

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Performance Improvement and
Risk Management

POLICY # AD II-11

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SUBJECT: Instruments, Sharps, Key Control

EFFECTIVE DATE: March 2009
SUPERCEDES DATE: None

References

Related ACA Standards

**4th Edition Standards for Adult Correctional
Institutions 4-4196, 4-4421**

PURPOSE

To provide written policy and procedure to govern control and inventory of dental and medical instruments, sharps and keys.

DEFINITIONS

SHARPS- Devices having a sharp point or cutting edge that can be used to puncture, pierce, or cut the skin. This includes but not limited to: needles, sutures, and scalpels.

TOOLS- Instruments that are used in the daily medical/dental care of patients including scissors, hemostats, toenail clippers, podiatry/orthopedic equipment, ear cures and percussion hammers.

PROCEDURE

- A. The Nurse Manager at each facility in consultation with facility administrator/designees will develop a facility specific Standard Operating Procedure (SOP) in accordance with this policy, and applicable to the particular conditions and staffing resources available. This SOP shall include procedures for monitoring and tracking instruments, sharps and keys.
- B. An ongoing inventory will be maintained of all dental and medical instruments and sharps.
- C. Sharps will be counted by a designated staff at change of shift. If there is no other medical/dental staff in the facility to assist in count with shift change, the OIC/designee will be ask to assist in the count.
- D. All sharps are to maintained in a locked environment when not being used.
- E. Tools are locked and counted at a minimum daily. Tools are to be locked up and counted at least once each day.
- F. Keys will be assigned to and maintained by a designated person at all times.



3/31/09

Paula Y. Smith, MD, Director of Health Services Date

SOR: Risk Manager