# Bassett Healthcare Network
## POINT OF CARE TESTING MAINTENANCE RECORD

**Health Center:** __________________

**Month/Year:** ______________________

<table>
<thead>
<tr>
<th></th>
<th>DAILY – in between each patient use (initial in box)</th>
<th>DAILY – each day of testing (initial in box)</th>
<th>WEEKLY (initial in box)</th>
<th>AS NEEDED (initial in box)</th>
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<td>Benchtop Decontamination</td>
<td>Clinitek Status/Status Plus test table insert</td>
<td>Centrifuge</td>
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<td>Hemocue 201+</td>
<td>Clinitek Status/Status Plus clean test table/inspect calibration strip</td>
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<td>Microscope each day of use</td>
<td>Clinitek Status/Status Plus disinfect test table &amp; insert</td>
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**Note:** All data is reviewed by the Point of Care Techs on regularly scheduled site visits. The review encompasses information from the last review date to the current review date. Staff members performing POC tests are responsible for ensuring that results are within acceptable range.

**POC REVIEW:** __________________

**DATE:** _____________________________

**Rev:** 12/09/2016
DAILY CLEANING – Required in between each patient use. **Clean handheld POC devices according to Point of Care Cleaning/Disinfecting Guide – Avoid getting liquid in test strip area.**

**Wring out excess liquid from wipe before use**

- **CardioChek Plus** – Clean and disinfect all surfaces of the analyzer with Super Sani-Cloth®
  - Using a fresh wipe, wring the wipe to remove excess liquid and wipe all areas thoroughly
  - Keep area wet for 2 minutes to ensure disinfectant remains in contact for a sufficient time to kill all bloodborne pathogens
  - Allow to air dry completely. Note: It is important that the analyzer be thoroughly dry before using
  - The optical glass should be carefully wiped clean with an alcohol wipe and dried with gauze (not a Kim Wipe) to remove any residue from the disinfectant
  - Inspect the glass and ensure it is clean when held at different angles
- **CoaguChek XS/ XS Plus**
- **Hemocue 201+**
- Inform 2 – document cleaning with “METER CLEANED” comment code
- **i-STAT** – document cleaning in meter when it’s available

**DAILY CLEANING** – Each day of patient testing

- **Benchtop** – Clean bench top daily with **OXIVIR** (warehouse item #554694)
- **Clinitek Status/Clinitek Status Plus**
  To clean the test table insert, perform the following steps:
  - Remove the test table by pulling it slowly out of the analyzer
  - Lift the test table insert to remove it from the test table, drain the drip tray, if necessary
  - Wet a cotton-tipped stick with water and thoroughly scrub table insert
  - Rinse both sides of the table insert under running water
  - Dry the test table insert thoroughly with a soft clot or lint-free tissue
- **HemoCue 201+**
  - Pull the cuvette holder out to the loading position. Using a pointed object, carefully press the small catch in the upper right hand corner of the cuvette holder
  - While pressing the catch, carefully rotate the cuvette holder to the left for removal
  - Clean the cuvette holder with **ALCOHOL OR A MILD DETERGENT**, rinse well and allow to dry completely before replacing it in the analyzer
- **Microscope**
  - Clean stage, control, or knobs with **OXIVIR**. **Frequency** – each day of use
- Clean objectives and eyepieces with **LENS CLEANER**. Dry with **LENS PAPER** only. **Frequency** – each day of use
- **Refrigerator/Freezer Specimen Check**
  - At the end of the day check to be sure no specimens are left in the specimen refrigerator or freezer

**WEEKLY**

- **Clinitek Status/Clinitek Status Plus**
  To clean the test table, perform the following steps:
  - Remove the test table by pulling it slowly out of the analyzer
  - Lift the table insert to remove it from the test table, drain the drip tray, if necessary
  - Wet a cotton-tipped stick with water and thoroughly scrub table, except for the white calibration bar
  - Rinse both sides of the table under running water
  - Dry the test table insert thoroughly with a soft clot or lint-free tissue

**AS NEEDED**

- **CardioChek Plus**
  - Locate the optical glass and the test strip insert opening.
  - Using an **ALCOHOL WIPE**, carefully wipe the optical glass and test strip guides clean. If the area is especially dirty, this may require additional wipes.
  - Immediately dry the optical glass completely with gauze (not a Kim Wipe). Make sure the glass is clean, dry and completely free from any fingerprints, dust, or smudges. The glass must look clean when held at different angles.
**Centrifuge**

- CAUTION: Once the lid has been opened, unplug the line cord from the electrical outlet to eliminate the risk of electric shock during cleaning
  - Wipe the exterior housing
  - The rotator chamber, rotor and accessories shall be thoroughly cleaned using either **ISOPROPYL ALCOHOL, SOAP AND WATER, OR BLEACH (CLOROX GERMICIDAL WIPES)**
  - The use of fully/partially halogenated hydrocarbons, ketones, esters and all other chemicals not prescribed by the manufacturer may cause damage to the rotor and tube holders and shall not be used
  - Apply cleaning solutions with a towel or cloth. Do not submerge the centrifuge in water or other cleaning solutions as this will cause damage
  - **Frequency** – as needed

**Clinitek Status/Clinitek Status Plus**

- Disinfecting – refer to operator’s manual. **Frequency** – as needed
  - Wipe exterior of the analyzer with **OXIVIR** or a damp cloth with mild detergent

**Coaguchek XS/Coaguchek X Plus**

- Clean the reagent strip guide using **70% ALCOHOL ONLY**
  - Remove the test strip guide cover to clean. Move the cover safely away from the meter. Then rinse the cover with warm water or wipe it clean using the solutions recommended above. Dry thoroughly, do not replace for at least 10 minutes
  - Hold the meter upright with the test strip guide facing down
  - Clean the easily accessible white areas with a moistened cotton swab
  - Ensure the swab/bud is only damp, not wet. Wipe away residual moisture and fluids
  - With the cover off, let the test strip guide dry for **at least 10 minutes**
  - After this time, reattach the test strip guide cover to the housing. Make sure that the cover is properly closed
  - **Frequency** – recommended once per box of reagent strips

**HemoCue 201+**

Using a **HEMOCUE CLEANER** (obtain HemoCue cleaner from POC):

- Check that the analyzer is turned off (the display should be blank)
  - Pull the cuvette holder out to the loading position. Using a pointed object, carefully press the small catch in the upper right hand corner of the cuvette holder
  - While pressing the catch, carefully rotate the cuvette holder to the left for removal
  - Push the HemoCue Cleaner (if HemoCue cleaner is not available, use a damp cotton tip swab moistened with **WATER OR 70% ALCOHOL**) into the analyzer and move back and forth from side to side 5 to 10 times. If the swab is soiled, repeat using a new swab(s) until a new swab is not longer soiled
  - Wait 15 minutes after cleaning before replacing the cuvette holder and using the analyzer
  - **Frequency** – as needed

**i-STAT**

- Error Code 23 – Poor contact between analyzer pins and cartridge chip. Run the ceramic cleaning cartridge x2 (Menu, #3 Quality Test, #4 Simulator). Run external electronic simulator following ceramic cleaning.

**Refrigerator/Freezer**

- Wipe spills immediately using **OXIVIR**
  - Wipe shelving and refrigerator storage areas with **OXIVIR**
  - Inspect internal compartments for frost/ice buildup. Contact maintenance for corrective action
  - Inspect door gaskets for tears, dirt/dust or poor contact
  - **Frequency** – as needed

**Safety Shield**

- Clean biohazard splashes with **OXIVIR**
  - Clean dust/debris with **LENS CLEANER and LENS PAPER** (obtain from POC)
  - **Frequency** – as needed