



# Nursing level III

NTQF Level III

## Learning Guide-26

Unit of Competence: Transport and Assist Patient by Safe Handling Practice

Module Title: Transporting and Assisting Patient by Safe Handling Practice

LG Code: HLT NUR3 M05 LO7-LG -

TTLM Code: - HLT NUR3 TTLM 0919v1

### **LO7. Complete assistance with client movement**

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This learning guide is developed to provide you the necessary information regarding

The following content coverage and topics

- Complete assistance with client movement
  - ✓ Cleaning equipment
  - ✓ . Reporting faults in equipment

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to -

- ✓ Equipment is returned to appropriate place as required.
- ✓ Equipment is cleaned in accordance with organizational policy and procedures.
- ✓ Equipment faults are reported immediately in accordance with organizational procedures.

Learning Instructions:

### 1. Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 11.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 Sheet 5, Sheet 6, Sheet 7, Sheet 8, Sheet 9, Sheet 10 and Sheet 11”.
4. Accomplish the “Self-check 1, Self-check t 2, in page 5&10.
5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
6. Submit your accomplished Self-check. This will form part of your training portfolio.
7. Your trainer will give you feedback and the evaluation will be either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory you can proceed to Learning Guide #2.

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Information sheet -1	Cleaning equipment
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- **Cleaning** is to make free from substances that are unpleasant, harmful or unwanted. Cleaning is an essential process of removing dirt. It can be said that cleaning is one aspect in the care of patient care unit. **Patient care unit** is the space where the patient is accommodated in hospital and consists of the bed, an over bed table, a bedside table, and possibly a chair. There may also be closet space or drawer. Thorough environmental cleaning and disinfection of rooms where patients were hospitalized and treated is essential. The purpose of cleaning and disinfection process is to remove bacterial contamination from environmental surfaces and equipment surfaces where patients receive care in order to prevent the transmission of the microorganism from patient to patient, from patients to healthcare workers, and from patients to visitors. In addition cleaning has aesthetic values, that is, it makes the room more attractive and comfortable.
- The term “medical devices” includes everything from highly sophisticated computerized
- Medical equipment down to simple wooden tongue depressors. The intended primary mode of action of a medical device on the human body, in contrast with that of medicinal products, is not metabolic, immunological, or pharmacological.
- Several different international classification systems for medical devices are still in use in the world today. The World Health Organization, with its partners, is working towards achieving harmonization in medical device nomenclature, which will have a significant impact on patient safety . This is particularly important to be able to identify adverse incident reports and recalls.
- The Global Harmonization Task Force has proposed the following harmonized definition for medical devices.
- Cleaning devices immediately after use has the potential to eliminate this problem of biofilm contamination. Any soil or bioburden remaining on a device after cleaning poses a clear risk to the next patient. Unfortunately, this

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- Incomplete cleaning occurs all too often. For example, the Pennsylvania Patient Safety Authority has received multiple reports citing devices contaminated with bone, tissue, dried fluids and used sutures
- that were introduced into the sterile field Specifically, this contamination included bone left in reamers, blood and tissue found on a drill and suture fragments remaining on a tunneled.
- **Damage to medical devices**
- ✓ A medical device may become damaged by cleaning solutions or medical soils that are not removed properly after the cleaning process.<sup>12</sup> Using cleaning solutions that are not compatible with a device may cause damage as well.<sup>12</sup> Types of damage the device may sustain include staining, pitting or corrosion,<sup>14</sup> clouding or etching of optics<sup>15</sup> and improper function due to accumulation of debris In order to reduce the risks associated with improper or ineffective cleaning of reusable medical devices, the basic components and types of cleaning solutions, as well as the factors for the effective use of cleaning solutions, must be understood.
- ✓ Errors in reprocessing which are not identified until the medical devices have been introduced into the sterile field or are used on a patient can result in serious consequences to the facility as well as the patient.
- For manual cleaning all parts can be rinsed under cold running water. A small diameter brush is then passed through the shaft, and the business end of the insert will need to be brushed paying particular attention to the jaw mechanism. These instruments can become coated with bio-film so it is necessary to soak the instruments in an enzymatic solution after initial cleaning. After soaking, rinse all parts of the dismantled instrument prior to further processing.
- ✓ Required Equipment for Cleaning
- ✓ Double sink or equivalent
- ✓ Water
- ✓ Instrument brushes of various sizes

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- ✓ Pipe cleaners
- ✓ Non-lining cloth

Self –check-1	Written test
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Direction –choose the best answer from the following questions.

1. Which statement was true about cleaning?
  - A Making free from substance that are unwanted
  - B Removing dirty
  - C Removing of bacterial contamination
  - D All
  
2. Cleaning means free from substance that are harmful or unwanted.
  - A True
  - B.false
  
3. cleaning device immediately after use has the potential to eliminate this problem of biofilm contamination.
  - A True
  - B.false
  
4. Which statement was true about damage to medical device?
  - A Medical device may become damaged by cleaning solution.
  - B Cleaning solution that are not compatible with the device.
  - C Improper reusable medical device cleaning
  - D All

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*Note:* Satisfactory rating - 12 points

Unsatisfactory - below 8 points

You can ask you teacher for the copy of the correct answers.

### Answer Sheet

Score =

Rating:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Choose answer sheet

1.....

2.....

3.....

4.....

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Information sheet -2	Reporting faults in equipment
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- Medical equipment: Medical equipment requiring calibration, maintenance, repair, user training, and decommissioning – activities usually managed by clinical engineers. Medical equipment is used for the specific purposes of diagnosis and treatment of disease or rehabilitation following disease or injury; it can be used either alone or in combination with any accessory, consumable, or other piece of medical equipment/equipment. Medical equipment excludes implantable, disposable or single-use medical equipment.
  - ✓ Recently an incident occurred where equipment fell from a trolley being moved by a staff member. The equipment fell onto the floor and contacted the staff member as it fell. Following the incident it was noticed that a wheel was missing from the trolley but the staff member was not aware the trolley was faulty or broken.
  - ✓ Whilst no one was seriously injured there was the potential for a serious injury and in this case the equipment stored on top the trolley was broken and could not be repaired.
- Faulty, broken or unsafe plant and equipment should be identified, removed from service and only returned to service after it is has been repaired and made safe to use.
- The steps to be taken to remove faulty or broken plant and equipment from service include:
  - ✓ Switch off and remove equipment from an energy source if safe to do so (e.g. electricity, gas, hydraulics)
  - ✓ Remove and isolate the item from service if safe to do so – e.g. physically removing the item from the work area, isolation of energy sources, signage, Out of service tags

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- ✓ Fix an Out of Service Tag to the equipment and any other warning signage
  - ✓ Report the faulty / broken equipment to the Supervisor/ Manager for the work area.
- The responsible Supervisor/Manager for the work area should ensure action is taken to repair the plant or equipment, or for it to be decommissioned and removed from the work area and disposed.



Example – Out of Service Tags

- Out of Service Tags

An out of service tag is used to indicate an item of equipment is defective and that the equipment will not be used until cleared for safe operation by an authorized and competent person. The following requirements apply to out of service tags:

- ✓ An out of service tag will be placed on all defective equipment as soon as the defect has been recognized;
- ✓ The item of equipment will not be used while the out of service tag is in place. The tag will remain in place at all times while the equipment is isolated, defective or being worked on;
- ✓ The tag will indicate the date and time that it has been applied and the name of the person who placed the tag;

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- ✓ An out of service tag will only be removed by a competent person once the defect has been corrected.
- A simple reporting procedure will help you obtain important information about health and safety issues in the workplace, identify problems when they arise, and address them.

## EQUIPMENT FAULT FORM

**Faulty equipment:** \_\_\_\_\_

**Brief description of fault:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of faulty equipment:** \_\_\_\_\_

**Fault noted by:** \_\_\_\_\_

**Date noted:** \_\_\_\_\_

**Action taken:**

**Out of order sign placed on equipment**

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Equipment removed

Fault reported to designated personnel

Other

Signature: \_\_\_\_\_

Date:

Self-check -2	Witten test
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Direction –say true or false

1. Faulty broken or unsafe equipment should be identified and removed from service
2. Recently an incident occurred where equipment fell from trolley being moved by staff members.
3. A simple reporting procedure will help you obtain important information about health.

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Note: Satisfactory rating - 6 points  
 Unsatisfactory - below 3 points  
 You can ask your teacher for the copy of the correct answers.

**Answer Sheet**

Score =

Rating:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**True false answer sheet**

- 1.....
- 2.....
- 3.....

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List of reference
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2. FDA. Is The Product A Medical Device? Internet: <http://www.fda.gov/cdrh/devadvice/312.html>. 6-30-1998. 3-22007.

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