

WORKING OF CSSD DEPARTMENT

Sterilization is the killing of all microorganisms, including bacterial spores, which are highly resistant. The process of moist heat sterilization is carried out in CSSD for sterilization of Hospital articles like instruments, drums, linen packs etc. and those of disinfection are often restricted to the use of chemicals.

In Chemical method, Ethylene Oxide Sterilization is done to articles that cannot support conventional high temperature steam like airway, mouth vent, venti mask, close circuit, transducers, cautery, Ventilator Circuit, Ventilator Cassettes, ambubag etc. CSSD is very essential department to control the infection.

RESPONSIBLE PERSON FOR RUNNING OF CSSD DEPARTMENT

Supervisor, Asst. Supervisor, St. Technician, Store Keeper, CSSD Attendant, Packer, Bearer & Sweeper

MAN POWER

Manpower is one of the important aspect of any department. The present Manpower of CSSD department is as follows:

Sr. No.	Name & Designation	No. of Employee	Remarks	Pay Scale
1.	Parminder Verma DMS I/C CSSD		Administrative Representative for Medical Superintendent	15600-39100+ GP 6600
2	Yogesh Kumar Supervisor	1	Permanent	9300-34800+ GP 4200
4	Anil Kumar & Rohtash Kumar St. Technician	2	Permanent	5200-20200+ GP 2400
5	Nirmal Sharma Sr. Store Keeper	1	Permanent	9300-34800+ GP 4200
6	CSSD Attendant	2	Permanent	5200-20200+ GP 1900
7	Packer	2	Permanent	5200-20200+ GP 1800
8	Bearer	10	03 Permanent & 07 outsource	4470-GP1400
9	Sweeper	3	3 outsource	DC rate

Currently Two branches of CSSD are functioning


1. CSSD, Hospital Side
2. CSSD, Trauma Care Centre

Moreover CSSD in New Modular OT Complex is likely to be started soon.

Job Description of Supervisor:

Supervisor shall be Head of CSSD Deptt & is responsible for overall administration and will report directly to the DMS I/C CSSD. Following duties are assigned to the Supervisor:

- a) Procurement of all items, consumables, machines etc.
- b) Attend various meetings.
- c) Look after functioning of whole deptt.
- d) Planning regarding any new assignment
- e) Make duty roster.


Supervisor
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- f) Management and regulate staff as per requirement of deptt.
- g) To check various records time to time.
- h) To maintain & kept all records related with administrative correspondence, purchase etc.
- i) To teach the students of various courses i.e. MBSS, BSc OT etc about sterilization.
- j) Any other duties assigned by higher authority.

Job Description of Asst. Supervisor:

- a) Look after the various section i.e autoclave section, eto section, instrument section, issuing and receiving section, packing section.
- b) Inform to supervisor regarding any deficiency.
- c) Operate ETO sterilizer.
- d) To arrange for Fumigation of sterile store time to time.
- e) To perform Culture examination for various autoclave sterilizers.
- f) Any other duties assigned by higher authorities.

Job Description of St. Technician:

- a) Monitoring of autoclave sterilizers installed in CSSD.
- b) Maintain log book for every cycle.
- c) To check the quality of sterilizers.
- d) Operation of ETO sterilizers.
- e) To perform Culture examination for various autoclave sterilizers.
- f) Any other duties assigned by higher authorities.

Job Description of Sr. Store Keeper:

- a) To maintain the stock of consumables, machines etc.
- b) To do entries of indents & maintain the stock register of consumables, M&S M&E items.
- c) To bring indents from central store.

Job Description of CSSD Attendant:

- a) To loading and unloading of sterilizers.
- b) To assist sterilization technician.
- c) To receive and issuing of articles.
- d) To assist in fumigation and carbolization.

Job Description of Packer:

- a) Packing of surgical instruments in different trays.
- b) Packing of Gauge and cottons in drums.
- c) Packing of Linen for OT.

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Job Description of Bearer:

- a) Dusting of whole deptt.
- b) Carbolization of walls, trolleys etc.
- c) Moping of walls.
- d) Cleaning of sterilizers installed in CSSD.

Job Description of Sweeper:

Cleaning and moping of floor & to maintain the hygiene condition of deptt.

NOTE: Assigned duties may be shifted to employees as per manpower availability.

TYPES OF ARTICLES RECEIVED IN CSSD

Articles received in CSSD for Sterilization are of three types

1. Ready Packs,
2. Articles that needs to be processed in CSSD before sterilization
3. Articles for ETO Sterilization

1. READY PACKS

Various types of packs are sent by different departments of Hospital and these packs are ready for sterilization. No further process is required for these packs in CSSD.

PROCEDURE

1. Packed articles like packets, drums and treys are receive on the trolleys at the unsterile area at receiving site of CSSD. Whole received articles are entered in register and then carry these articles to sterilization section in different trolleys for sterilization.
2. After process of sterilization whole articles are stored in sterile store after checking the indicators to confirm the sterilization cycle.
3. Articles from departments are issued from issuing window after taking sign on issuing register.
4. Record of every received and issued article is maintained.

2. ARTICLES THAT NEEDS TO BE PROCESSED IN CSSD BEFORE STERILIZATION

Basically Instrument Treys and Drums from Surgery Wards are received from various departments of Hospital that needs to be processed before sterilization as per in house SOP of Instrument Trays and Surgical Drums.

a) PROCEDURE FOR INSTRUMEN TREYS

1. Used instruments treys received from various departments through receiving window in unsterile zone of CSSD.
2. Instruments are washed in flowing water properly.
3. Disinfection of Instruments is done by 5% Benzalkonium Chloride solution.
4. Dry & clean the disinfected Instruments with clean cloth.
5. Arrange the specified instruments in specified treys.
6. Sterilization indicator/tapes are placed on the treys before loading in Sterilizer and then properly arrange the treys into Sterilizer.

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7. The sterilizer indicator has been checked as color of indicator changes from green to black or grey after sterilization. It shows that sterilization cycle done properly & record of sterilization cycle maintained in log book.
8. These sterilized trays are stored in sterile distribution section according to marked area of different departments and distribution is made to the departments against receipt of used trays.

b) PROCEDURE FOR DRUMS OF SURGERY WARDS

1. Receive the empty drums from various surgery wards and maintain the record in register.
2. Open the drums and fill them with gauze piece and cotton (cut by gauze cutting machine) as per required size and quantity.
3. Close the lid of drums and slide the shutter to perforated side before sterilization.
4. After sterilization drums perforated site shifts to close shutter site and drums are stored in sterile store.
5. Issue the drums through issuing window after taking the signature of respective department.

3. ETO STERILIZATION

ETO sterilization is Chemical type of Sterilization. Articles are received from various departments of Hospital that can't be sterilized by Autoclave Sterilizer due to heating effect for example Plastic items.

PROCEDURE

1. Used articles (to be sterilize by ETO) received from various departments in unsterile zone of CSSD and proper record is maintained in ETO article register.
2. Segregate the articles as per their sizes of packing paper.
3. Packing of all articles in packing papers by sealing machine.
4. Mark the stamp on the packed article and write the deptt. name & date of sterilization.
5. Put all the packed articles in ETO sterilizer Chamber.
6. Close the door of sterilizer and turn on the machine. ETO machine works on two temperatures i.e. 37° C & 55° C and in three stages i.e. Preconditioning, Gas expose and aeration.
7. After completion of cycle machine is switched off and door is opened. The graph of cycle is filed in record and biological indicator is send to microbiology for sterility assurance and record is maintained of the receipt from microbiology department.
8. After receipt of test report of biological Indicator from microbiology department if compliance articles are issued to the concern departments after sign of receiver in ETO article register.
9. Articles sterilized by ETO sterilizer are valid for 6 months from the date of sterilization with the condition that articles should not be unwrapped.


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FUMIGATION OF STERILE STORE


Fumigation is often the quickest way of controlling an infection. Fumigants can reach where sprays, dusts, aerosols etc cannot reach. Reduced residue problems in treated areas as per in house SOP of Fumigation.


PROCEDURE

1. Remove all articles from the site before fumigation.
2. Wipe the whole interior of sterile store with savelon/ sodium hypochlorite solution i.e. walls, racks, slab and floor .
3. Add Potassium Permanganate with Formaldehyde(37-41%) in a tray and put the solution in sterile store after wiping.
4. Close all the doors and windows tightly. Put wet clothes and tapes on the small opening of doors and close so that fumes may not leak out.
5. Fumes will generate from solution to controls pests, bacteria from the sterile store.
6. The sterile store is left close for a day.
7. Next day culture tubes are sent to microbiology deptt. after taking the samples from the fumigated store i.e. from walls, racks, slabs and floor and record is maintained for the reports received from microbiology.
8. If the report is found negative then fumigation should be done again otherwise the sterilized articles can be store in the area.

Various types of Section and their works are performed as per the SOP's

SOP'S NO.	DETAILS OF SOP'S
CSSD/SOP/01	SOP FOR OPERATION OF AUTOCLAVE
CSSD/SOP/02	SOP FOR VALIDATION OF THE AUTOCLAVE STERILIZER
CSSD/SOP/03	SOP FOR CLEANING OF AUTOCLAVE.
CSSD/SOP/04	SOP FOR STERILIZATION OF ARTICLES IN ETHYLENE OXIDE STERILIZER
CSSD/SOP/05	SOP FOR FUMIGATION.
CSSD/SOP/07	SOP FOR STERILIZATION OF INSTRUMENTS TREYS
CSSD/SOP/08	SOP FOR PACKING AND STERILIZATION OF DRUMS OF SURGERY WARDS.
CSSD/SOP/09	SOP FOR RECEIVING AND ISSUING.
CSSD/SOP/10	SOP FOR STORAGE OF STERILE ARTICLES IN STERILE STORE.


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