



**Purpose:**

To provide instructions to clean and disinfect an iPad and its accessories.

**NOTE:** For Health Care Workers utilizing an iPad for virtual care, outside of the patient’s room, refer to the following:

- Non-critical Medical Devices and Information Management/Information Technology Equipment Cleaning and Disinfection Protocol 15.6.
- Medical Devices and Information Management/Information Technology Equipment Cleaning and Disinfection Policy 15.7.

**Scope:**

- Nurses, Health Care Aides in Long-term Care & Housekeeping staff
- Island-Wide
- Acute Care and Long-term Care
- **Indications:** When iPads are utilized by patients/clinical care staff for Virtual Care.

**Outcomes:**

Ensuring cleaning and disinfecting processes for iPads for patients are followed.

**1.0 Equipment**

- iPad
- Alcohol wipe for iPad and screen
- Appropriate Housekeeping product to clean and disinfect for the pole/stand, mount, charger, cord, plug, pole clamp/tightener, pole base and wheels

**2.0 Procedure**

Steps to daily clean	Who is Responsible
1. Perform hand hygiene 2. If patient on isolation, apply appropriate PPE as per signage on patient room door. 3. Clean iPad screen with Alcohol wipe; if soiled, disinfect with a second wipe 4. Allow surface to air dry 5. Discard wipe 6. If patient on isolation, remove PPE 7. Perform hand hygiene	Nurse/Health Care Aide
1. Perform hand hygiene 2. If patient on isolation, apply appropriate PPE as per signage on patient room door. 3. Clean pole/stand, mount, charger, cord, plug, pole clamp/tightener, pole base and wheels using appropriate product to clean and disinfect. Allow surface to air dry 4. Discard wipe 5. If patient on isolation, remove PPE 6. Perform hand hygiene	Housekeeper

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# Cleaning & Disinfecting an iPad and its Accessories Before and After Patient Use (including those on isolation)



PROCEDURE

Procedures are a series of required steps to complete a task, activity or action

<b>Steps to clean and disinfect for when a patient on isolation is discharged</b> <u>Note:</u> For departments that will not be locking the device to the stand or extending the pole, please disregard those steps.	<b>Who is Responsible</b>
<ol style="list-style-type: none"> <li>1. Obtain key to iPad</li> <li>2. Apply appropriate PPE as per signage on patient room door.</li> <li>3. Power the iPad off, remove the iPad from the pole, remove charger from wall.</li> <li>4. Using Alcohol wipes, clean iPad, charger, and key using one wipe, then disinfect using a second wipe</li> <li>5. Perform inspection for signs of damage</li> <li>6. Ask co-worker to approach door to room. Co-worker then:               <ol style="list-style-type: none"> <li>a. Approaches door with clean hands</li> <li>b. Holds the iPad, charger, and key while you disinfect the last place you touched</li> <li>c. Returns iPad, charger, and key to designated area(s)</li> </ol> </li> <li>7. Discard wipe</li> <li>8. Remove PPE; perform hand hygiene.</li> <li>9. As each iPad is designated to a specific room, put cleaned and disinfected iPad that is locked on the pole into the designated patient room.</li> <li>10. Return key to designated area</li> </ol>	<p>Nurse/Health Care Aide</p>
<ol style="list-style-type: none"> <li>1. If iPad on pole, work with nursing staff to coordinate removal of iPad from mount</li> <li>2. Apply appropriate PPE as per signage on Patient room door.</li> <li>3. Using Musculoskeletal Injury Prevention (MSIP) technique, tilt Pole to expose underside and wheels for cleaning.</li> <li>4. Use appropriate product to clean and disinfect.</li> <li>5. Ensure underside of pole base and wheels are clean and free of hair.</li> <li>6. Tip back to upright position.</li> <li>7. Extend pole to the greatest height to ensure all areas can be cleaned and disinfected.</li> <li>8. Use appropriate product to clean and disinfect the Pole, starting from the top and moving towards the bottom.</li> <li>9. Clean any cords or other items attached to the pole if applicable.</li> <li>10. Shift pole to lowest height; <b>don't over tighten the pole locking mechanism</b></li> <li>11. Visually confirm equipment is clean then discard soiled wipes.</li> <li>12. Perform final inspection of the equipment for signs of RUST or DAMAGE</li> <li>13. Remove gloves and perform hand hygiene.</li> </ol>	<p>Housekeeper</p>
<p><b>TO REPORT DAMAGE:</b></p> <ol style="list-style-type: none"> <li>1. Obtain asset tag number</li> <li>2. Here is an example of what to report to the Helpdesk               <ol style="list-style-type: none"> <li>a. "I have notice this iPad is scratched. The asset tag number is "-----". It is located in room "----" in this department "-----".</li> </ol> </li> <li>3. Housekeepers: contact your Helpdesk and/or your supervisor</li> <li>4. Nurses: contact IMIT Helpdesk 28777 then 1</li> <li>5. Helpdesk creates ticket for IMIT</li> </ol>	<p>Nurse/Health Care Aide Houskeeper</p>

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## 3.0 Definitions

- **Cleaning:** Is the physical removal of foreign material (e.g. dust and soil) and organic material (e.g. blood, secretions, excretions, microorganisms). Cleaning physically removes rather than kills microorganisms. It is accomplished with water, detergents and mechanical action. Cleaning must be performed before disinfection or sterilization.
- **Disinfection:** A chemical agent that kills most disease-producing microorganisms, but not necessarily bacterial spores. Medical devices must be cleaned thoroughly before effective disinfection can take place. There are three levels of disinfection: High, Intermediate and Low.
- **Hand hygiene:** A general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand Hygiene shall be accomplished using soap and running water or an alcohol-based hand rub (ABHR).

## 4.0 Related Island Health Standards

- [IPAC reference guide](#)
- [Non-critical Medical Devices and Information Management/Information Technology Equipment Cleaning and Disinfection Protocol 15.6.](#)
- [Medical Devices and Information Management/Information Technology Equipment Cleaning and Disinfection Policy 15.7.](#)
- [Recommended Cleaning and Disinfection for Non-Critical Care Equipment Table](#)

## 5.0 References

- Accreditation Canada. Required Organizational Practices Handbook 2016, Version 2 <https://accreditation.ca/rop-handbooks>:
- BC Ministry of Health. (Reviewed & revised December 2011). Best Practice Guidelines for Cleaning, Disinfection and Sterilization in BC Health Authorities. [https://www.health.gov.bc.ca/library/publications/year/2007/BPGuidelines\\_Cleaning\\_Disinfection\\_Sterilization\\_MedicalDevices.pdf](https://www.health.gov.bc.ca/library/publications/year/2007/BPGuidelines_Cleaning_Disinfection_Sterilization_MedicalDevices.pdf)

## 6.0 Resources

- Centers for Disease Control and Prevention (2020). Recommended precautions for household members, intimate partners, and caregivers in a non healthcare setting. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>
- Provincial Infection Control Network of British Columbia. (2016). British Columbia Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Healthcare Settings and Programs. <https://www.picnet.ca/wp-content/uploads/British-Columbia-Best-Practices-for-Environmental-Cleaning-for-Prevention-and-Control-of-Infections-in-All-Healthcare-Settings-and-Programs.pdf>

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