

MANUAL OF POLICIES AND PROCEDURES OF INFECTION CONTROL OF HOSPITAL CHANGKAT MELINTANG

- To wipe excess liquid that may accidentally splash, an absorbent cloth or paper towels should be used.

NOTE: If glass is involved, do not attempt to clean spill by hand. Tweezers, needle holder or another instrument should be used to pick up glass prior to cleaning

Environmental surfaces should be decontaminated with a 1:10 solution of 5.25% sodium hypochlorite in water .

NOTE: These disinfectants are highly caustic unless properly diluted. In addition, disinfectant solution is intended for use on environmental surfaces only, since it can damage instruments and equipment and skin damage.

When there are large spills of cultured or concentrated infectious agents, such as in the clinical laboratory setting, the contaminated area should first be flooded with a liquid disinfectant then physically cleaned and decontaminated with a hospital approved disinfectant. Gloves, gowns, masks, and safety glasses should be worn for cleaning large spills of blood or body fluids.

13.4 Decontamination of Patient Clothing and Personal Belongings:

Patient clothing and personal belongings that become contaminated by blood or body substances should be handled according to the following procedures.

13.4.1 Clothing

Clothing soiled by blood or body substances should be placed in a tightly sealed plastic bag at the patient's bedside and given to the family for home laundering. The family should be instructed to wash the clothing by machine, using a laundry detergent. Hot water and chlorine bleach should also be used unless these agents will damage the items. The plastic bag used to contain the clothing during its transport should be placed in a second plastic bag, tightly sealed, and discarded in the household trash. Persons involved in the handling of contaminated clothing should be instructed to wash their hands thoroughly after handling the items.

13.4.2 Personal Belongings

- Disinfect hard surfaces by wiping the items using a 1:10 solution of 5.25% sodium hypochlorite in water (1 part chlorine bleach to 9 parts water).
- Disposable articles, such as magazines, that are contaminated by blood or body substances should be disposed of according to the hospital's regulated and non-regulated waste policy.

13.5 Linen Handling

REVISED ON 20TH NOVEMBER, 2010

AUTHOR : DR LEE OI WAH

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Housekeeping Policy And Procedure Manual

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Housekeeping Policy's and Procedure Manual Gary Lee Stanley, 1976 *Operating Policies and Procedures Manual for Medical Practices* Bette A. Warn, Elizabeth W. Woodcock, 2001 Professional Management of Housekeeping Operations Thomas J. A. Jones, 2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college **50**

Policies and Plans for Outpatient Services Carole Guinane, Joseph Venturelli, 2011-12-07 Since more and more surgeries and procedures are being performed in outpatient settings the policies plans and procedures for these services are of increasing importance 50 Policies and Plans for Outpatient Services details commonly used policies and plans in free standing ambulatory care centers Included are plans and policies concentrating on emergency management medication safety informed consent and medical staff credentialing to name a few As an introduction to the model documents presented the book begins with a how to chapter to guide readers through the process of formatting the documents and making them their own The policies and plans discussed serve as templates and can apply to licensing and regulatory agencies such as Medicare the Joint Commission and AAAHC The documents included in this book are excellent templates to use as a starting point for producing policies and plans that help create the flow and process in an organization Knowing their specific local state and other governing agency requirements readers can customize the documents to reflect the unique structure and qualities of their organization through the use of the enclosed CD The resulting policies procedures and plans are the back up documents that provide rationale vision and theory and can be valuable tools for making effective clinical and administrative decisions In addition to the documents provided on the CD ROM the book also includes a list of helpful resources *Training Manual for Health Care Central Service Technicians* ASHCSP (American Society for Healthcare Central Services Professionals), 2006-02-17 The Training Manual is the premier reference and review publication for individuals preparing for examinations given by The Certification Board for Sterile Processing and Distribution It is a concise applicable tool that can be used for orientation training and instructional programs in health care facilities and in institutions for learning The Fifth Edition of the manual is the largest and most comprehensive to date **Dietetic Service Operation Handbook** Karen Kolasa, 2018-12-20 Approved by the Dietary Managers Association for 9 CEUs Here is a useful guide that helps both administrators and food service workers understand the daily functions of their dietary departments Dietetic Service Operation Handbook enhances extended caregivers knowledge of basic food service and clinical dietetics operations

and serves as a functional tool they can use to initiate effective organization of dietetic services. It explains proper techniques and tips for everything from how to plan a menu and care for equipment to special adaptive eating devices and modifying texture for swallowing disorders. Packed with general and specific guidelines, this book also teaches food service employees how to allocate time more wisely, making them effective members of the interdisciplinary medical team and saving their facility time and money as well. Administrators who wish to understand the functions of their dietary department so they can communicate more effectively with its staff will find this book a most useful resource full of meaningful interpretations of routine tasks found in the daily operation of a food service. The author, registered with the American Dietetic Association, has prioritized the topics in the book to assist the systematic organization of any dietary department. Chapters cover both administrative and clinical topics including food purchasing and production, the policy and procedure manual, quality assurance, current trends in geriatric nutrition, the effects of medicine on diet, enteral feeding, and documentation of the medical record. *Dietetic Service Operation Handbook* includes a wide variety of standardized recipes for the pureed diet, a resource list, handy calculations, and many useful forms for record keeping which are compatible with OBRA laws. Beginning dietitians and dietary managers will find this book to be an extremely helpful and practical guide in their day-to-day.

Housekeeping and Laundry Service Policy and Procedure Manual W. H. Heaton, 1985-01-01 *Current Catalog* National Library of Medicine (U.S.), 1982. First multi-year cumulation covers six years 1965-70. **Executive Housekeeping Today**, 2002. **National Library of Medicine Current Catalog** National Library of Medicine (U.S.), 1982. **How to Organize and Maintain an Efficient Hospital Housekeeping Department** Charles Beittel Miller, 1981. **Handbook of Laboratory Health and Safety Measures** S.B. Pal, 2013-03-14. During the past two decades many books, governmental reports, and regulations on safety measures against chemicals, fire, microbiological, and radioactive hazards in laboratories have been published from various countries. These topics have also been briefly discussed in books on laboratory planning and management. The application of various scientific instruments based on different ionizing and non-ionizing radiations have brought new safety problems to the laboratory workers of today, irrespective of their scientific disciplines, be they medicine, natural, or life sciences. However, no comprehensive laboratory handbook dealing with all these hazards, some of which are recently introduced, had so far been available in a single volume. Therefore, it was thought worthwhile to publish this *Handbook on safety and health measures for laboratories* with contributions from several experts on these subjects. As this second edition of the *Handbook*, like the first edition, is a multi-author volume, some duplication in content among chapters is unavoidable in order to maintain the context of a chapter as well as make each chapter complete. An attempt has also been made to maintain the central theme, which is how to work in a laboratory with maximum possible environmental safety.

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National Union Catalog, 1978 *Manual for Pharmacy Technicians* Bonnie S. Bachenheimer, 2010-09-10 The trusted training resource for pharmacy technicians at all levels The role of pharmacy technicians is rapidly expanding and demand for well trained technicians has never been higher Technicians are assuming more responsibilities and are taking on greater leadership roles Quality training material is increasingly important for new technicians entering the field and current technicians looking to advance Look no further than the new 4th edition of the best selling *Manual for Pharmacy Technicians* to master the practical skills and gain the foundational knowledge all technicians need to be successful NEW chapters cover the latest essentials Specialty Pharmacy Practice Communication and Teamwork Billing and Reimbursement Durable and Nondurable Medical Equipment Devices and Supplies NEW features include Full color design photos and illustrations enhance learning Rx for Success boxes share tips to help techs excel on the job Technology Topics highlight the latest in automation technical areas Safety First features provide critical advice for enhancing safety reducing errors Bolded key terms defined in chapter level glossaries Streamlined contents divide book into 4 simple parts introduction to pharmacy practice foundation knowledge and skills practice basics and business applications Expanded self assessment questions and calculations content Alone or with the new edition of the *Pharmacy Technician*

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