Procedure Number: S0137
Procedure Title: S0137 Procedure- Vendor Tray Management
Chapter Location: Patient Care & Clinical Guidelines

Owner: Manager, Surgical Services	Date Created: 10/28/2024
Approver(s): VP Hospital Operations and Nurse Executive	Date Last Approved: 11/2024
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Procedure Statement:
The appropriate intake, handling, processing and management of vendor instrumentation and implants will be used following professional standards of care and regulatory agencies.

Purpose:
This procedure outlines the steps to ensure the utilization of standardized processes for use of sterile loaner instruments and implants.

Scope: Surgical service areas

Oversight: Perioperative Leadership Committee

Definitions:

- AAMI – The Association for the Advancement of Medical Instrumentation
- AORN – The Association of PeriOperative Registered Nurses
- IFU – Instructions for use: a document detailing the manufacturer's recommendations for the handling, decontamination and sterilization for surgical instruments.
- SPD – Sterile Processing Department
- SSC – Surgical Services Coordinator
- OR- Operating Room
- Vendor instruments – Surgical instrumentation provided to Gillette Children's Specialty Healthcare by a third party, excluding instrumentation borrowed from other healthcare facilities.

Policy:
All vendor instruments and nonsterile implants are to be delivered to Gillette SPD**, along with the appropriate IFUs if requested by Gillette SPD**, on the business day prior to the scheduled procedure. Adhering to this timeline will ensure that SPD has time to decontaminate, inspect, prepare, sterilize and distribute the instruments in a manner that is in accordance with the

manufacturer's IFU, established AAMI and AORN guidelines, as well as related Gillette policies and procedures.

NOTE:

Failure to meet these requirements may lead to delay or cancellation of surgical procedures.

Vendor Procedure:

- Vendor representatives will ensure instruments are delivered to SPD no later than 1700h the business day prior to a scheduled procedure unless otherwise communicated. It is the responsibility of the vendor representative to ensure accurate labeling of (see labeling procedure section below) all instrument sets brought in for surgical procedures, whether they are brought in by the vendor or delivered by a third-party courier service.

- All instrumentation delivered through a courier or vendor must be set up and labeled (see details below) prior to the instrumentation being transferred into sterile processing.

- When the vendor is not available to be on-site before processing of instrumentation, a resource will be made available for SPD to contact with questions.

- In order to ensure the efficacy of the sterilization process, and in accordance with AAMI ST79 guidelines, **vendor instrument sets must weigh less than 25lbs.**

- If instruments are to arrive outside of the above timeline, it is the vendor's responsibility to communicate the new timeline to the surgery control desk at 651-229-3864 by 1700h the business day prior to the scheduled case unless otherwise approved by the SPD Supervisor or Surgery Manager

- Vendors must collect instruments and implants (from either SPD or the Vendor Store Room) within 72 business hours after completion of a surgical procedure, or arrangements need to be made with the sterile processing supervisor, SSC, or OR Leadership.

- Vendor must notify the Sterile Processing Supervisor of any missing or damaged items no later than 4 business days after collection of instruments and implants.

Procedure for set up and labeling of instrumentation:

Vendor Representatives must provide the following information for incoming instruments and implants:

1. Surgery date and time
2. Vendor company name
3. Surgeon's name
4. Name of each instrument set

5. Number of instrument sets (i.e.: 1 of 10, 2 of 10, etc.)

If vendor instrumentation arrives in SPD ASAP the day prior to the scheduled case, SPD staff will communicate a timeline of when vendor instruments will be ready for use to the SSC. If a SSC is not on-site, SPD will contact the charge nurse.

Surgical Services Coordinator (SSC) Procedure:

- The SSC will contact vendors and make arrangements for surgical procedure needs related to instrumentation and implants.

- The SSC will provide SPD with information regarding incoming vendor instruments by 1200 the day before the scheduled procedure is to begin. The information provided should include: surgeon, time of procedure, name of vendor and contact information.

- The surgeon will be contacted by a designated SSC or charge nurse when a delay in instrumentation and subsequent procedure start time is expected.

OR Post Case Responsibility:

- Loaned instruments are separated from site owned instruments.
- Instruments shall be returned in their original containers when able.
- Identify instruments in need of repair and tag.

SPD Post Case Responsibility:

- Loaned instruments and implants will be cleaned and sent through the decontamination process according to manufactures IFU and following Procedure S0117.
- SPD staff will identify all loaner/vendor trays via the established inventory tracking program.
- Loaner trays will be placed in vendor pickup area for retrieval.

Related Documents:

S0117: Decontamination of Critical and Semi-Critical Items in Sterile Processing

References:

Comprehensive Guide to Steam Sterilization and Sterility Assurance in Health Care Facilities. Association for the Advancement of Medical Instrumentation., ANSI/AAMI 2020.

THIS PROCEDURE SUPERSEDES ANY PREVIOUS GILLETTE POLICIES OR PRACTICES.