

Standard Worksheet

Process: *Cleaning and Disinfection Medication Caddies – OPTION 1*

Desired Goal or Outcome: *Clean Medication Caddies*

STEP #	DESCRIPTION	KEY POINTS / IMAGES	WHO
1	<ul style="list-style-type: none"> <input type="checkbox"/> Identify medication caddy to be cleaned and disinfected <input type="checkbox"/> Perform Hand Hygiene (HH) 	Check date on changed/cleaned sticker affixed to medication caddy.	Unit Staff
2	<ul style="list-style-type: none"> <input type="checkbox"/> Place medication caddy to be cleaned on the soiled breakfast cart. 	Cart will be picked up mid-morning	Kitchen porter
3	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Perform HH <input type="checkbox"/> Remove medication caddy and place back into the Medication Room <input type="checkbox"/> Write the date and time of cleaning onto a changed/cleaned sticker and affix to the side of the caddy 		Unit staff
5	<ul style="list-style-type: none"> <input type="checkbox"/> Perform HH 		Unit staff
6	<ul style="list-style-type: none"> <input type="checkbox"/> If the dishwasher is down/non-functional, a memo will be placed with the breakfast trays indicating that the units should not be send down the medication caddy. 	Standard Work will resume once the dishwasher is again functional	

***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.

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Verification: *All employees that are new to the Program must be coached in this Standard Work. Employees are to sign below that they have read and understand work procedure.*

Date	Time	Patient Identifier	Signature