

## Standard Worksheet

**Process:** Glucose Meter and Supplies Container Cleaning

**Desired Goal or Outcome:** To prevent cross contamination

STEP #	DESCRIPTION	KEY POINTS / IMAGES	WHO	WHERE
1	<p>After each use:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform hand hygiene (HH)</li> <li><input type="checkbox"/> Put on gloves</li> <li><input type="checkbox"/> Obtain facility approved disinfectant wipes (2 for disinfecting, additional wipe(s) needed if visible soiling present).</li> </ul>	Clean and disinfect glucose meter after every use. Put on gloves if there is potential exposure to blood and body fluids and based on Point of Care Risk Assessment (PCRA)	Health Care Worker (HCW)	Patient's Room
2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Observe for any visible soiling on glucose meter as well as supplies container. If visible soiling is present, clean off all debris with a disinfectant wipe.</li> </ul>	Proper disinfection cannot be performed until visible soiling is cleaned from items.	HCW	Patient's bedside
3	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have available 2 facility approved disinfectant wipes, one for glucose meter and one for supplies container.</li> </ul>	If wipe is dripping, squeeze excess fluid over garbage before using. Be particularly careful that fluid does not drip into electronic connection points, ports or into corners of monitor display.	HCW	Patient's bedside
4	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Wipe</b> top, side, back, underside, feet and of glucose meter with wipe making sure that the wipe has made contact with the entire surface of the device using <b>3 wiping motions</b> for each surface. Clean strip port.</li> <li><input type="checkbox"/> Place cleaned and disinfected glucose meter on unused wipe.</li> </ul>	Do not re-contaminate glucose meter by placing on a soiled surface. Consider cleaning/disinfecting surface prior to disinfection of device.	HCW	Patient's bedside

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5	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Wipe all outside surfaces of supplies container</b> (if used) with wipe using <b>3 wiping motions</b> making sure the wipe has made contact with all surfaces.</li> <li><input type="checkbox"/> Place clean and disinfected supplies container on wipe.</li> </ul>	Clean/disinfect supplies container after every contact with patient's environment.	HCW	Patient's bedside
6	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discard wipes.</li> <li><input type="checkbox"/> Remove gloves and discard. Perform HH</li> </ul>	Return clean/disinfected glucose meter and supplies container to docking station.	HCW	Different for each clinical area
7	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Daily cleaning: Glucose meter/supplies container/docking station</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform hand hygiene</li> <li><input type="checkbox"/> Put on gloves</li> <li><input type="checkbox"/> <u>Unplug Docking Station from outlet and remove extra battery if present in the docking station</u></li> <li><input type="checkbox"/> Obtain facility approved disinfectant wipes (2 for disinfecting, additional wipe(s) needed if visible soiling present)</li> </ul> </li> <li><input type="checkbox"/> <b>Wipe</b> all surfaces of the glucose meter and supplies container with a wipe <b>using 3 wiping motions</b> for each surface.</li> </ul>	<p>Clean/disinfect when performing daily quality check of glucose meter</p> <p>Always unplug electronic devices that are coming into contact with fluids.</p> <p>If wipe is dripping, squeeze excess fluid over garbage before using. Be particularly careful that fluid does not drip into electronic connection points, ports or into corners of monitor display.</p>	HCW	At docking station
8	<p><b><u>Glucose meter and supplies container and extra battery (extra)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Wipe</b> all surfaces of the glucose meter and supplies container with a wipe making sure that the wipe has made contact with all surfaces. Place glucose meter and extra battery on an unused disinfectant wipe while cleaning the docking station.</li> </ul>		HCW	At docking station

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STEP #	DESCRIPTION	KEY POINTS / IMAGES	WHO	WHERE
9	<p><b><u>Docking Station</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Observe for any visible soiling on glucose meter, docking station as well as supplies container. If visible soiling is present, clean off all debris with a disinfectant wipe. Clean out any debris from the cradle of the docking station (are where glucose monitor sits).</li> </ul>	<p>Proper disinfection cannot be performed until visible soiling is cleaned from items.</p>	<p>HCW</p>	<p>At docking station</p>
10	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wipe top, inside cradle, sides and bottom of docking station and electrical cord, making sure that the wipe has made contact with all surfaces. Allow docking station to air dry.</li> </ul>	<p>Make sure not to allow any excess fluid around electronic connection points</p>	<p>HCW</p>	<p>At docking station</p>
11	<ul style="list-style-type: none"> <li><input type="checkbox"/> Once docking station is dry, replace extra battery and glucose monitor. Plug docking station back in.</li> </ul>	<p><b>Do not</b> plug docking station in until docking station and electrical cord are completely dry.</p>	<p>HCW</p>	<p>At docking station</p>
12	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign log book after completion of daily cleaning/disinfection</li> </ul>		<p>HCW</p>	<p>At docking station</p>

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**Process:** *Glucose Meter and Supplies Container Cleaning*

**Coaching Verification:** *Signatures are a verification that employees have been coached in and understand their roles and responsibilities in this Standard Work. Standard Work is subject to Continuous Improvement. Change to this Standard Work requires a new signed verification. All employees that are new to the Program must be coached in this Standard Work.*

Name	Position	Signature	Date