

intercollegiate auditing

“A guiding instrument for and by the workforce”

The Dutch “Centrale Sterilisatie Club”
Working group “intercollegiate auditing”
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Introduction

The board of the Dutch Centrale sterilisatie club (C.S.C) has, due to the number of regional activities on intercollegiate auditing, formed a working group to implement this on national level. There obvious was a need to share the knowledge. As it all started regionally we propose to follow this path and let the different regions carry out the auditing.

As the Government decreases its involvement on C.S.S.D.'s there is a lack of control and a growing need for C.S.S.D.'s to keep the knowledge on a professional level. Even though there are several different quality systems to help us keep our standards on an acceptable level, we are searching for a system to collect the nationally gathered knowledge to increase the general level on our departments in the Netherlands.

We think we found a system that can compare our standard with those of our colleagues. In addition, through this method, we try to develop our future standards.

It is our goal to present a way to seriously control and adjust our own work methods and to show the retrieving Government we can take our own responsibility, and present the results of our quality efforts.

It has to be clear that this article is not a finished and definite version, but evolves within the developments of the C.S.S.D.

Objective

Using the expertise available within the field of C.S.S.D.'s and present the national level of quality to our members.

“A guiding instrument for and by the workforce”

This title shortly shows the essence of the instrument intercollegiate auditing.

Using the potential within our own workforce to equalise and increase the still varying level of the different departments.

The generated data must always be available to the workforce so we can learn from it !!!!!!!

The initiative must not be seen as a threat, but as a way to help each other. It has to be clear that this is no substitute for governmental inspections or otherwise.

We aim to reach a system of auditing, carried out by the different regions, under supervision of our C.S.C.

We hope you all join and make this system work.

The references used:

- European sterilisation guidelines
- Dutch guidelines
- G.M.P.
- Relevant legislation
- Generally excepted quality standards

The method

A nationwide concept in which members of the CSC will execute the audits. We strive for a hundred percent participation. During the process of auditing, we shall soon be able to see if this is a realistic objective.

We propose to divide the nation into districts so we can limit the travelling time and expenses.

The statistic data can be used by the CSC to adjust its policy for the coming years. All the data for publication or other purposes only will be available in an anonymous form. So the privacy, of the participating departments, is always guaranteed.

The questionnaire must stay unaltered and used throughout the entire cycle. The initial audits will be carried out by three departments. Those first three members will form the auditing commission. One of them will be chosen as secretary and he or she will report to the central CSC commission. After the first three audits one of the member's leaves and the last audited person becomes the new member. Throughout the rest of the cycle the longest participating member leaves and the last audited will take its place.

Regulations

- I. The auditing will be executed in one cycle with all participating CSSD's
- II. In advance the questionnaire will be send to the audited departments
- III. The questionnaire mostly contains questions witch can be answered by yes or no
- IV. The initial cycle will starts with three departments and they will form the auditing commission. One of them must be chosen as secretary and will report to the central CSC auditing commission
- V. After the initial three audits, the forth-audited person joins the auditing team and one of the sitting member leaves. Throughout the rest of the cycle the longest sitting member leaves and the last audited person joins
- VI. After the initial three audits the auditing will be carried out by two colleagues
- VII. The auditing commission regularly informs the CSC about the progress made
- VIII. The point of departure during the auditing is that; every given answer must be supported by relevant documentation
- IX. The criteria used are based on national legislation en Dutch and European guidelines
- X. All remarks made in the first cycle will be assimilated into the next round

Note:

The authorised person mentioned is an employee responsible for the policy and control of sterile goods handling within the hospital. Hospitals are obligated by Dutch legislation to appoint such an employee.

Questionnaire

A	General	Yes	NO	Not relevant
1	Is there an organization chart			
	Is there a written job-specification of:			
2	Authorized person on sterile medical devices			
3	Head of CSSD			
4	His or her replacement			
5	Team leader			
6	Sterilization employee			
7	Employee sterile warehouse			
8	Transport employees			
9	Administrative employees			
10	Others.....			
	Are the following responsibilities documented:			
11	Complains handling			
12	Recall sterile supplies			
13	Changes to the sterilization process			
14	Release sterile goods			
	Are there procedures for:			
15	Complains			
16	Recalls			
17	Release sterile goods			
18	Is there an education plan			
19	Is it required that the employees are qualified/certified			
20	Are there performance interviews held			
21	Is there a regular consultation with the employees			
22	Is there a quality manual			

Questionnaire

E	Cleaning	Yes	No	Not relevant
1	Does every washer-disinfector have a log(book)			
2	Is there a log(book) for every washer-disinfector			
3	Is there a yearly re-validation being carried out			
4	Do all the processes comply with relevant guidelines			
5	Does the technical performance comply with relevant guidelines			
6	Is there regular maintenance on every washer-disinfector being carried out			
7	If yes, is this documented			
8	Is there ultra-sonic cleaning equipment available			
9	Is there compressed air spraying equipment available			
10	Is there a de-mineralised water gun available			
11	Are there enough personal protection devices available			
	Such as:			
	Gloves in different sizes			
	Hearing protector			
	Watertight over-coating			
	Safety spectacles			
	Splash screen			
	Safety eye shower			
12	Is there an workplace where one can sit during the manual cleaning			
13	Are there operating manuals for the cleaning equipment			
14	Are there loading instructions			

