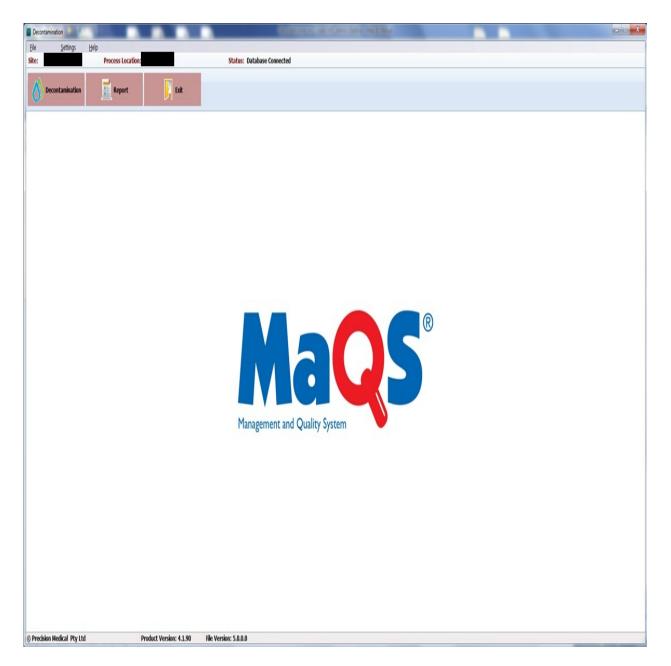
The Decontamination Module combines several functions into an easy to follow process, ensuring all mandatory data, to meet the standards is captured, while providing staff with accessible information on cleaning requirements for all RMDs.





Before putting an instrument into the Washer, the user needs to use the **Receive Items** module to receive the item first into the store location. Only received items can be allocated to wash cycles.

MAQS Decontamination application

Click on the **Decontamination** button and select **Receive Items** from the menu.



Item Search

Use this module to receive the item into the store location in preparation to be washed.

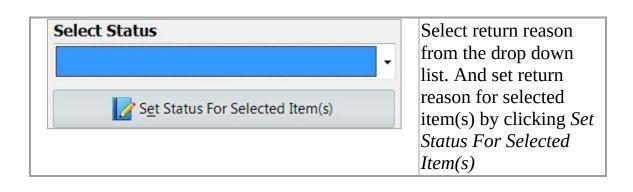
Search Fields	
Search by <u>M</u> RN	Use the patient MRN (Medical Record Number) to receive all the packs/trays that was used on the patient. (MRN that was completed in the last 7 days only)
	Scanning/Enter the pack/tray barcode to receive individual pack/tray



By default it will **Search by MRN**. To change to **Search By Process Label** click on the **Search by Process Label** button.

If the barcode is not available then click on the <u>Product Search</u> button to search for the Packs/Trays.

Product Search	To search for Packs/Trays if they are missing their labels, see <u>Product Search</u> .
Load Saved Receive Items	To reload Packs/Trays list that was previously saved, see <u>Load Saved Receive Items</u> .
Load from previous <u>b</u> atch	To reprocess a failed Wash Batch (within the last 2 days), see Load from previous Batch.



Delete	Print current grid
Add/View Line Comments	Add/View Comments to line items, see <u>Comments</u>
Receive Items	Save and Close Window
Remove Item	Remove selected Line Item
	Close Window (Automatically Save current

	progress)
Proceed	Proceed and Receive items shown in the window

								Select Sta	atus	
1	-1	MRN:						- Derect De	and a	
earch by	Search by Process Label	1			Product Search	Load Saved Receive Items	Load from			
Hini	Process Label	1			Search	Receive Items	previous Datc		Set Status For Selected Item	
RN	Process Labe	4	DC I	m Description				Product Cycle	Status	
_	-		-							
tecords: 0	Hint: Double click are the row to sel				\$				😧 Close	



If the Packs/Trays are returned without a label, then user can use this function to identify the Pack/Tray and proceed to wash.

Item ID Pack/Tray code number				
Description Description contains				
Site Hospital site				
Store Location	The default pack released to location			
Specialty Group	The specialty of the pack			

Search Options	
Exact Search	Search for Product with the exact input from Item ID and
	Description
Partial Search	Search for Products that contains characters from Item ID
	and Description

Cleaning Instruction	View the clean instruction of the highlighted product on the grid.
Cancel	Close the Product Search screen
Select	Select the highlighted product from the grid. This is the same as double click on the row item.

tem	ID		© Exact	Partial	1	2	3	4	5	6	1	8	9	0					
Description		0	Search	Q	w	E	R	T	Y	U	I	0	р	Back					
äte:	\$	Sample Hospital	• E Show	v Discontinued is Only	٨	s	D	F	G	н	J	к	ι		nter				
Store Location: < All Store Locations >		•	z	x	с	v	В	N	м	<.	•>		inter						
pecia	ality Group:	< All Speciality Groups >					_	_	_	Space	_		_						
elect	Rem Code	Description														Speciality Group	Tech Rating	Store Location	
8	300200235	CURETTE BONE SIZE 3														ORTHOPAEDICS	2	HKH THEATRE Store	7
13	300200245	CURETTE BONE (HEAVY)														ORTHOPAEDICS	2	HIGH THEATRE Store	
8	300200255	CUTTER BONE DOUBLE ACTION														ORTHOPAEDICS	7	HKH THEATRE Store	
8	300200265	OUTTER MONDOE BONE														ORTHOPAEDICS	5	HIGH THEATRE Store	
8	300200275	CUTTER BONE SINGLE ACTION														ORTHOPAEDICS	6	HIGH THEATRE Store	
۵	300200285	CUTTER WIRE DOUBLE ACTION														ORTHOPAEDICS	7	HIGH THEATRE Store	
8	300200295	CUTTER K-WIRE														ORTHOPAEDICS	7	HIGH THEATRE Store	
۵	300200305	DEPRESSOR TONGUE														DENTAL	1	HIGH THEATRE Store	
13	300200315	DISSECTOR McDONALD														GENERAL	2	HIGH THEATRE Store	
۵	300200325	DISSECTOR WATSON CHEYNE														GENERAL	2	HIGH THEATRE Store	
8	300200335	DRILL BET SIZE 2.7 mm														ORTHOPAEDICS	4	HIGH THEATRE Store	
۵	300200345	ELEVATOR PLESTER CURVED														GENERAL	2	HIGH THEATRE Store	
8	300200355	ELEVATOR FREERS														ENT	2	HIGH THEATRE Store	
۵	300200365	ELEVATOR HOWARTHS														ORTHOPAEDICS	2	HIGH THEATRE Store	
	300200375	ELEVATOR NARROW CUSHING HOPKIN	S PERJOSTEAL													ORTHOPAEDICS	2	HIGH THEATRE Store	
of	Records: 35	33							Lege		Tracked General		н		uble dick select/un	n the row Cleaning w.		V Selec	3



If the selected pack is tracked and has been returned, then it will automatically locate the most recent serial number.



This list display all of the unprocessed received items that are saved in the temporary memory.

To load the transaction saved, double click on the row item or select the row item and click the **Select** button.

Delete	Remove saved Receive Items
Cancel	Return to the <u>Received Items</u> screen
Select	Select the transaction to load

OperatorID	Machine			
0011	SWENG2			
int: Double click ar	wwhere in the row			Select
	0011	•	0011 SWENG2	0011 SWENG2



This function is designed to reprocess any failed load without the difficulty of re-entering the entire batch.

	This will only display failed batches in the last 2 days	
--	----------------------------------------------------------	--

	Close and Return to the <u>Receive Item</u> screen
Select	Select the highlighted batch number of the grid. This is the same as double click on the row item.

Firstly select the washer with the failed load,

01 Select a Washer: • then choose the failed Batch number for

re-processing.

Select a Washer:	01	•	Note:	Only load the list of batches within the last 2 days.
Batch Number: (Search on the list below)				
Batch Number	Created	Cycle Number	Cycle Name	
01_792712802	16/08/2013 11:17:57 AM	444	DeContamination	Task
# of Records: 1	Hint: Double click any to select the rov			Cancel Select



This is a temporary comment field that allows the user to input notes against the selected item, for backtracking or important comments within the Receive Item module.

	Close and Return to the <u>Receive Item</u> screen without saving
Save	Save and return to the <u>Receive Item</u> screen

Comments	;												X
Process Lab Description		1032 enckhoff	cathert	er "T" i	introdu	icer							
													*
													-
~ ! . 1	@ 2	# 3	\$ 4	% 5	6	8 7	*) ()]:	+ =		Back
* >	Q	w	E	R	т	Y	U	I	0	р	} [}]	Enter
Caps Lock	A	s	D	F	G	н	J	к	L	;]:		
Shift	z	x	c	v	В	N	м	,).	?		Shift	
Ctrl	Win	Alt							A	t Gr	Win	Menu	->
								E	<u>C</u> an	cel		<u> S</u> a	ve

This is a plain text fields, which allow up to 1000 characters.



The row item which has comments added will be highlighted in Maroon colour on the **Item Description** column

Search by	Search By Pressent Label		ideal: Double cick anywhere in the row to select the row Product: Sparsh () () Lead Sovel () () () () () () () () () () () () ()
MER	2 Process Label	Zitem Description	ZStatus 3
	A5#7H11220	LARMAGESCOPE DIFFICIAT INTURATION IRADE FOR	Ress Returned OK
	30062-62	M BASE ORTHO	Ress Returned OK
	30082-08	M BASE ORTHO	Item Returned OK
	30062-01	M BASE ORTHO	Ren Returned OK
	34253-63	M CARONIC GENERAL INSTRUMENTS	Ren Returned OK



To allocate items to a washer, it must first be allocated to a Rack. Furthermore, items must be Received through the <u>Receive Items</u> screen.

To allocate to Rack/Washer select **Allocate to Rack/Washer/Thermal DisInfector** from the menu.

Site:	Process Location:		Status: Database Connected
E	Receive Items	Exit	
	Allocate To Rack/Washer/Thermal DisInfector		
	Record Equipment Test Resulted for Empty Load		

This screen shows the Racks that are ready to be allocated to the washer.

To allocate racks to Washer, see <u>Allocate to Washer</u>.

To allocate items to a Rack, see <u>Allocate To Rack</u>.

View <u>U</u> nallocated Items	This will bring up the <u>Allocate to</u> <u>Rack</u> screen to view and add unallocated item to racks.
--------------------------------	---------------------------------------------------------------------------------------------------------------

		Show the rack name which allocated to this load.
Rack Cycle:	Hollowware Cycle	Show the cycle which used on this load.
Select a Washer /Thermal DisInfect:		Select the equipment from the drop down list.

This batch has Equipment Test Cycle	Select if this batch has equipment test cycle.
	Close the Washer Allocation List screen
View/Edit Selected Rack	View or Remove the products that are allocated to the selected Rack and Cycle. (Equivalent to double click)
Proceed	Allocate the highlighted Rack to the selected Washer and proceed

Rack Cycle	Operator ID Cree	Vew Unallocated Items
		Were ghuillocated items Rack Dycle: Select a Washer Disfaffect: This batch has Equipment Test Cycle



View Unallocated Items

from the <u>Allocate to</u>

To access this window, select Washer screen. This screen shows unallocated items that can be allocated to a Rack.

User can allocate Items individually to racks or base on the Rack Cycles.

Eind Items Match Cycle	Locate all of the Unallocated Items that matches the selected Racks and Cycle.
Add to Rack	Add all selected racks to the highlighted Rack
Racks in Washers	Display all racks that are currently in allocated to the Washers.
<u>Refresh</u>	To update the Unallocated Item List (Left Grid) and the Rack List (Right Grid)
Close	Save and Close

Process Labels Search on the lot witout)				Select a [AII] Rack:	. 0	de:				
					Sgleet All					
laturned Reason	Process Label	Si New Description			Product Cycle			Selected Ra	ek 🎽 RRA	,
eturn Used - Complete	300200585	DUVAL LUNG FORC				Г		Reck ID	Oycle	Oly
eturn Used - Complete	300200615	KANL STORE FORCE	xers		N N NO	г		RHANDWASH	0	0
								RR4		5
								RR4	*	0
								R86	0	0
								R87		5
							-			
							•			
							Add to			
							Add to Rack			
							Rack			
							Rack			
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							Rack			
							Rack			
							Rack			
							Rack			
							Rack			
							Rack			

Unallocated Items

This is showing all the unallocated items that are received from <u>Receive Items</u>.

Choose the applicable items by checking the tick boxes on the right hand side and click on *Add to Racks* button to allocate it to the highlighted Racks.

The user also has the option to scan/enter the Process Label barcode into

Process Label: (Search on the list below) which will highlight and select the item accordingly.



Alternatively the user can allocate items based on the available Racks.

Product Cycle	
	٢
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~ ~ ~	

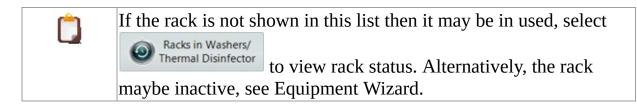
Available Racks

This displays all available Racks, the compatible cycles and Number of items already allocated to them.

Rack ID	Cycle	Qty
RHANDWASH	(5)	0
RR4		1
RR4		0
RR6	0	0
RR7		2

To view the <u>list of items</u> that has been allocated to the selected Rack, double

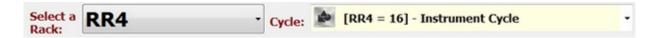
click on the Rack.



Allocating items using Racks

The user can allocate items based on available Racks by choosing the rack and

the cycle, then select <u>Match Cycle</u> to allocate all the matching unallocated items to the rack.



Allocating items to Racks

1 Tiple the shealth are from	Referred Person	Process Label	3 Rem Description		Product Cycle	
1. Tick the checkbox from	Return Used -	300200585	OUVIAL LUNG FORCEPS			C
.1 11 . 111 .	Return Used -	300200615	AME STORE FORCEPS			C
the unallocated list	Return Used -	30020040K	STRAINER UROLOGY		B BBO	C
	Return Used -	300200905	NERLER BONE SINGLE ACTION - SMALL		8 ** 0	•
	Return Used -	30020133K	LEAD LIGHT GREY			17
	Return Used -	300201505	SHRINGE DENTIN, ASPRATION		B BBO	0
	Refurn Used -	300201675	MEDLEHOLDER ORTHO NAGL BED REPAIR			1
	Return Used -	300201945	PORCEPS LANES TOOTHED			C
	Return Used -	300202135	KNIFE SKIN GRAFT			F
	Return Used -	300202235	PORCEPS DELICATE RIGHT ANGLED		N NYO	C
	Return Used -	300202555	CLAMP McDOUGAL PROSTATECTOMY		N NNO	0
	Return Used -	300202715	ATT BOM		N NO	0
	Return Used -	300200115	STRINER BATTERY #4112 - THIN (7 DAYS SHEUF LIPE)	BATTERY RECHARGED Y / N	N PFO	C.
	Return Used -	300200525	CLAMP HALLIN BONE HOLDING		N NO	0
	Return Used -	300204005	PLIERS NORE BENCING		E PPO	1
	Return Used -	300204305	04011 GUIDE 2.5 / 3.5 mm		N NHO	C.
2. Highlight the desire Rack						
from the available Rack						
ITOILI LILE available Mack						
list						
115t						

	Rack ID	Cycle	Qty
	RHANDWASH	(5)	0
	RR4		1
	RR4	•	0
	RR6	0	0
	RR7		2
3. Allocate items to Racks	Add to Rack		



It shows all racks that are ready to be allocated to the Washer.

Nex ID	Plack Cycle	Operator ID	Created	100	View gnatiocated her	15
84	Hollowware Cycle	Test (02/07/2015 3:42:21 PM			
87	Thermal Deinfection	bot	02/07/2015 4:23:11 PM	Rack Cycle: Select a Washer /Thermal DisInfect:	RR4 Hollowware Cycle s Equipment Test	
				Vonellåt Selected Rack	Core	

Allocating to Washer

1. Highlight the	Rack Allocatio	Rack Allocation List				
Rack	Rack ID	Rack Cycle	Operator ID	Created		
	RR4	Hollowware Cycle	test	02/07/2015 3:42:21 PM		
	RR7	Thermal Disinfection	test	02/07/2015 4:23:11 PM		
2. Select						
available						
washer. if						
there is a test						
cycle for the						
batch, then						

select the check box and choose the test cycle from drop down list.	Rack ID: Rack Cycle: Select a Washer /Thermal DisInfect: This batch has	RR4 Hollowware Cycle Equipment Test Cycle
3. Proceed to Washer	Then select the avai allocate it to the was	lable washer and click Proceed to sher.



This function allows the user to run a test cycle with an empty load.

To setup a test cycle with empty load, please see the help Manual in MaQS Admin -> Equipment settings -> All Cycles.

Test Cycle box and Allow Empty Load box must be ticked.

Cycle ID	04		
Description	Steris Cycle		
For a	€ Steriliser € V	Vasher	
	This is a Thermal D	Disinfect	tion cycle
_	This is a Thermal L		aron ay aro
- T	Test Cycle		
Control			
	Test Cycle Allow Empty Load	in abov	ve the specified
	 Test Cyde Allow Empty Load A load has to rema 	in abov	ve the specified
	Test Cycle Allow Empty Load A load has to rema temperature and pr	in abov ressure	e the specified for the given time
Control Parameters	Test Cycle Allow Empty Load A load has to rema temperature and pr Temperature	in abov ressure 0 0	e the specified for the given time Degree Celsius

Select *Record Equipment Test Resulted for Empty Load* to launch the menu.

Site:	Sample Hospital	Process Location: H	DRNSBY CSSD	Status: Database Connected
K	Decontamination	Report	Exit	
	Beceive Items			
	Allocate To Rack/Washer/	Thermal DisInfector		
	Record Equipment Test Re	sulted for Empty Load		

Record Equipment Test Resulted For Empty Load	
Select Equipment Type	
Washer/Thermal Disinfector	Steriliser/Chemical Disinfector
Select Equipment ID	
Select Test Cycle	

1. Select the equipment type: use the test cycle either on a washer or a steriliser.	Select Equipment Type Washer/Thermal Disinfector	 Steriliser/Chemical Disinfector
2. Select equipment.	Select Equipment ID	
3. Select test cycle	Select Test Cycle	

4. Click proceed to run.



The report manager determines many of the reports that will be generated automatically when required.

To use the report, highlight report and click preview or double click each report to launch the filter window, enter searching criteria to generate the report .

Decontamination	Report	Fxit
Report Manager		
Main Group	Report Name	
Decontamination	Non Conformance	
		Close Preview

The setting option is located in the main screen, this gives access to the <u>Process</u> <u>Location Selection</u>.

Eile	Settings He	alp		
Proces	s Location Selection	Process Location:		Status: Database Connected
De	contamination	Report	Exit	

This sets the default site and store for the decontamination program.

Select a correct site and store for this location.

Process Location Selection			x
Site:			•
Process Location:			•
		V Save	



lack ID	Flack Cycle	Openator ID	Created	 View Unallocated Ib	ems
84	Hollowware Cycle	test	02/07/2015 3:42:21 PH	 -	
87	holinware Cycle Thermal Disinfection		02/07/2015 4:23:11 PM	 RR4 Hollowware Cpt	le
wt: Doub	ie click anywhere in the row to select the row.				

If you double click the record, it will direct you to rack allocation list window. This window displays all items that have been allocated to a Rack.

To allocate items to Rack, see <u>Rack Allocation</u>.

Rack ID: RR7	Cycle:	2	Thermal Disinfection			
Returned Reason	Process Label	50	em Description			Preduct Cycle
Return Used -	060428 200904017645		ESPIRONDES MASK LARGE			
Return Used -	07L02R300008		LEXIBLE LARVINGEAL MASK #3			
					-	
# of Records: 2				C Bernove Bern	Close 🖸	Save Save

Remove Item	Remove the selected item from list
Cancel	Cancel and Return to the previous screen
Proceed	Proceed and allocate items to Rack

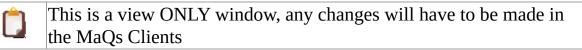
To see any notes or <u>cleaning instructions</u> of the pack, simply double click on the line item.



Whenever a record is double clicked in the grid, it will bring up the Pack/Instrument details, its compatible cycles and Cleaning Instructions.

Instruments in Pac	ks		
Use Instruments from: () the PACK definition	◎ the LAST PACK released		
Packs Definition	This will display all instruments that are defined in th pack menu.		
Last Pack Released	<i>d</i> Shows the packs contents that was last modified where the pack process label was printed.		

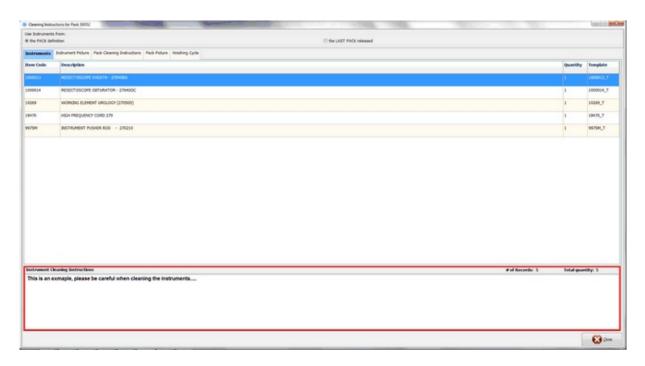
Cleaning Instructions menu						
Instruments	Instrument Pict	Pack Cleaning Instruction	ns Pack Picture	Washing/Thermal Disinfect Cycle		
Instrument	(] 	lisplay the list of ins	truments the struments of ning instruct	ed above, it will either at was defined in the the last released pack. tion is shown at the		
Instrument		This will display the highlighted instrume	U .	pplicable) of the		
Pack Clea Instructior	•	The pack template c n this tab	eaning instr	ructions will be display		
Pack Pictu		f applicable the Pac hown in here	k picture (de	efined in the template) is		
Washing C	2	The compatible was n this tab	ning cycle a	nd racks will be shown		



Instruments

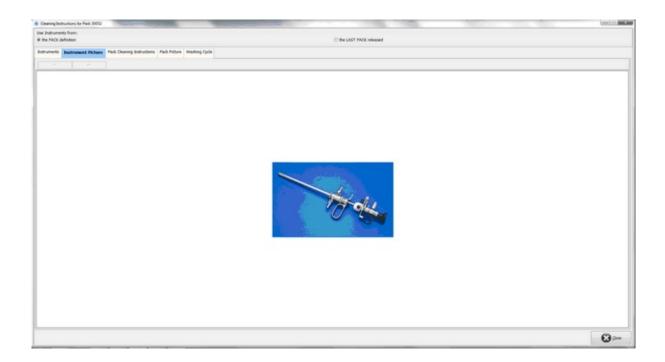
The total number of records and instruments is calculated and shown towards the bottom of the screen.

The cleaning instructions for instruments is also shown at the lower section of the window.



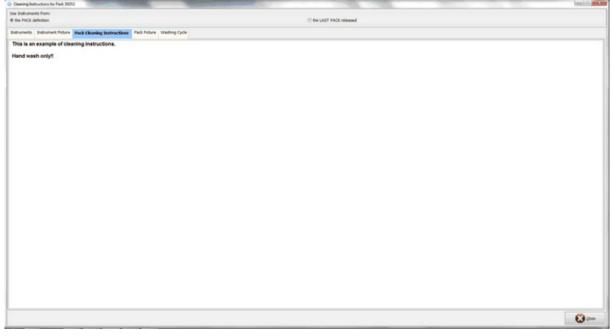
Instrument Pictures

The picture of the highlighted instrument will be displayed in this tab and the user can look through multiple pictures (if applicable) using the left and right arrow:



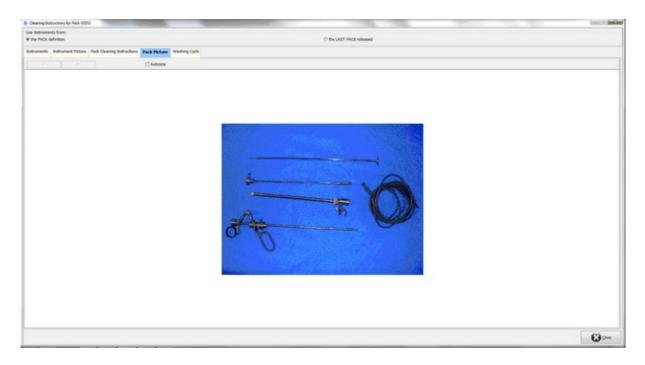
Pack Cleaning Instructions

This is showing the cleaning instruction for the selected pack.



Pack Picture

This tab shows the picture that is defined in the pack template.



Washing Cycle

The tab on the left displays all compatible washing cycles of the selected pack and the tab on the right shows the racks that can undergo the highlighted cycles.

() Ceaning (instructions for Pack 30052		-		
Use Indrum # the FRO				C the LAST FRICK released	
Intrunet	Instrument Picture Pack Gearing Instructions Pack Pic	ture Wushing Cycle			
	Cycles for Pack Engelson's RENECTOSCOPE NET 2496 (BLACK/RED)	Available Ra	ck for selected cycle		
Picture / Legend	Cycle Description	Rack	Cycle Type ID		
0	DeContamination Task	RACKEDEL	on		
	Washing Task	RACKING	45		
-	Tutnel Wath	Factori	45		
	Ubaseric				
0	Handwash				
	Status				
					CO Dese