

Standard Operating Procedure (SOP)

Preparation and Setup of Treatment Rooms and Equipment

This SOP details the **preparation and setup of treatment rooms and equipment**, covering steps to ensure cleanliness and organization, proper calibration and functioning of medical devices, availability of necessary supplies and instruments, adherence to hygiene and safety protocols, and maintenance of a sterile environment. The goal is to create an efficient and safe workspace that supports effective patient care and prevents contamination or equipment failure.

1. Scope

This SOP applies to all staff responsible for setting up treatment rooms and handling medical equipment prior to patient care.

2. Responsibilities

- Ensure all preparation steps are completed prior to patient entry.
- Report any malfunction, missing items, or breaches in protocol immediately to the supervisor.
- Maintain records where applicable.

3. Procedure

1. Room Preparation

- Remove any used linens, waste, and disposable items from previous use.
- Clean and disinfect all surfaces (e.g., beds, countertops, handles).
- Ensure floor is clean and dry.
- Arrange furniture and equipment for optimal flow and access.

2. Equipment Preparation

- Inspect all medical equipment for cleanliness and signs of damage.
- Clean and disinfect devices as per manufacturer's guidelines.
- Calibrate and test equipment to confirm proper functioning (e.g., monitors, autoclaves).
- Document calibration status in logs if required.

3. Supply and Instrument Check

- Inventory required supplies and instruments per procedure checklist (see sample table below).
- Restock missing or expired items with sterile, sealed replacements.
- Arrange supplies for easy and safe access during procedures.

Item	Min. Quantity	Status
Disposable gloves	10 pairs	âœ”
Sterile instruments set	1 set	âœ”
Gown and mask	5 each	âœ”
Disinfectant wipes	1 tube	âœ”

4. Hygiene and Safety Protocols

- Wear appropriate PPE (gown, gloves, mask, where required) during room and equipment preparation.
- Dispose of waste and used items in designated containers.
- Ensure hand hygiene before and after the setup process.
- Check emergency and safety equipment (e.g., sharps container, first aid kit) is present and accessible.

5. Final Sterility Check

- Close all instrument packs until use.
- Confirm the environment is free from clutter and surfaces are visibly clean.
- Document preparation completion where required.

4. Documentation

Complete preparation checklists and equipment calibration logs as per facility policy.

5. Review

This SOP should be reviewed annually or after any incident relating to infection control or equipment failure.

Adherence to this SOP is mandatory to ensure patient and staff safety and regulatory compliance.