

## Standard Work Sheet

<b>Process:</b> <b>Cleaning and Disinfecting Medication Caddies – Option 2</b>
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**Desired Goal or Outcome: Disinfected Medication Caddies**

Step#	Description	Key Points / Images	Who
1	<p>Identify medication caddy to be cleaned and disinfected.</p> <p>Perform Hand Hygiene (HH).</p>	<p>Post cleaning/disinfection schedule on the unit. Ensure cleaning/disinfection is documented with date, time, and initials each time performed.</p> <p>PPE according to cleaning and disinfection activities</p>	<p>Scheduled cleaning: designated unit staff (e.g., Health Care Aide Dispatch Aide, Environmental Cleaning Services).</p> <p>When visibly soiled: Staff who have first observed the visible soiling (e.g., Dispatch Aides, Supply Coordinators, /Unit/Site Staff)</p>
2	<p>Take one facility approved disinfectant wipe from tub.</p>		<p>Unit Staff</p>
3	<p>If visibly soiled, remove soiling with wipe, and discard.</p> <p>Using another wipe, disinfect all surfaces of the caddy; place caddy on new wipe(s).</p> <p>Allow required wet contact time to kill organisms.</p> <p>Allow caddy to air dry completely prior to re-stocking.</p>	<p>Include any inserts within caddy as part of cleaning process (e.g. plastic medication cups)</p>	<p>Unit Staff</p>
4	<p>Perform HH.</p> <p>Pick up cleaned and disinfected medication caddy and place in designated location in Medication Room.</p>		<p>Unit staff</p>
5	<p>Perform HH.</p>		<p>Unit staff</p>

