

Origination Date: February 13, 2019
Revision Date: Oct. 22nd, 2019

Standard Work: Cleaning for Patient RTLS Badges



Purpose: To ensure Patient Locators are sanitized
Process Owner: Lee Mosley, Nicholas Green
Performed By: EVS Technicians
Activity Starts: When drop box has badges in it.
Activity Ends: When badges are returned to Central Sterile Processing.
Time Needed: 5 minutes

Step	MAJOR STEPS	KEY POINTS	REASONS FOR KEY POINTS
1	<ul style="list-style-type: none"> Gather all materials 	<ul style="list-style-type: none"> Fuzion Spray Gloves Clean Bin Dirty Bin Rags Towels Alcohol wipes 	<ul style="list-style-type: none"> To ensure we have all materials needed for cleaning process.
2	<ul style="list-style-type: none"> Gather Badges 	<ul style="list-style-type: none"> Don gloves Remove badges from drop box Separate and properly dispose of Pt ID bands Place Dirty badges in dirty bin Spray Fuzion on rag and proceed by wiping drop box with wet rag. Take dirty bin full of dirty badges to EVS cleaning Station 	<ul style="list-style-type: none"> To ensure proper sanitation and disinfection of the badges
3	<ul style="list-style-type: none"> Prepare Clean Station 	<ul style="list-style-type: none"> Lay clean towel on flat surface 	<ul style="list-style-type: none"> To prevent the chance of contaminating.
4	<ul style="list-style-type: none"> Clean badges 	<ul style="list-style-type: none"> Spray clean rag with Fuzion Place one badge at a time in the center of the rag, while in your hand. Wipe all surfaces of the badge. Then place the clean badge on the surface of the towel and allow to dry for 2 minutes. Wipe the dirty bin with the rag After the 2-minute dwell time, use the Alcohol wipe to remove the residue of Fuzion from the badge. 	<ul style="list-style-type: none"> To protect the employees and our customers from cross contamination. To make sure the solution's time requirements of the manufacturer have been met. To guarantee proper sanitization and disinfection has occurred.
5	<ul style="list-style-type: none"> Return to Central Processing 	<ul style="list-style-type: none"> After wiping the badge with alcohol wipes, place them in the clean bin. Discard of gloves Return all clean badges to Central Sterile Processing. 	<ul style="list-style-type: none"> To ensure departments are adequately supplied with correct Par level of RTLS badges for the course of a day.