



# 4D Discharge Checklist

Please use cleaning/ disinfection products such as **Green** Clinell Universal wipes or a combined detergent/ chlorine releasing agent. **For Clostridium difficile**, please use combined detergent/ chlorine releasing agent or other sporicidal agent as advised by IPC Team.

If available, use Ultraviolet-C (UV-C) high level disinfection.

**KEY - B - Both Nursing & Domestic N - Nursing staff D - Domestic**

## Process Information -

Person requesting: \_\_\_\_\_

Contact number: \_\_\_\_\_

Date: \_\_\_\_\_

Area being decontaminated: \_\_\_\_\_

Rationale (IC Code): \_\_\_\_\_

Start time: \_\_\_\_\_

Expected finish time: \_\_\_\_\_

### Step 1 - DECANT PATIENTS. LEAVE BEDS & EQUIPMENT IN ROOM.

### Step 2 - Prepare the entire room for cleaning - DECLUTTER.

- B** - Decontaminate hands & don appropriate PPE
- N** - Carefully remove all linen from all beds & place in Alginate bag; for removal from room (DO NOT remake the beds prior to clean)
- N** - Check each patient locker is empty and dispose of any used items & other disposable equipment; including suction sleeve, tubing, foam pads for patient earphones & dispose in to health care waste bag
- D** - Remove all hand towels, gloves and aprons from dispensers within the room
- D** - Remove all curtains and clean the blinds
- D** - Remove dust from high surfaces including ventilation grilles
- D** - Remove and clean all radiator covers and debris from around radiator

Nurse In Charge Signature		Date:
Domestic/ Supervisor Signature		Date:

### Step 3 - Clean all items in the room

- N** - Check inside each foam mattress for strikethrough. If air mattress is used, wipe over & place in bag for removal.
- N** - Clean each bed, mattress/pillow. Remove and clean base plates, clean frame including extending cot sides and base.
- N** - Clean each patient call bell & suction unit
- N** - Clean all patient equipment; lockers, tables, chairs, monitoring equipment, pumps
- D** - Clean all surfaces in the room including bathroom areas and frequent touch points
- D** - Remove waste bags from room & disinfect bin.- Mop the floor
- B** - Remove PPE and decontaminate hands

Nurse In Charge Signature		Date:
Domestic/ Supervisor Signature		Date:

### Step 4- Finishing the decontamination cycle

- D** - Hang new curtains
- D** - Inform Nurse in Charge that the room is ready
- N** - Remake bed and add required patient consumable i.e. O2 mask, suction tubing etc
- B** - Both Rapid Response Team/ Domestic Supervisor & Nurse in Charge must sign bottom of this

Nurse In Charge Signature		Date:
Domestic/ Supervisor Signature		Date:

We can confirm this area has been decontaminated on - **Date:** \_\_\_\_\_

**Nurse In Charge name:** \_\_\_\_\_

**Name of Rapid Response:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_