



Title	Role & Responsibilities of Cleaning Furniture/Equipment in Patient Areas
Document Type	Policy
Version Number	3.0
Approved by	Infection Control Committee
Issue date	October 2015
Review date	September 2018
Distribution	All NHS Borders Staff
Prepared by	Infection Prevention & Control Team
Developed by	Infection Prevention & Control Team
Equality & Diversity Impact Assessed	

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Roles/Responsibilities of Cleaning Furniture/Equipment in Patient Areas

All spillages of bodily fluids must be cleaned up by nursing staff following the procedure set out in the Infection Control Manual. In some instances general service may be required to do a general clean after the bodily fluids have been fully removed.

The cleaning references detailed below apply for all cleaning except where there is a known or suspected enteric infection e.g. Norovirus/Clostridium difficile then clean with Precept and dry thoroughly.

All general services cleaning schedules can be found in the Domestic Services Room for the ward or department in question

Estates Department carry out Planned Preventative Maintenance (PPM) on certain items however it is the ward/department manager's responsibility to report any faults between these visits to Estates helpdesk

If the cleaning schedule specification for clinical equipment cannot be maintained for any reason, the person in charge of the ward/department should carry out a risk assessment and inform their Line Manager. Cleaning records must be maintained by ward/departmental staff.

ITEM	RESPONSIBILITY & FREQUENCY of CLEAN			
	Between patients/clients	After Contamination	Full Clean	Cleaning Reference
Ambulift/Hoist	Nursing	Nursing	Nursing	Nursing - N.1
Hoist Slings	Laundry	Laundry	Laundry	As per Laundry Policy
Slide sheets	Laundry	Laundry	Laundry	As per Laundry Policy
Manual Handling Equip	User	User	Between clients	Contact M&H for detailed advise
Pat Slide & Banana Slide	Nursing	Nursing	Nursing	Nursing – N. 1
Mattress and Base of hospital bed	Nursing	Nursing	Nursing	Nursing - N.1 Base must be dry before mattress fitted

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	Between patients/clients	After Contamination	Full Clean	Cleaning Reference
Hospital bed – frame below mattress base	Nursing or General Services	Nursing	General Services	Nursing – N. 1 General Services - Schedule in DSR
Therapeutic mattress and motor	Nursing	Nursing	Nursing	Refer to manufacturers instructions
Bed Accessory (Hard)	Nursing	Nursing	Nursing	Nursing - N. 1
Bed Accessory (Soft) Pillows and Wedges	Nursing/Laundry	Nursing/Laundry	Nursing/Laundry	Nursing – N. 1 Must have impervious cover
Bed Rail Bumpers	Nursing	Nursing	Nursing	Nursing - N. 1
Bed Pan Holder (blue)	Nursing	Nursing	See between patients	Nursing - N. 1
Bins	Not applicable	Nursing	General Services	Nursing – N. 1 General Services - Schedule in DSR
Blood Pressure Cuffs	Nursing	Nursing	See between patients	Nursing - N. 1
Bowls (patient use)	Single patient use only never shared between patients	Dispose	Nursing	Nursing – N1 for plastic bowls and bowl must be disposed of on patient discharge Single use disposable must be disposed of after use
Bowls (for cleaning)	Single use disposable	Single use disposable	Single use disposable	Single use disposable only
Commodes	Nursing	Nursing	Nursing	Nursing - N. 1 (Note specific detail on cleaning schedule)
Soft Furnishings	Nursing	Nursing	Nursing	Nursing – N. 1 Impervious cover only

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	Between patients/clients	After Contamination	Full Clean	Cleaning Reference
Drip stands	Nursing	Nursing	Nursing	Nursing - N. 1
Fan Portable	Nursing (base, lead)	Nursing	Estates (internal)	Nursing – N. 1 Estates - PPM
Ceiling Vents	Not applicable	Report to Estates	Estates	Estates - PPM
Patient chairs	Nursing	Nursing	General Services	Nursing – N. 1 General Services - Schedule in DSR
Visitors chair	Not applicable	Nursing	General Services	Nursing - N. 1 General Services - Schedule in DSR
Infusion/Syringe Pumps	Nursing	Nursing	Nursing	Nursing - N. 1
Patient locker - inside	Nursing	Nursing	Nursing	Nursing – N .1 General Services - Schedule in DSR
Patient locker - outside	Nursing	Nursing	General Services	Nursing – N .1 General Services - Schedule in DSR
Mobile X-ray/Apron	Radiographer	Radiographer	Radiographer	Refer Local Radiography Policy
Physiotherapy Equipment	Physiotherapist	Physiotherapist	Physiotherapist	Refer Local Physiotherapy Policy
Occupational Therapy Equipment	Occupational Therapist	Occupational Therapist	Occupational Therapist	Refer Local Occupational Therapy Policy
Physiological Measurement Equipment	Physiologist	Physiologist	Physiologist	Refer Local Physiological Measurement Policy
Dental	Dental staff	Dental staff	Dental staff	Refer Local Dental Policy

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	Between patients/clients	After Contamination	Full Clean	Cleaning Reference
Ophthalmology	Ophthalmology staff	Ophthalmology staff	Ophthalmology staff	Refer Local Ophthalmology Policy
Trolley – A&E	Nursing	Nursing	Nursing	Nursing - N. 1
Trolley - Resuscitation	Nursing	Nursing	Nursing	Nursing - N. 1
Trolley - Clinical	Departmental User	Departmental User	Departmental User	Nursing & Departmental - N. 1
Trolley – Drug/Medicine	Not applicable	Nursing	Nursing	Nursing - N. 1
Trolley - Patient	Departmental User	Departmental User	Departmental User	Nursing & Departmental - N. 1
Trolley - Phlebotomy	Not applicable	Phlebotomist or user	Phlebotomist	Phlebotomist or user - N. 1
Trolley – Patients Notes	Not applicable	Dept/Ward Clerk	Dept/Ward Clerk	Dept/Ward Clerk - N. 1
Trolley – Medical Records	Not applicable	Records Staff	Records Staff	Records Staff - N. 1
Trolley - Tea	General Services	General Services	General Services	General Services - Schedule in DSR
Trolley - Mail	General Services	General Services	General Services	General Services - Schedule in DSR
Trolley - WRVS	WRVS	WRVS	WRVS	Refer Local WRVS Policy
Portable Suction	Nursing	Nursing	Nursing	Per manufacturers instructions
Weighing Scales	Nursing	Nursing	Nursing	Nursing - N. 1
Shower chair (free standing)	Nursing	Nursing	Nursing	Nursing - N. 1

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	Between patients/clients	After Contamination	Full Clean	Cleaning Reference
Clinimatic/Macerator outer casing only	Not applicable	Nursing	Nursing	Nursing - N. 1 please note external clean only
Stethoscope chest piece	Clinician – full clean	Clinician – full clean	Clinician – between patients	Use detergent wipe
Stethoscope complete	Clinician	Clinician	Clinician - Weekly	Clean with detergent wipe ensuring ear pieces are removed, cleaned and replaced between users
Telephones Clinical Areas	Not applicable	Nursing/Ward Clerk	General Services	Nursing – N. 1 General Services - Schedule in DSR
Trolley Phones Clinical Areas	Not applicable	Nursing	General Services	Nursing – N. 1 General Services - Schedule in DSR
Telephones Reception, Offices and Corridors	Not applicable	Designated User	General Services	General Services - Schedule in DSR
Treatment couch – patient contact area	Nursing/ Departmental User	Nursing/ Departmental User	Nursing/ Departmental User	Nursing - N. 1
Treatment couch - frame	Not applicable	Nursing/ Departmental User	General Services	Nursing – N. 1 General Services - Schedule in DSR
Walking aids (single user)	Nursing	Nursing	Nursing	Nursing – N. 1
Walking aids (multiple)	Physiotherapist	Physiotherapist	Physiotherapist	Refer to Physiotherapy Departmental

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	Between patients/clients users)	After Contamination	Full Clean	Cleaning Reference
Kardex holders	Nursing	Nursing	Nursing	Nursing - N. 1
Footstool	Nursing	Nursing	Nursing	Nursing - N. 1
Electronic Blood pressure machines	Nursing	Nursing	Nursing	Nursing - N. 1
Suction units	Nursing	Nursing	Nursing	As per manufacturers instruction
Flow units wall mounted	Nursing	Nursing	Nursing	Nursing - N. 1 masks single use only
Nebulizer	Nursing	Nursing	Nursing	As per manufacturers instruction
Raised toilet seats	Nursing	Nursing	General Services	Nursing – N. 1 General Services - Schedule in DSR
Ice machines/Water cooler	Not applicable	Nursing	General Services	Refer Infection Control Manual Section 5.6
Pantry Fridge (Patient items)	Not applicable	General Services	General Services	General Services - Schedule in DSR
Drug fridge	Not applicable	Nursing	Nursing	Nursing - N. 3
Staff food fridge	Not applicable	User Department	User Department	Nursing - N. 2
Staff microwave	User	User	User Dept	N. 1
Desk work station	Not applicable	Ward clerk/Dept	General Services if desk totally clear	General Services - Schedule in DSR
Computer and Key Board	Not applicable	Designated User	Designated User	User – with detergent wipe full clean weekly

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Linen skip	Nursing/Department	Nursing/Dept	Nursing/Dept	Nursing - N. 1
Patient call system	Nursing	Nursing	General Services	Nursing – N .1 General Services - Schedule in DSR
Baths	Nursing	Nursing	General Services	Nursing – N .1 General Services - Schedule in DSR
Birthing Pool	Nursing	Nursing	Nursing	Nursing – N .1
Patients drug cupboard (POD)	Nursing	Nursing	General Services – outside	Nursing - N.1 General Services – Schedule in DSR
Incubators	Nursing	Nursing	Nursing- Weekly	Nursing - N. 1
Cots	Nursing	Nursing	Nursing- Weekly	Nursing - N. 1
Medicine Pots	Not applicable	Not applicable	Not applicable	Disposable one use only
Wheelchairs – X-Ray	Departmental porters		Departmental porters	Departmental Policy
Wheelchairs – Discharge Lounge	Departmental porters		Departmental porters	Policy to follow
Wheelchairs – A&E	Departmental porters		Departmental porters	Policy to follow
ECG Machine	Nursing/Department	Nursing/Department	Nursing/Department	Nursing - N. 1
Radio Head Sets	Nursing - ear piece covers must be replaced	Nursing	Nursing	Nursing - N. 1

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Point of Care Testing e.g. Glucometers	Nursing	Nursing	Nursing- Weekly	Nursing - N. 1
Shelves/cupboards used for clinical supplies/drugs	Not applicable	Nursing	Nursing	Nursing - N. 1
Hand gel dispensers (within Wards/Depts)	Not applicable	Ward/departmental staff	Ward/departmental staff	Nursing - N. 1 also responsible for refilling
Hand gel dispensers (main corridors/main entrance)	Not applicable	General Services	General Services	General Services – Schedule in DSR also responsible for refilling
Soap/hand towel/toilet roll dispensers	Not applicable	Ward/departmental staff within their area	General Services	General Services – Schedule in DSR also responsible for refilling