-HITEC-CSD-POL-01	01	01-09-2023	10/12


	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

- These instruments are submitted to CSSD through designated receiving window of CSSD.
- 6. SUPPORTING DOCUMENTS**

Document Title	Ref. #	Retention Medium
PMDC Rules & Regulations	External	Soft
NUMS Rules & Regulations	External	Soft
GHQ Rules & Regulations	External	Soft

7. RELATED RECORDS

Document Title	Ref. #	Retention Medium
Departmental Organogram	CSD-ORG-01	Soft/Hard
Inter Office Note (ION)	CSD-POL01-F-01	Soft/Hard
Infection Control Checklist for Clinical Departments	CSD-POL01-F-02	Soft/Hard
Inventory of Hazardous Materials	CSD-POL01-F-03	Soft/Hard
Minutes of Infection Control Committee Meeting	CSD-POL01-F-04	Soft/Hard
Incoming Instruments Record Register	CSD-POL01-F-05	Hard
Out Going Instruments Record Register	CSD-POL01-F-06	Hard
Departmental Instrument Receiving Record Register	CSD-POL01-F-07	Hard
Sterilization Cross Check Record Register	CSD-POL01-F-08	Hard
Waste Transportation Record Register	CSD-POL01-F-09	Hard
Pest Control Spray Record Register	CSD-POL01-F-10	Hard
Record Register of Departmental Duties to Prevent Cross Infection	CSD-POL01-F-11	Hard
Post-Procedure Units Disinfection Records Register	CSD-POL01-F-12	Hard

	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL POLICY
	CENTRAL STERILE SUPPLY DEPARTMENT (CSSD)

Needle Stick Injury Record Register	CSD-POL01-F-13	Hard
Spill Management Record Register	CSD-POL01-F-14	Hard