SimLEARN Equipment Decontamination Process

1. **PURPOSE:** This standard operating procedure (SOP) provides guidance related to the process for decontamination and general cleaning of SimLEARN medical and simulator equipment.
2. **RESPONSIBILITIES:** SimLEARN Directors, Simulationists, and other employees having responsibility to maintain mannequin and/or equipment integrity.
3. **REFERENCES:** Manufacturer's recommended guidelines for cleaning and decontamination.
4. **PROCEDURES:** The following procedures will be followed in the decontamination and cleaning of simulation equipment. This SOP will also address reusable medical equipment (RME) as it is used in simulations.
   a. Equipment is expected to be maintained in good working order when used by the SimLEARN staff. SimLEARN employees should inspect the mannequin or equipment for any irregularities, breakages, cracks, leaks, signs of wear and tear, and other signs of physical deterioration.
   b. If signs of wear and tear exist, as noted in 4a above, the SimLEARN employee will notify the Biomedical Equipment Support Specialist as soon as possible. The Biomedical Equipment Support Specialist will take the item out of use as appropriate and notify the SimLEARN employees. In the event of a need to send the equipment back to the vendor, the Biomedical Equipment Support Specialist will confer with the appropriate officials to obtain support for the delivery of the equipment back to the vendor.
   c. Cleaning and decontamination instructions will be kept accessible to all SimLEARN staff in the equipment storage area. The Biomedical Equipment Support Specialist will develop a quick-look sheet of instructions compliant with the manufacturer's guidelines for each type of mannequin or other equipment. An Equipment Decontamination Log (see Attachment 1) will be maintained by the Biomedical Equipment Support Specialist, who will advise when the equipment will be inaccessible.
   d. All equipment, including reusable medical equipment (RME), will be cleaned, decontaminated as appropriate, and stored according to the manufacturer's instructions. RME used with simulators does not need the same rigorous oversight as RME used with actual human patients. In the absence of instructions, the Biomedical Equipment Support Specialist will be consulted for necessary steps in the cleaning process.

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ATTACHMENT 1

SimLEARN EQUIPMENT DISINFECTION LOG

Equipment or Mannequin Type/Name	Cleaning Solution Used	Date/Time Solution was Made	Accessories Cleaned	Date	Time	Staff Name (person who completed cleaning)