



Wheelchair, Commode & Bed Cleaning Procedure

Procedure Number
WCDHB-IC-0039

Version Nos:
5

1. Purpose

This Procedure outlines the process to ensure that West Coast District Health Board (WCDHB) wheelchairs, commodes, and beds are in a clean condition when required for patient use.

2. Application

This Procedure is to be followed by all clinical staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure:

4. Responsibilities

For the purposes of this Procedure:

Clinical Nurse Specialist (CNS) Infection Control is required to:

- oversee all aspects of this Procedure
- monitor the performance of WCDHB staff members in relation to this Procedure;

Staff Members are required to:

- ensure they abide by the requirements of this Procedure;
- abide by all WCDHB Infection Control Policy and Procedures;
- abide by all WCDHB Health and Safety Policy and Procedure.

5. Resources Required

This Procedure requires:

- i) Cleaning Equipment
- ii) Cleaning Register

6. Process

- 1.00 Wheelchairs, commodes and raised toilet seats are to be cleaned and tyres pumped on a weekly basis by QSE staff.
- 1.01 A register of cleaning is to be kept by the relevant Manager to validate this process. Beds are all numbered and are to be on a regular maintenance programme.
- 1.02 Cleaning between these times is the responsibility of the relevant staff member using the chair or toilet accessory. After the patient has vacated the chair or toilet accessory, it is checked for cleanliness and if necessary, steps are taken to make it clean. Once beds are vacated when the patient is discharged, it is thoroughly wiped down with a detergent solution and dried. This includes the mattress. Isolation beds are cleaned as part of the decontamination process.
- 1.03 If the wheelchair, commode or toilet accessory requires maintenance or repair a requisition is sent to the Charge Occupational Therapist who will action the service. For bed maintenance a requisition is to be sent to the Manager of Physical Resources for action.



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- 1.04 For accidents and incidents involving beds, wheelchairs or accessories, a WCDHB Accident/ Incident Form must be completed and forwarded to appropriate staff members and the item taken out of use until it is repaired or replaced.
- 1.05 Components of wheelchairs and commodes are numbered and allocated to each individual item. If any one of these components are lost the ward is responsible for the replacement cost.
- 1.06 Toilet accessories are those items of equipment such as raised seats, toilet frames etc that are dispatched via the Occupational Therapy Department.
- 1.07 Walking frames, crutches, stools, bed tables, small tables, lockers, lifting aids, etc should be wiped over with detergent if soiled and with disinfectant between each patient use.

7. Precautions And Considerations

- ➔ Wheelchairs, commodes and raised toilet seats are to be cleaned on a weekly basis
- ➔ A register of cleaning is to be kept by the relevant Manager
- ➔ For accidents and incidents involving beds, wheelchairs or accessories, a WCDHB Accident/ Incident Form must be completed

8. References

New Zealand Standard – Infection Control (NZS 8142:2000)

9. Related Documents

WCDHB Health and Safety Procedure Manual

WCDHB Infection Control Procedure Manual

WCDHB Accident/Incident Form

Revision History	Version:	5
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