

DECONTAMINATION PROCEDURE
STAFF INTERVIEW CHECKLIST

Standard: 2.2.3.1.4.1 – *Health care personnel responsible for decontamination can explain the procedure*

Assessment Type: Staff Interview

Risk Rating: Essential Measure

 Instructions:

Interview **three health care personnel** responsible for decontamination.

Ask each person to **explain how they perform decontamination** of instruments from start to finish.

Score **1 for each correct step explained**, **0 if not**, and **N/A** if step is not applicable or the staff member is unavailable.

 Interview Template – Health Care Personnel 1

Aspect	Description	Score (1/0/N/A)	Comment
1	Personal protective equipment (PPE) to be worn	___	
2	Clean sink or bowl with water & detergent	___	
3	Detergent used correctly per manufacturer's instructions	___	
4	Instruments fully immersed in solution	___	
5	Instruments brushed under water	___	
6	Instruments rinsed	___	
7	Instruments dried before disinfection	___	
8	Sterile packaging done per procedure	___	
9	In-pack chemical indicator placed in all sets	___	
10	Tracking system indicators marked on packs	___	
11	Packaging per manufacturer's instructions & ISO 11607	___	
12	Storage ensures integrity of sterile materials	___	

Total Score: ___ / 12

 Interview Template – Health Care Personnel 2

Aspect	Description	Score (1/0/N/A)	Comment
1	Personal protective equipment (PPE) to be worn	___	
2	Clean sink or bowl with water & detergent	___	
3	Detergent used correctly per manufacturer's instructions	___	
4	Instruments fully immersed in solution	___	
5	Instruments brushed under water	___	
6	Instruments rinsed	___	

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Aspect	Description	Score (1/0/N/A)	Comment
7	Instruments dried before disinfection	___	
8	Sterile packaging done per procedure	___	
9	In-pack chemical indicator placed in all sets	___	
10	Tracking system indicators marked on packs	___	
11	Packaging per manufacturer's instructions & ISO 11607	___	
12	Storage ensures integrity of sterile materials	___	
Total Score: ___ / 12			

✓ Interview Template – Health Care Personnel 3

Aspect	Description	Score (1/0/N/A)	Comment
1	Personal protective equipment (PPE) to be worn	___	
2	Clean sink or bowl with water & detergent	___	
3	Detergent used correctly per manufacturer's instructions	___	
4	Instruments fully immersed in solution	___	
5	Instruments brushed under water	___	
6	Instruments rinsed	___	
7	Instruments dried before disinfection	___	
8	Sterile packaging done per procedure	___	
9	In-pack chemical indicator placed in all sets	___	
10	Tracking system indicators marked on packs	___	
11	Packaging per manufacturer's instructions & ISO 11607	___	
12	Storage ensures integrity of sterile materials	___	
Total Score: ___ / 12			

📊 Scoring Summary

Staff Member Total Score Max Score Compliance %

Personnel 1	___	12	___ %
Personnel 2	___	12	___ %
Personnel 3	___	12	___ %

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 Additional Comments / Recommendations

- Were all personnel consistent in describing the procedure?
- Is there a written SOP or training material referenced?
- Are there any gaps in practice vs. expected standards?

Auditor Name & Title: _____

Signature: _____

Date: _____