


| | | | |
|--|--|-------------------------|--------------------|
|  | The Johns Hopkins Medical Institutions POINT-OF-CARE TESTING PROGRAM POLICIES AND PROCEDURES MANUAL | <i>Document Number:</i> | POC3-801 |
| | | <i>Effective Date:</i> | 2/1/09 |
| | <i>Title:</i> | <i>Page:</i> | Page 1 of 5 |
| | POCT Refrigerator Temperature Monitoring (Non-automated) and Maintenance | <i>Supersedes:</i> | 1/10/08 |

Purpose: This procedure provides instructions on how to monitor and document temperatures of refrigerators that do not have automated sensors that track temperature or when Facilities has notified the clinical area that the automated temperature tracking sensor is dysfunctional.

Frequency: Refrigerator temperatures are to be manually documented each day the Unit is opened.

Equipment: The Unit is to contact Facilities to order a new or replacement refrigerator. Facilities will determine the appropriate model, order the refrigerator, and coordinate the receiving and installation of the unit.

The Unit must provide Facilities with

- Cost center number
- Refrigerator location, floor and room number
- Contact person and phone number
- ID number of replacement refrigerator, if applicable
- Type of refrigerator, e.g., medications, POCT lab supplies, etc.

Dormitory or office-type refrigerators should not be used to refrigerate POCT supplies or medications.


Single compartment refrigerators/freezers should not be used for holding items that need to be frozen.

Supplies: S/P® Brand Traceable® Hi/Lo Memory/Alarm Thermometer (min/max thermometer), Cardinal Health catalog number T2960-4

The Johns Hopkins Department of Nursing *Refrigerator/Freezer Daily Monitoring Log MIN/MAX/Thermometers for Units Closed on Weekends and Holidays* or The Point-of-Care Testing Program's *Refrigerator Temperature Log*.

Procedure:

| Step | Action |
|------|---|
| 1 | Check for the presence of an internal thermometer and verify that the holding /current temperature and min/max temperatures are within the acceptable range. |
| 2 | Record the current, min and max temperatures on the refrigerator temperature monitoring log sheet each day the Unit is opened. |
| 3 | Reset the min/max memories by pressing the "Memory Clear" button after recording the the current, min and max temperatures.. NOTE: You must be in Normal Display Mode to reset the memories. |
| 4 | Initial the log sheet after recording the temperatures. |
| 5 | If the any of the recorded temperatures are outside the acceptable temperature range, document the corrective action(s) taken. |
| 6 | Report any problems to the charge nurse or supervisor, so that appropriate corrective actions can occur. |
| 7 | Maintain the current month's log next to the refrigerator being monitored. Previous logs should be filed and maintained for a minimum of 2 years. |

| | | | |
|--|--|-------------------------|--------------------|
|  | The Johns Hopkins Medical Institutions POINT-OF-CARE TESTING PROGRAM POLICIES AND PROCEDURES MANUAL | <i>Document Number:</i> | POC3-801 |
| | | <i>Effective Date:</i> | 2/1/09 |
| | <u>Title:</u> POCT Refrigerator Temperature Monitoring (Non-automated) and Maintenance | <i>Page:</i> | Page 2 of 5 |
| | | <i>Supersedes:</i> | 1/10/08 |

Acceptable Refrigerator Temperature Range:

2-8 degrees Celsius;
36-46 degrees Fahrenheit

Corrective Action(s):

If the problem can be immediately resolved, the Unit designee will fix the problem and document the steps taken on the refrigerator temperature monitoring log sheet. Examples of immediate resolutions include, but not limited to, the following:

- Refrigerator unplugged
- Door ajar
- Inventoried/stocked/removed supplies
- Removed overstock; rearranged supplies to improve air circulation; ensured refrigerator fan not blocked
- Adjusted thermostat

If the problem cannot be immediately resolved, the Unit designee will notify Facilities and will:


- Temporarily relocate the items in the refrigerator to another temperature monitored refrigerator on the Unit or a nearby location.
- Place a sign on the outside of the malfunctioning refrigerator alerting staff not to place items in the refrigerator and give location of the temporary replacement equipment.
- Document the following items on the refrigerator temperature monitoring log sheet:
 - Source of problem: list problem or state problem not identifiable.
 - Corrective action taken: list action taken- must state either how problem was fixed or that Facilities was notified.

Unit procedures should be followed for repair of malfunctioning equipment.

Weekends, Holidays, Closures

If the Unit is not opened on weekends, holidays or is closed, record “weekend”, “holiday” or “closed” in the columns on the refrigerator temperature monitoring log sheet where the temperatures are to be documented.

The min and max temperatures recorded on the next day the Unit is opened will capture the range of temperatures over the period of time the Unit was closed.

| | | | |
|--|--|-------------------------|--------------------|
|  | The Johns Hopkins Medical Institutions POINT-OF-CARE TESTING PROGRAM POLICIES AND PROCEDURES MANUAL | <i>Document Number:</i> | POC3-801 |
| | | <i>Effective Date:</i> | 2/1/09 |
| | <i>Title:</i> | <i>Page:</i> | Page 3 of 5 |
| | POCT Refrigerator Temperature Monitoring (Non-automated) and Maintenance | <i>Supersedes:</i> | 1/10/08 |

Equipment

Maintenance: On a daily basis, a designated staff member will:


- Check refrigerator temperature
- Discard outdated products
- Wipe up spills.
- Organize refrigerator

Refrigerator

Cleaning: The refrigerators will be cleaned per Unit standard and as necessary. Specimens and body fluid spills will be wiped up immediately.

Cleaning Procedure:

| Step | Action |
|------|---|
| 1 | Gather cleaning supplies: a. Gloves b. Disposable basin c. Approved germicidal solution d. One ounce measuring cup e. Blue underpads f. Disposable washcloths |
| 2 | Don gloves |
| 3 | Fill basin with one gallon of water |
| 4 | Add 1 ounce of approved germicidal solution |
| 5 | Place one underpad on the floor to absorb any spillage. |
| 6 | Empty contents of the refrigerator and place on second blue pad. |
| 7 | Remove shelves and place on third blue pad. |
| 8 | If there is ice build-up in the freezer shut it off and allow it to defrost. |
| 9 | With cloth that has been in the cleaning solution, wipe the interior and exterior of the unit. |
| 10 | Dry with a clean cloth. |
| 11 | Thoroughly scrub the shelves. |
| 12 | Dry with a clean cloth. |
| 13 | Wipe the door gaskets including all crevices and dry with a clean cloth. |
| 14 | Replace shelves and return contents to the refrigerator, placing newest stock to the back. |
| 15 | Discard water and germicide. |
| 16 | Dispose of underpads, basin, and washcloths in approved receptacles. |
| 17 | Remove gloves. |
| 18 | Wash hands according to procedure. |

| | | | |
|--|--|-------------------------|--------------------|
|  | The Johns Hopkins Medical Institutions POINT-OF-CARE TESTING PROGRAM POLICIES AND PROCEDURES MANUAL | <i>Document Number:</i> | POC3-801 |
| | | <i>Effective Date:</i> | 2/1/09 |
| | <u>Title:</u> POCT Refrigerator Temperature Monitoring (Non-automated) and Maintenance | <i>Page:</i> | Page 4 of 5 |
| | | <i>Supersedes:</i> | 1/10/08 |

- Appendices:**
- Appendix A EXAMPLE: POC3-801F: Refrigerator Temperature Log
 - Appendix B BLANK: POC3-801F: Refrigerator Temperature Log
 - Appendix C EXAMPLE: D.O.N. Policy 369: Refrigerator/Freezer Daily Monitoring Log
Min/Max/Thermometers for Units Closed on Weekends and Holidays
 - Appendix D: BLANK: D.O.N. Policy 369: Refrigerator/Freezer Daily Monitoring Log
Min/Max/Thermometers for Units Closed on Weekends and Holidays

References: The Johns Hopkins Hospital Nursing Practice and Organizational Manual Volume II; *Refrigerator and Freezer Temperature Monitoring, Maintenance and Cleaning in Clinical Areas*, Policy Number 369; Version 5/1/08.

APPENDIX A



POC3-801F Refrigerator Temperature Log

Year: 2008

Unit/Room: ROOM 200

Month: JANUARY

Refrig SN#: RF230100

| DAY | Minimum ≥ 2°C (≥ 36°F) | Maximum ≤ 8°C (≤ 46°F) | Current Temp. (2°- 8°C) (36°- 46°F) | Initials | Comments / Actions Taken | Unit Review | Lab Review |
|-----|------------------------------|------------------------------|--|----------|---|----------------|---------------|
| 1 | HOLIDAY | | | | | PDF | 1/2/08 SKH-P |
| 2 | 3°C | 5°C | 4°C | | | PDF | 1/2/08 SKH-P |
| 3 | 3°C | 6°C | 4°C | | | TSH | 1/3/08 SKH-P |
| 4 | 4°C | 9°C | 5°C | | Stocked supplies 1/3/07 @ 1pm (Comment #1) | TSH | 1/4/08 SKH-P |
| 5 | WEEKEND | | | | | PDF | 1/7/08 KD-PO |
| 6 | WEEKEND | | | | | PDF | 1/7/08 KD-PO |
| 7 | 3°C | 6°C | 4°C | | | PDF | 1/7/08 KD-PO |
| 8 | 4°C | 25°C | 25°C | | Refrig. not in use. Problem not identifiable; | TSH | 1/8/08 KD-PO |
| 9 | | | | | Facilities notified 10am. Supplies moved to | | |
| 10 | | | | | Refrig in Rm 212. (Comment #5) | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

NOTE: If outside of Temp. range, note action taken in comment section and contact POCT Office. (5-2645)

Rev. 6/19/07

Comment/Action Codes:

1. Inventoried/stocked/removed supplies
2. Removed overstock; ensured refrig. fan not blocked
3. Adjusted thermostat
4. Continue to monitor
5. Called Facilities/Maintenance - supplies moved to: _____ (location/refrig ID #)



POC3-801F Refrigerator Temperature Log

Year: _____

Unit/Room: _____

Month: _____

Refrig SN#: _____

| DAY | Minimum ≥ 2°C (≥ 36°F) | Maximum ≤ 8°C (≤ 46°F) | Current Temp. (2° - 8°C) (36° - 46°F) | Initials | Comments / Actions Taken | Unit Review | Lab Review |
|-----|------------------------------|------------------------------|--|----------|--------------------------|----------------|---------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

NOTE: If outside of Temp. range, note action taken in comment section and contact POCT Office. (5-2645)

Rev. 6/19/07

Comment/Action Codes:

1. Inventoried/stocked/removed supplies
2. Removed overstock; ensured refrig. fan not blocked
3. Adjusted thermostat
4. Continue to monitor
5. Called Facilities/Maintenance - supplies moved to: _____ (location/refrig ID #)

APPENDIX C

THE JOHNS HOPKINS
DEPARTMENT OF NURSING

APPENDIX C, #369 REFRIGERATOR AND FREEZER TEMPERATURE MONITORING POLICY

REFRIGERATOR/FREEZER
DAILY MONITORING LOG
MIN/MAX/THERMOMETERS FOR UNITS CLOSED ON WEEKENDS AND HOLIDAYS

Corrective Action Key:

- A. **Immediately** contact Facilities (5-8300) if refrigerator temperature holding medications, reagents, or specimen is greater than 8°C (46F), less than 2°C (36F), or freezer is greater than 0°C (32F) to determine problem or refrigerator temperature containing perishable patient food is greater than 8degrees C (46F) or less than -4 degrees Celsius (25F).
- B. Contact Pharmacy (3-7650) if the refrigerator that is out of range is used to store medications. A Pharmacist will determine the disposition of the medications.
- C. Contact Lab at ext. 5-2645 to determine the disposition of any POCT supplies

MONTH January YEAR 20⁰⁸ LOCATION OF REFRIGERATOR/FREEZER Room 200

| Date | Time | Refrig. Temp. Med(2C to 8C) Food(-4C to 8C) or Med(36F to 46F) Food(25F to46) | | | Freezer Temp. (Below 0°C or 32°F) | | | Corrective Action (Circle Applicable Action(s)) | | | Weekly Cleaning | Initials |
|------|------|--|---------|---------|--------------------------------------|-----|---------|--|---|---|---------------------------|----------|
| | | Min | Max | Current | Min | Max | Current | A | B | C | | |
| 1 | | | | | | | | A | B | C | | PDF |
| 2 | | 3C | 5C | 4C | | | | A | B | C | | TSH |
| 3 | | 3C | 6C | 4C | | | | A | B | C | | PDF |
| 4 | | 4C | 9C | 5C | | | | A | B | C | Stocked Supplies 1/3 | @1pmTSH |
| 5 | | | WEEKEND | | | | | A | B | C | | PDF |
| 6 | | | WEEKEND | | | | | A | B | C | | PDF |
| 7 | | 3C | 6C | 4C | | | | A | B | C | | PDF |
| 8 | | 4C | 25C | 25C | | | | A | B | C | Refrig not in use; | |
| 9 | | | | | | | | A | B | C | Problem not identifiable; | |
| 10 | | | | | | | | A | B | C | Facilities notified 10am. | |
| 11 | | | | | | | | A | B | C | Supplies moved to Refrig. | |
| 12 | | | | | | | | A | B | C | in RM 212. | TSH |
| 13 | | | | | | | | A | B | C | | |
| 14 | | | | | | | | A | B | C | | |
| 15 | | | | | | | | A | B | C | | |
| 16 | | | | | | | | A | B | C | | |
| 17 | | | | | | | | A | B | C | | |
| 18 | | | | | | | | A | B | C | | |
| 19 | | | | | | | | A | B | C | | |
| 20 | | | | | | | | A | B | C | | |
| 21 | | | | | | | | A | B | C | | |
| 22 | | | | | | | | A | B | C | | |
| 23 | | | | | | | | A | B | C | | |
| 24 | | | | | | | | A | B | C | | |
| 25 | | | | | | | | A | B | C | | |
| 26 | | | | | | | | A | B | C | | |
| 27 | | | | | | | | A | B | C | | |
| 28 | | | | | | | | A | B | C | | |

THE JOHNS HOPKINS
DEPARTMENT OF NURSING

APPENDIX C, #369 REFRIGERATOR AND FREEZER TEMPERATURE MONITORING POLICY

**REFRIGERATOR/FREEZER
DAILY MONITORING LOG
MIN/MAX/THERMOMETERS FOR UNITS CLOSED ON WEEKENDS AND HOLIDAYS**


Corrective Action Key:


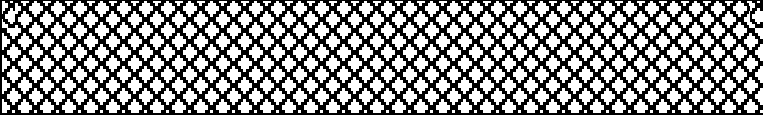
- A. **Immediately** contact Facilities (5-8300) if refrigerator temperature holding medications, reagents, or specimen is greater than 8°C (46F), less than 2°C (36F), or freezer is greater than 0°C (32F) to determine problem or refrigerator temperature containing perishable patient food is greater than 8degrees C (46F) or less than -4 degrees Celsius (25F).
- B. Contact Pharmacy (3-7650) if the refrigerator that is out of range is used to store medications. A Pharmacist will determine the disposition of the medications.
- C. Contact Lab at ext. 5-2645 to determine the disposition of any POCT supplies

MONTH _____ YEAR 20____ LOCATION OF REFRIGERATOR/FREEZER _____

| Date | Time | Refrig. Temp. Med(2C to 8C) Food(-4C to 8C) or Med(36F to 46F) Food(25F to46) | | | Freezer Temp. (Below 0°C or 32°F) | | | Corrective Action (Circle Applicable Action(s)) | | | Weekly Cleaning | Initials |
|------|------|--|-----|---------|--------------------------------------|-----|---------|--|---|---|--------------------|----------|
| | | Min | Max | Current | Min | Max | Current | A | B | C | | |
| 1 | | | | | | | | A | B | C | | |
| 2 | | | | | | | | A | B | C | | |
| 3 | | | | | | | | A | B | C | | |
| 4 | | | | | | | | A | B | C | | |
| 5 | | | | | | | | A | B | C | | |
| 6 | | | | | | | | A | B | C | | |
| 7 | | | | | | | | A | B | C | | |
| 8 | | | | | | | | A | B | C | | |
| 9 | | | | | | | | A | B | C | | |
| 10 | | | | | | | | A | B | C | | |
| 11 | | | | | | | | A | B | C | | |
| 12 | | | | | | | | A | B | C | | |
| 13 | | | | | | | | A | B | C | | |
| 14 | | | | | | | | A | B | C | | |
| 15 | | | | | | | | A | B | C | | |
| 16 | | | | | | | | A | B | C | | |
| 17 | | | | | | | | A | B | C | | |
| 18 | | | | | | | | A | B | C | | |
| 19 | | | | | | | | A | B | C | | |
| 20 | | | | | | | | A | B | C | | |
| 21 | | | | | | | | A | B | C | | |
| 22 | | | | | | | | A | B | C | | |
| 23 | | | | | | | | A | B | C | | |
| 24 | | | | | | | | A | B | C | | |
| 25 | | | | | | | | A | B | C | | |
| 26 | | | | | | | | A | B | C | | |
| 27 | | | | | | | | A | B | C | | |
| 28 | | | | | | | | A | B | C | | |
| 30 | | | | | | | | A | B | C | | |
| 31 | | | | | | | | A | B | C | | |

8/1/07

| | | | |
|--|--|-------------------------|--------------------|
|  | The Johns Hopkins Medical Institutions POINT-OF-CARE TESTING PROGRAM POLICIES AND PROCEDURES MANUAL | <i>Document Number:</i> | POC3-801 |
| | | <i>Effective Date:</i> | 2/1/09 |
| | <i>Title:</i> | <i>Page:</i> | Page 5 of 5 |
| | POCT Refrigerator Temperature Monitoring (Non-automated) and Maintenance | <i>Supersedes:</i> | 1/10/08 |

| | Name | Signature | Date |
|-------------------|--|--|-------------|
| Author: | Sandra Humbertson, MT(ASCP) |  | 1/3/08 |
| Approvals: | | | |
| POCT Director: | William Clarke, Ph.D. | <i>William Clarke, Ph.D.</i> | 1/4/08 |
| | | | |
| Issued: |  | | 1/8/08 |
| Effective: | | | 1/10/08 |

| Revision Level | Reviewed By: | Review Date |
|-----------------------|---------------------|--------------------|
| 2/1/09 | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Distribution List | | |
|--------------------------|-----------------|--------------------|
| SITE | Location | # of Copies |
| | | |
| | | |
| | | |
| | | |