Standard operating procedure (SOP) · OPT-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 15.4

At a glance

- Each patient who wears contact lenses or hearing aids is taught hygiene and care for the device.
- The teaching is checked with the patient (OPT-FRM-003): they show or say back the steps.
- The teaching is repeated at each review.
- The teaching is recorded.
- Stop and get help straight away if: a contact lens or hearing aid user is given the device with no hygiene teaching recorded.

1. Purpose

To prevent infection and damage from poor device care (15.4).

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. Definitions

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

4. Background

Contact lenses and hearing aids can cause infection if they are not cleaned and cared for correctly. Patients taught the right care keep themselves safe between visits.

5. Responsibilities

Role	Responsibility	Competence
Lead optometrist or audiologist	Owns the teaching content	Clinician
Dispenser or fitter	Teaches and checks	Clinician

6. Materials and equipment

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

7. Safety

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

8. Before you start

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

9. Procedure

Step 1. Teach.

- Teach the cleaning and care steps for the device.

Key point: Every user.

Step 2. Check.

- Check the patient can show or say back the steps, and record it on OPT-FRM-003.

Key point: Shown back.

Step 3. Repeat.

- Repeat the teaching at each review.

Key point: At each review.

10. Decision points

- No decision points in this procedure.

11. Special situations

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

12. Escalation

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

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Users with teaching recorded	100%	Monthly	Lead optometrist or audiologist	Escalate to medical director

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. Training

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

16. Related documents

ID	Title	Use
OPT-FRM-003	Device hygiene teaching record	Record

17. Evidence

Reference	Note
E-009	Based on the WHO World report on vision (2019) and the WHO World report on hearing (2021).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

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

E-learning for this document

- Hand Hygiene and Standard Precautions (T-06)

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)

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