

# Instruments Packer

The Instruments Packer assembles, wraps and labels complete instrument packs for the Pre-Prep, Spay and Neuter Stations and prepares hand towels for autoclaving. **No rabies vaccination is required for this position.**

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## Station Alert

- Instruments that look similar are not interchangeable. (See the diagrams of completed packs included in the Instrument Station Supply Kit.) Never assemble and wrap an incomplete pack.
- Except for towel clamps, all locking instruments should be left in the open position.
- Every pack being autoclaved should contain a sterile indicator strip, including Neuter and Ear Tip packs.

## Instruments Packer Instructions

1. **Assemble the [Ear-Tip Packs](#).** Each pack includes approximately 20-25 sets of instruments.
  - Assemble instrument sets with one each of the following:
    - 1 sharp/sharp scissor (red band)
    - 1 straight hemostat (orange band)
  - Separate each set the with 1 paper towel.
  - Layer sets in tall metal trays until it is full (approximately 20-25 sets).
  - Place a sterile indicator strip on top.
  - Place the lid on the tray. The lid should close easily without pressure. If the tray is too full, remove sets until proper closure is achieved. Place the closed tray in a large autoclave pouch and seal.
  - For trays without lids, use a towel for an inner wrap around the entire tray followed by an outer wrap of autoclave paper. Secure with autoclave tape.
  - Write “Ear Tip Pack” on masking tape with a permanent marker. Include the full date and initials of the packer on the label.
2. **Assemble the [Neuter Packs](#).** Each pack includes 20-25 sets of instruments.
  - Assemble instrument sets with one each of the following:
    - 1 piece of gauze
    - 1 curved hemostat (pink tape)
    - 1 folded neuter drape with a 1-inch precut hole in the center of the drape.
  - Separate each set with 1 paper towel.
  - Layer 25 sets in short metal trays.
  - Place a sterile indicator strip on top.
  - Place the lid on the tray. The lid should close easily without pressure. If the tray is too full, remove sets until proper closure is achieved. Place the closed tray in a large autoclave pouch and seal.
  - For trays without lids, use a towel for an inner wrap around the entire tray followed by an outer wrap of autoclave paper. Secure with autoclave tape.
  - Write “Neuter Pack” on masking tape with a permanent marker. Include the full date and initials of the packer on the label.
3. **Assemble the [Spay Packs](#).**
  - Place 1 folded towel in the center of 1 flat towel.
  - Place 2 pieces of gauze on the folded towel.
  - Place the following instruments on top of the gauze and towels:
    - 1 needle holder (dark blue band)
    - 1 pair sharp/sharp scissors (red band)
    - 1 Brown-Adson forceps (green band)
    - 1 spay hook (yellow band)
    - 2 small towel clamps (purple band) clamped together
    - 2 curved mosquito hemostats (light blue band)
    - 2 curved crile forceps (pink band)
  - Place a folded paper drape on top of instruments.

- Place a sterile indicator strip on top.
  - Fold the bottom flat towel around the entire pack.
  - Wrap each pack with 24" x 24" autoclave paper and autoclave tape.
  - Write "Spay Pack" on the masking tape with a permanent marker. Include the full date and initials of the packer on the label.
4. **Pack Carmalts (large hemostats with green and blue tape) individually** in autoclave pouches with curved tips toward the plastic side of the sterilization pouch to prevent poking through the paper.
  5. **Assemble individual spare instrument packs.**
    - Check individual instrument drawers to make sure 5 individual instruments of each type are sterilized in the drawers. If any packs are dated 6 months or longer since being autoclaved, take them out of their pouches, repack into new pouches, label and re-autoclave.
    - Use the sterile pouches and label with instrument type, full date and initial.
    - Package gauze in a pouch using 10-20 pieces per pouch. Label "sterile gauze" with the full date and initials.
    - Package individual drapes in a pouch in case one is missing from a pack or needs to be replaced during surgery. Label "sterile drape" with the full date and initials.
  6. Assemble 2 hand towel packs. Pack approximately 20 folded blue towels into tall metal trays until they are full for the surgeons to dry their hands after scrubbing in.
    - Wrap each pack with a surgical towel and masking tape.
    - Wrap each pack with 30" X 30" autoclave paper and autoclave tape.
    - Write "Hand Towel Pack" on the masking tape with a permanent marker. Include the full date and initials of the packer on the label.
  7. **Defective instruments** should be identified by tape and delivered to the Clinic Supervisor to assess for repair or disposal.
  8. **Place unused instruments together in a tray at the conclusion of the clinic.** Do not wrap them.

## **Station Closing and Cleanup**

When the clinic is concluded:

- inventory the remaining supplies and repack the supply kit
- return the kit, station instructions, and any remaining items to storage
- clean the area and dispose of all trash
- wash all tables, including the central trough
- wipe down entire base of table
- remove tape from underside of table
- wipe as much of the overhead surgery lamp as can be reached
- sweep or vacuum
- mop the floor.