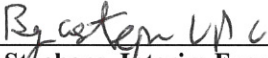




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 3029	Treatment Room
Origination Date: February 18, 1998	
Revision Date: January 21, 2004; March 30, 2006; June 7, 2007; July 28, 2008; August 5, 2009; August 5, 2010, January 18, 2011,	
Reviewed Date: March 2005, January 2012, July 18, 2013, December 3, 2013, February 24, 2016	
Approved:  _____ Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that sites with treatment rooms and medical equipment will be maintained and kept clean to eliminate cross infection between clients; including use of sterile supplies.

PROCEDURE:

1. Examination tables are to be kept clean, covered with paper when in use and wiped down with a disinfectant between clients.
2. No food is permitted in medication refrigerators and the front of the refrigerator should be labeled with a sign stating "no food allowed in this refrigerator".
3. Refrigerators that store vaccine must have a thermometer to ensure that the vaccine is stored in the proper temperature range. Refrigerator temperatures are charted daily during work hours.
4. Needles and sharps will be disposed of in an approved biohazard container. The container must be separated from clean supplies. All needles and syringes have safety devices. Sharp containers should be placed in such a way that the opening of the container is visible.
5. Trash is to be disposed of in a trash container with a lid of sufficient quality to contain any wet or soiled trash.
6. Work surfaces and floors are to be cleaned and disinfected regularly.
7. Oto-ophthalmoscope use between clients will be properly maintained to ensure the light source and it will be properly cleaned with 79% isopropyl alcohol and/or approved disinfectant to prevent cross-infection between clients.
8. Blood pressure cuffs and stethoscopes will be properly maintained, cleaned and disinfected with 79% isopropyl alcohol and/or approved disinfectant to prevent cross-infection between clients.
9. Only disposable, sterile items are purchased and used in the agency. Sterile items are to be stored in a dry, clean environment. Sterile items that have paper wrappings that appear to have been tampered with, have yellowed and/or feel damp, or show signs of having been contaminated by moisture are to be disposed of immediately.
10. The treatment room, except during use, is kept locked to prevent unauthorized access and possible contamination.