

Policy & Procedure Manual

SUCTION MACHINE CLEANING - R-VI-10

POLICY:

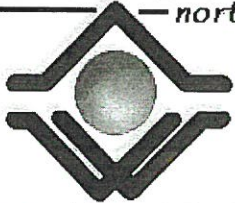
Each suction machine shall be cleaned in an approved manner.

PURPOSE:

To prevent cross infection.

PROCEDURE:

1. After Each Use:
Empty and rinse the bottle. Discard the suction catheter after each use.
2. At the End of Each Shift: If used:
 - a) Clean the tubing and the suction bottle by suctioning approved solution (one part vinegar to three parts water) through the tubing and then discard used solution.
 - b) Rinse the tubing and the bottle thoroughly with clean water and dry thoroughly. Reassemble.
3. Tubing may be changed during heavy use. Tag with the date of the tubing changes.
4. Once Weekly – Nightshift:
Clean the bottle and all tubing as recommended in manufacturer's instructions.
5. Assess the tubing for a build-up of foreign material, cracks or holes. Change the tubing if necessary and tag with the date last changed.
6. Reassemble the equipment. To ensure the filter is dry, test the suction machine by clamping the tube and turn on the machine. Do not use water.
7. Clean the outside and the top of the machine. Leave the machine and the bottle clean and dry. Check the supply of filters, to ensure there is a spare one in stock.
8. When cleaned, date and initial on the calendar. Indicate the next date for cleaning on the calendar.



Personal Support Services

POLICY: R-VI-10

DEPARTMENT: Personal Support Services

CATEGORY: Health and Well-being – Specialized Procedures

EFFECTIVE DATE: August 2013

SUPERSEDES VERSION DATED: May 2008

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N.B. – Report any problems to your supervisor as soon as possible.

RECOMMENDED BY: Director, Personal Support Services

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: May 1992

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be the name of the Executive Director.