

# Trakka Mk-4<sup>TM</sup>

The Trakka Sterilizer Record & Tracking System is designed to provide a simple method of record keeping & "Patient to Process" traceability of device & instruments in the modern office based Practice.

Using a simple check list the Trakka System enables the operator to record:

- Sterilizer Cycles
- Air Removal Type Tests (Bowie-Dick, Helix)
- Validation
- Authorised Operators
- Maintenance Records
- Calibration
- Expiry Date

**"If it is not recorded it's not done"**

For practices to comply with International Standards ISO 13683, & the Australian/New Zealand Standards AS/NZS 4187-2003 & AS/NZS 4815-2005 they must maintain accurate records & tracking of instruments & devices from "Patient to Process".

Responsibility lies with the practice management (through the appointed operators) to ensure all steps in the cleaning & sterilization process are performed & recorded in accordance with the Practice Procedure Manual. This manual must comply with the requirements of the various authorities e.g. ADA, RACGP, State Authorities, AGPAL, Divisions of General Practice, AAPM, APA etc prior to any sterilized device or instrument being used on a patient.

**Record keeping is the evidence that the practice has performed & monitored all stages of the sterilization process**

## CYCLE BY CYCLE RECORD - BATCHING

Batching will link your sterile product from the patient to the process. This is easily achieved by using twin layer or "piggy back" process labels. This process label is attached to the item or pack, then peeled off & placed onto the patient notes or card, when used. An extra label should be processed & placed on the sterilizer record sheet.

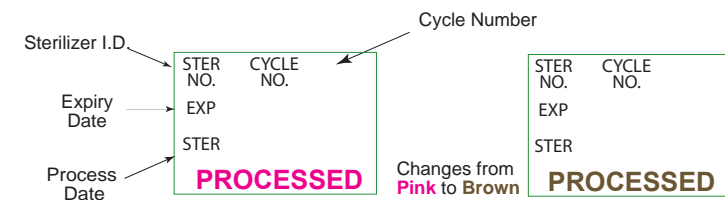
Individual operators should have an ID number. Where a practice has multiple sterilizers then each sterilizer should have its own ID number which is linked to all daily validations.

## The Trakka Mk-4 Process Label

The Trakka Mk-4 Process Label acts as an indicator (turns Pink to Brown), identifying items that have been through the steam sterilization process.

The Label will show: • Sterilizer Number • Cycle Number • Process Date • Expiry Date

The contents may be hand written using the Sharpie industrial marker pen (included) or printed onto the process label by using the Trakka Label Applicator.



**Trakka Mk-4 "Piggy Back" Process Label**

Code: Mk-4/L48-5: Pkt of 5 rolls (2500)  
Code: Mk-4/L48-2: Pkt of 2 rolls (1000)



**Trakka Mk-4 Label Applicator**  
Code: PB3-Mk-4



**Sharpie Industrial Marker Pen**  
Specially formulated ink  
for use on instruments & sterile packs  
Code: T1002-Mk-4

## PRINT OUTS - RETRIEVAL

There is no point keeping rolls of Autoclave "print-out" streamers in a manner that prevents prompt retrieval. Using the Trakka system each sterilizer cycle "print-out" is attached to the back page of the appropriate section of the Trakka Sterilizer Record System.

## Trakka - The Complete Sterilizer Record and Tracking System

The Sterilizer Record & Tracking System establishes a reliable audit trail.

**The implementation of a quality system within the practice will:**

- Reduce the risk to patients
- Provide a legal reference should a challenge occur
- Minimize the chance of nonsterile items being used

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# INSTRUCTIONS for The **Trakka-Mk4** STERILIZER RECORD AND TRACKING SYSTEM

**STERILIZER ID NUMBER:** Should the practice have more than one sterilizer, each should be identified by the name and model or a number.

**CYCLE Number:** The cycle number.....on the "Sterilizer Print Out" should match the Sterilizer Record Sheet. If the Sterilizer does not have a printer then the operator may create a daily cycle number or a continuous cycle number. This is also recorded on the batch label.

**Date** "The date of Process. Insert the day, month & year. (dd/mm/yy)

**ITEM/S INSPECTED BY:** The signature of the operator. This is a statement that the items are clean, in good working condition, & packed (as necessary) in compliance with "The Practice Procedure Manual".

**PATIENT REF:** To keep patient confidentiality a medical record number may be used to track the patient to this cycle, when the goods are used on that patient only. Where multiple items are processed & used on several patients then the twin layer or "piggy back" Process Label is placed on their notes to trace them back to this cycle.

STERILIZER ID:	_____
CYCLE NUMBER:	_____
DATE:	_____
ITBMS INSPECTED BY:	_____
ITBMS PROCESSED:	_____
	_____
	_____
PATIENT REF No:	_____
CYCLE RELEASE CHECK LIST:	
TIME ON	TIME OFF
OPERATOR ID	
STERILIZER TEMP CHECK	PASS FAIL
INDICATOR CHECK	PASS FAIL
LOAD RELEASE	YES NO
LOAD RELEASED/REJECTED BY:	
NAME:	_____

## CYCLE RELEASE CHECK LIST:

**TIME ON** \_\_\_\_\_ **TIME OFF** \_\_\_\_\_ Both must match the times on the printout. This establishes a cross check & will identify whether a load has been placed in the sterilizer, & not turned on. Also should the printer malfunction e.g. ink run out, the practice will still maintain a record of time on & off.

**OPERATOR ID** \_\_\_\_\_ Enter the name & ID Number of the person who checks the times. The Practice Manager may need to identify the responsible & accountable operator in the future. An operator ID number may be issued & used on each process label.

- |                                |                                      |                                      |   |
|--------------------------------|--------------------------------------|--------------------------------------|---|
| <b>STERILIZER TEMP CHECKED</b> | <b>PASS</b> <input type="checkbox"/> | <b>FAIL</b> <input type="checkbox"/> | Check the temperature against the print out. Should there not be a printer, check against the temperature gauge.  |
| <b>LABEL CHECKED</b>           | <b>PASS</b> <input type="checkbox"/> | <b>FAIL</b> <input type="checkbox"/> | Check that each pack has a process label attached & that the required colour change has occurred e.g. Autoclave tape or the Trakka-Mk4 Process Label pink to brown. A class 6 indicator is to be used if the sterilizer has no printer. An extra label should be processed each cycle & placed on the sterilizer record sheet. Pack expiry date may also be included. |
| <b>LOAD RELEASE</b>            | <b>YES</b> <input type="checkbox"/>  | <b>NO</b> <input type="checkbox"/>   | Following inspection <b>ONLY</b> release the load if the package is <b>NOT</b> damaged, opened or wet. These items must be rejected & reprocessed. Draw a line through rejected packs in the "item/s processed" list.   |

## LOAD RELEASED / REJECTED BY:

**NAME** \_\_\_\_\_ **Sign here**

The person responsible for checking the process with the cycle, permits the goods to be used.

The Process Label is placed here with the cycle details, this includes sterilizer number, cycle number, date processed, expiry date and contents (optional).

**NOTE:** Always use a non-toxic marker pen on the process label or pack. Never use a ball point pen or pencil on packs that are to be sterilized. The Sharpie non-toxic industrial marker pen is recommended & included in the **Trakka-Mk4** Record System. A ball point pen may be used on the sterilized record sheet.

**PLACE  
PROCESS  
LABEL  
HERE**

## STERILIZER PRINT OUT:

The cycle "print out" can be detached from the printer & stored on the reverse side of each page directly in alignment with each cycle record by using an adhesive or staple.

Using the **Trakka-Mk4** Sterilizing Record and Tracking System your Practice has all relevant "Patient to Process" records in a single and accessible location.