

Organisation name Site or unit		STANDARD OPERATING PROCEDURE Infection control, isolation, PPE and waste in transit	
Document ID	PTR-SOP-008	Version	1.0
Status	Blank form, to adapt	Issue date	
Review date		Replaces	
Owner		Approved by	
Signature			

Standards > **Standard S6** > **Standard operating procedures (SOPs)**

Standard operating procedure (SOP) · PTR-SOP-008 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S6 (Patient transfers and referrals), criterion S6.37, S6.38, S6.39

At a glance

- PPE is carried in every vehicle and used at every patient contact.
- Patients with a known or suspected transmission risk are isolated under the written protocol.
- Sharps and clinical waste go through the written route, with containers on each vehicle.
- Record each isolation and each waste disposal.
- Stop and get help straight away if: a patient with a known transmission risk is moved with no isolation, or PPE is not carried.

1. 1. Purpose

To stop the spread of infection between patients, crew and the public during transfer (S6.37, S6.38, S6.39).

2. 2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility

When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. 3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. 4. Background

Sharps and clinical waste that are not disposed of correctly injure crew and cleaners. A written disposal route and containers on the vehicle keep the risk low.

5. 5. Responsibilities

Role	Responsibility	Competence
Crew lead	Applies isolation and checks PPE	Trained crew
Infection control lead	Owens the protocol and the waste route	Clinician

6. 6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. 7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. 8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. 9. Procedure

Step 1. Check PPE.

- Check the PPE is in the vehicle at the start of each shift.
- Use PPE at every patient contact.

Key point: PPE is used, not just carried.

Step 2. Isolate.

- Identify the transmission risk at the assessment.
- Apply the isolation protocol set for that risk and tell the receiver.

Key point: The receiver is told.

Step 3. Dispose.

- Put sharps in the container on the vehicle.

- Take the waste through the written route to the receiving facility or the contracted disposal.

Key point: No sharps in the bin.

10. 10. Decision points

- No decision points in this procedure.

11. 11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. 12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. 13. Monitoring

Measure	Target	Frequency	Owner	If not met
Vehicles with PPE in place at shift start	100%	Monthly	Crew lead	Escalate to clinical lead
Known-risk patients isolated in transit	100%	Monthly	Infection control lead	Escalate to chief executive

--	--	--	--	--

14. 14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility's records policy years

15. 15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. 16. Related documents

ID	Title	Use
<u>PTR-FRM-005</u>	Vehicle cleaning and disinfection checklist	Checklist
<u>HOS-SOP-014</u>	Healthcare-associated infection surveillance and response	Surveillance

17. 17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. 18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

19. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

[Download this document as PDF](#)

Related standard

- [Standard 7: Emergency Dispatch](#)