

Standard Work Sheet

Process:	Cleaning and Disinfecting Medication Caddies – Option 1
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Desired Goal or Outcome: Clean Medication Caddies

NOTE: There should be a sufficient number of medication caddies on each unit to allow for one medication caddy to be sent for cleaning daily.

Step#	Description	Key Points / Images	Who
1	Perform Hand Hygiene (HH). Identify medication caddy to be cleaned.	Check date on changed/cleaned sticker affixed to medication caddy.	Unit Staff
2	Place medication caddy to be cleaned on the soiled breakfast cart. Perform HH.	Cart will be picked up mid-morning	Kitchen Porter
3	Cleaned medication caddy will be returned with the lunch or supper trays.	Kitchen staff will place clean caddy with either lunch or supper trays.	Kitchen staff
4	Perform HH. Remove medication caddy and place back into the Medication Room. Write the date and time of cleaning onto a changed/cleaned sticker and affix to the side of the caddy.		Unit staff
5	Perform HH.		Unit staff
6	If the dishwasher is down/non-functional, a memo will be placed with the breakfast trays indicating that the units should not send down the medication caddy	Standard Work will resume once the dishwasher is again functional	

