

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Sterilisation - Records Management
<b>TYPE OF DOCUMENT</b>	Procedure
<b>DOCUMENT NUMBER</b>	SESLHDPR/514
<b>DATE OF PUBLICATION</b>	October 2016
<b>RISK RATING</b>	Low
<b>LEVEL OF EVIDENCE</b>	AS/NZS 4187 2014 National Safety and Quality Health Service Standard: 3
<b>REVIEW DATE</b>	October 2021
<b>FORMER REFERENCE(S)</b>	Nil
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<b>KEY TERMS</b>	Records, Electronic records, Retention, Disposal
<b>SUMMARY</b>	This procedure describes the requirements for records management within Sterilising Services.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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### 1. POLICY STATEMENT

The requirements for documentation and records related to the effective reprocessing of Reusable Medical Devices (RMDs) are controlled and maintained for a period of time no less than that defined by the State Records Act 1998.

### 2. BACKGROUND

Provide a framework to support effective and efficient traceability and retrieval of all records and documents within Sterilising Services.

#### 2.1 Definitions

**Records** - Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activities

**Electronic Records** - All records where the information is communicated and maintained by means of electronic equipment

**Retention** - A period of time for which records should be kept by the organisation before disposing of them

**Disposal** - A range of processes associated with implementing appraisal decisions, these include the retention, deletion or destruction of records in or from recordkeeping systems

**NSA (Not State Archive)** - Records not required as State Archives. Records related to the effective reprocessing of RMDs are NSA

### 3. RESPONSIBILITIES

#### 3.1 Employees will:

- Comply with the requirements of this procedure
- Report non-compliance to Sterilisation Services Manager.

#### 3.2 Line Managers will:

- Support compliance and implementation.

#### 3.3 Service Managers / Supervisors will:

- Implement the requirements of this procedure to assure compliance with the General Retention and Disposal Authority and State Records Act 1998.

### 4. PROCEDURE

#### 4.1 Records shall include the following:

- Purchasing records of reprocessing equipment
- Monitoring of reprocessing equipment
- Cleaning process records
- Sterilising process records
- High level disinfection, including chemical and thermal process records
- Microbiological surveillance testing
- Cleaning of reprocessing equipment
- Cleaning of reprocessing facility

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- Staff training and competency to undertake reprocessing activities
- Staff rosters and allocations
- Maintenance records for reprocessing equipment
- Installation Qualification (IQ), Operational Qualification (OQ), Performance Qualification (PQ) for reprocessing equipment
- Process deviation reports and where applicable, records of corrective action or preventative action.

### 4.2 Retention and Storage

Records are retained and stored for as long as they are needed to meet business needs and as specified by the Health Service Organisation (HSO). Where retention periods are based on statutory requirement the records must be kept for that period.

Records must be appropriately maintained, stored and preserved for as long as the record is required.

### 4.3 Destruction and disposal

- Paper records and electronic records which have reached the end of a specified retention period or have become redundant are to be disposed of as per [SESLHDPR/220 - Records Management - Destruction of](#)

## 5. DOCUMENTATION

- HSO Procedures

## 6. AUDIT

- As indicated by each HSO

## 7. REFERENCES

- AS/NZS 4187:2014 Reprocessing of reusable medical devices in health service organization and its normative references
- [State Records Act 1998](#)
- [NSW Ministry of Health Policy - PD2009\\_057 Records Management - Department of Health](#)
- [SESLHDPD/196 - Records Management](#)
- [SESLHDPR/220 - Records Management - Destruction of](#)

## 8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
29/06/2016	1	SESLHD Sterilising Resource Group
October 2016	1	Endorsed by SESLHD Clinical and Quality Council
October 2016	1	Published