

# STANDARD OPERATING PROCEDURE (SOP)

## CLEANING OF NEAR PATIENT HEALTHCARE EQUIPMENT



### Weekly Cleaning Assurance Checklist – MSK Physiotherapy Service

<b>HOSPITAL:</b>			
<b>WARD: MSK Out-patient Physiotherapy</b>			
<b>Date</b>	<b>Time</b>		
<b>Weekly Cleaning Assurance Checklist</b>		<b>No Issue</b>	<b>Issue identified</b>
<b>Inspect all listed equipment for any blood or body fluids, dust or visible debris</b>			
Inspect two pillows			
Inspect the upper surface and under-carriage frame on two plinths / beds			
Inspect two patient chairs from clinical area			
Inspect two hand gel dispensers: ensure there is gel available, that date has not expired and nozzles are free from blockage			
Inspect two curtains			
Inspect two patient call buzzers (if applicable)			
Inspect one electrotherapy machine			
Inspect two computer keyboards			
Inspect Sharps Box: Is clean & in date (Disposed of every 3/12, even if not full. Health Protection Scotland Version 2.1 Nov 2015)			
Inspect two pieces of large gym equipment (if applicable)			
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<b>PLEASE ENSURE ANY FAULTY EQUIPMENT IS REPORTED TO ESTATES OR MEDICAL PHYSICS AS SOON AS IT IS DISCOVERED</b>			
<b>PRINT NAME:</b>			
<b>DESIGNATION:</b>			
<b>SIGNATURE</b>			

NB) Report issues identified to a senior physiotherapist / Team Lead.  
If a plinth is found to be torn, remove from use as soon possible and inform the senior physiotherapist. The senior physiotherapist will inform the Team Lead or Service Manager.

**\*\* Please list any critical near patient equipment specific to your clinical area that requires weekly inspection.**