

Ambulatory High-Level Disinfection

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Name:	Employee ID #:
Unit:	Title:

Due Date: _____ (new hires: prior to end of orientation period)

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Skill/Learning Not all skills are applicable to all Nursing areas – if not applicable mark as N/A	Skill Code (For CPPN Use Only)	Date Completed (or N/A)	Verifier Initials
Ambulatory ENT Autoclave Steam Sterilization	DAHS-NSCAMBENTASS		
Ambulatory ENT Bronchoscope Reprocessing	DAHS-NSCAMBENTBR		
Ambulatory ENT OLYMPUS FLEX Scope Reprocessing	DAHS-NSCAMBENTOFSR		
Ambulatory ENT Pentax Flex Scope Reprocessing	DAHS-NSCAMBENTPFSR		
Ambulatory ENT Rhino-Laryngoscope and Sinus Scope Reprocessing	DAHS-NSCAMBENTRLSSR		
Ambulatory ENT Rigid Scope Reprocessing	DAHS-NSCAMBENTRSR		
Ambulatory ENT TNE Scope Reprocessing	DAHS-NSCAMBENTTSR		
Cystoscope Culturing (Ambulatory): Performs per Clinical Policy 11001, Culturing of Endoscopic Instruments	DAHS-NSCAMBCC		
Trophon2 Ultrasound Probe Reprocessing	DAHS-NSCTUPDN23		
Ambulatory Urology Endoscope Reprocessing	DAHS-NSCAMBUER		

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SIGNATURE PAGE:

Signature and Printed Name of Verifier (preceptor or other verified personnel) who have initialed on this form:

Initial:	Print Name:	Signature:

PRECEPTEE STATEMENT AND SIGNATURE:

I have read and understand the appropriate UC Davis Health Policies and Procedures and/or equipment operations manual, I have demonstrated the ability to perform the verified skills as noted, and I have the knowledge of the resources available to answer questions.

Printed Name	Signature

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Ambulatory ENT Autoclave Steam Sterilization DAHS-NSCAMBENTASS

References:

1. [UC Davis Health Policy 1253: Steam Sterilization in Ambulatory Clinics](#)
2. Midmark Ritter M11 steam sterilizer user guide and IFU
3. ANSI/AAMI ST9:2017 Comprehensive guide to steam sterilization and sterility assurance in health care facilities
4. Policy 1253, Steam Sterilization in Ambulatory Clinics

Soiled instruments are pre-cleaned to remove frank bioburden		
Soiled instruments are sprayed with an approved instrument spray by clinic staff to keep them moist while awaiting collection.		
Soiled instruments are placed in a rigid, puncture-resistant, leak-proof, biohazard labeled transport bin in designated areas in clinic		
Bins are collected and transported to dirty utility room to begin reprocessing.		
Reprocessing staff dons personal protective equipment (PPE) including an impervious long-sleeve gown, non-vinyl extended cuff gloves, fluid-resistant mask, face shield or goggles, and hair cover.		
Rinses the instrument spray off with tap water in the transport bin. Empties bin with water and instruments into the sink. Dries bin and disinfects with hospital-approved disinfectant.		
Instruments are rinsed a second time in the sink with more tap water.		
Using pre-determined volume of tap water in sink, doses with detergent IFU using medicine cup. Measures 1/3 ounce per gallon of water. Water temperature must be 68 – 95 degrees Fahrenheit.		
While immersed for at least 1 minute, cleans external surfaces of instruments under the surface of the water to avoid aerosolization. Hinged instruments are cleaned in an open position with a clean lint-free single use cloth and/or brush. Lumened instruments should have their channel brushed (with brush stipulated by IFU), flushed with detergent, and rinsed with water.		
Visually inspects each instrument for any damage.		
Verbalizes steps if damaged. Proceeds with manual cleaning. Removes from service and contacts CE to send out for repairs or contacts supervisor to order replacement instrument.		
Drains sink. Refills sink with tap water to rinse instruments and flush lumens.		
Gently agitates instruments while immersed to remove residual detergent.		
Removes the instruments from the sink onto a clean lint-free single use cloth.		

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Ambulatory ENT Autoclave Steam Sterilization DAHS-NSCAMBENTASS, continued	Date	Verifier Initials
Dries the instruments with a clean lint-free single use cloth		
Places dried instruments into Cidex OPA for high level disinfection for 12 minutes per Cidex OPA IFU		
Uses Cidex OPA test strip to confirm quality concentration of solution, checks expiration date and temperature (minimum of 68 degrees Fahrenheit.)		
Logs information of load in Cidex OPA book		
Removes instruments from Cidex OPA and places into sink		
Fills sink with tap water to rinse		
Gently agitates instruments while immersed to remove residual Cidex OPA		
Performs tap water rinse a total of 3 separate times to thoroughly remove residual Cidex OPA		
Removes instruments from sink, checks for cleanliness and functionality. If instrument is found soiled, return to step 8 and repeat all steps to completely clean instrument		
Doffs dirty PPE, performs hand hygiene, and dons clean gloves. Transports clean instruments to utility room on a clean tray		
Dries the instruments using a clean lint-free single use cloth		
After visual inspection, packs instrument into an appropriately sized sterilization pouch (aka peel pack). Hinged instruments must be placed in an open position. Lumened instruments must be open such that sterilant can access internal channels		
Places a chemical indicator in the sterilization pouch		
Closes pouch in a manner that prevents any folds, wrinkles, or bubbles		
Places a label on the plastic side of pouch that identifies the sterilizer number (if more than one is in use), date of sterilization, and load number		
At least weekly, and preferably daily, places a biological indicator in the sterilizer per sterilizer and biological indicator IFUs. <ul style="list-style-type: none"> Ensures a control biological indicator is run whenever placing a biological indicator in a load. Quarantines all instruments in the load until a negative biological indicator result is confirmed. 		
Loads packaged instruments into the sterilizer in a manner per sterilizer IFUs. Avoids overpacking the sterilizer to ensure sterilant contacts all items		

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Ambulatory ENT Autoclave Steam Sterilization DAHS-NSCAMBENTASS, continued	Date	Verifier Initials
Monitors sterilizer for any alarms or indications that required sterilization parameters (time, temperature, pressure) are not met. Failures in any of these parameters require quarantining the load and taking the sterilizer out of service for investigation		
At end of sterilization cycle, allows instruments to cool fully before removing from sterilizer.		
Inspects instruments for the following: damaged packaging, items without appropriate labelling (as described in step 28), items with a failed chemical indicator, moisture, and the presence of damaged or incorrectly applied instrument tape.		
Verbalizes understanding that detection of any of the above requires the individual instrument to be sterilized again, with the following exceptions: Detection of 2 or more items with moisture requires the entire load to be sterilized again. See step 36 for response to failed chemical indicators. See step 37 for response to failed biological indicators		
Places critical sterilized instruments in an appropriate storage location. Packaged critical sterile instruments must be stored in a location that is monitored for temperature and humidity and packages must be stored in a manner that prevents damage to packaging.		
As required by sterilizer IFU performs preventive maintenance tasks for sterilizer (including regular cleaning, gasket inspection, filter changes, etc.)		
Quarantines loads with failed chemical indicators. If cause of failure can be easily identified (operator error, packing items too tightly, etc.) re-sterilizes entire load with a new chemical indicator.		
Verbalizes that repeat chemical indicator failure requires continued load quarantine and consultation with clinic leadership, Infection Prevention, and Central Processing Unit.		
Quarantines loads with failed biological indicators. If cause of failure can be easily identified (operator error, poor placement of biological indicator), re-sterilizes entire load with a new biological indicator.		
Verbalizes that repeat biological indicator failure or inability to determine an easily identifiable cause requires notification of leadership and Infection Prevention, recall of instruments back to last negative biological indicator, and taking sterilizer out of service for evaluation and repair.		
Verbalizes that before the sterilizer is put back into service, three biological indicators must run. Further negatives require continued investigation. Only after 3 negative indicators, can the sterilizer be returned to use.		
Logs all the following information in a logbook that is maintained for at least 5 years: a copy of load sticker (which has load number, date of sterilization, and sterilizer number), initials of the staff member performing sterilization, contents of the load (general description, i.e. "wrapped ENT instruments", is sufficient), indication of whether physical parameters of sterilization were in range, indication of any failed chemical or biological indicators (note that the log for biological indicators may be a separate document).		
Separate of sterilization log, maintains a log of sterilizer preventive maintenance performed by end user		

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Ambulatory ENT Bronchoscope Reprocessing DAHS-NSCAMBENTBR

References:		
<ul style="list-style-type: none"> 5. Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes 6. Pentax Reprocessing Manual 7. Scope Buddy Plus User Manual 8. Verify Resi-Test Slide-Thru Cleaning Indicator Work Instructions 9. Medivators DSD Edge User Manual 		
1. Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
2. Visually inspects endoscope for holes, tears, or other gross damage		
3. Wipes down Electrical Contacts with disinfectant wipe. Assures soaking cap is attached if the endoscope requires one		
4. Detaches all removable parts		
5. Begins filling sink with pre-determined volume of water		
6. Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
7. Articulates the distal tip of scope to confirm leak tester maintains pressure		
8. Submerges entire endoscope in tap water for 60 seconds. *Do not submerge dial end of leak tester		
9. Checks for leaks at control knob, insertion tube, all channels, including the distal tip, valve ports, and connectors		
10. If no leak detected, removes endoscope from water. Releases air pressure; disconnects leak tester from endoscope		
11. Verbalizes steps if a FAILED test result is indicated <ul style="list-style-type: none"> a. Reconnect and re-test b. If endoscope fails again, observe endoscope c. If inflated, submerge in water, and locate leak d. Proceed with manual cleaning and HLD of endoscope while keeping leak tester attached and pressurized e. Remove endoscope from service and contact clinical engineering to send endoscope out for repair 		
12. Using sink with pre-determined volume of tap water, doses sink with detergent using the Scope Buddy Plus		

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Ambulatory ENT Bronchoscope Reprocessing, continued DAHS-NSCAMBENTBR	Date	Verifier Initials
13. Places endoscope in sink		
14. Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth		
15. Cleans inside suction valve, air/water valve, biopsy port opening, all other channel openings with appropriate size and type brush		
16. Presses PLAY on the Scope Buddy Plus to start brushing timer		
17. Inserts the proper brush per IFU, feeding it through the entire valve and channel system of endoscope		
18. Keeps endoscope immersed in the detergent solution while brushing each channel		
19. Inspects bristles for debris and cleans bristles in detergent solution using gloved fingertips to remove any debris		
20. Repeats brushing steps until no debris is observed upon inspection of brush. Brush must pass twice in each channel or port		
21. Cleans all internal and external surfaces of reusable valves		
22. Inserts brush into suction cylinder and uses short gentle strokes to feed brush through the channel until it emerges from the distal tip of the endoscope. Refers to steps 17-20		
23. Inserts brush into the instrument channel inlet until the brush stops. Moves brush back and forth while twisting for 15 seconds. Refers to steps 17-20		
24. Inserts large bristle brush inside suction cylinder until the brush stops. Moves brush back and forth while twisting for 15 seconds. Refers to steps 17-20		
25. Follows instructions on the Scope Buddy Plus for the Flushing step		
26. Drains sink while rinsing down the sides of the sink		
27. Follows instructions on the Scope Buddy Plus for the Air Purge step		
28. Refills sink with fresh water until the scope is fully submerged and gently agitates the scope to assist with rinsing		
29. Follows the instructions on the Scope Buddy Plus for the Rinsing step		
30. Drains sink		

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Ambulatory ENT Bronchoscope Reprocessing, continued DAHS-NSCAMBENTBR		

31. Follows instructions on the Scope Buddy Plus for the second Air Purge step		
Manual Cleaning Validation performed at least weekly (if the endoscope is not in use that often, cleaning validation must be done at least as often as the required hang time)		
**Loaner endoscopes and return from repair endoscopes must have a Manual Cleaning Validation performed prior to use		
1. Verifies that there is a Resi-test positive control performed and documented for that week (positive control required once per week)		
2. Changes gloves prior to performing Resi-Test brushing. Chooses the appropriate VERIFY RESI-TEST SLIDE-THRU brush for the lumen being tested		
3. Selects an Instrument Solution vial from the kit and adheres a white Instrument Test label to the vial. Removes cap from vial and places vial in viewing box slot labeled Instrument Test		
4. Removes the brush from packaging and inspects it. If damage to the brush is present, does not proceed. Obtains and inspects another brush and proceeds only with an undamaged brush. NOTE: Does not place unpackaged brush on any surface or touch brush discs with bare hands as this can contaminate the brush with protein and provide false positive results		
5. Moistens brush disc and the leader end (non-disc end) of brush with potable or sterile water		
6. Inserts leader end of brush through the suction control valve		
7. Advances brush through lumen until leader end of brush appears, continues to pull the brush completely through the lumen until the brush discs exit the lumen		
8. Using the cut method, cut the brush with clean scissors above the brush disc into instrument solution vial labeled instrument test. Recap vial. Agitates for a minimum of 10 seconds by swirling and rotating all discs to ensure contact with instrument solution		
9. Places Instrument Test vial back into viewing box Instrument Test slot and observes for a color change at 10 seconds. To determine if a color change is observed the user should compare against a white background. The IFU and wallchart provide a result interpretation chart that serve as an additional tool to aid in the determination of whether additional cleaning is needed. NOTE: An observable color change will occur ranging from grey to blue in various shades. A brighter blue color corresponds to greater protein residue. Verbalizes that any shade of blue indicates a failed test and requires the endoscope to be cleaned again and re-tested per the steps outlined above		
10. Once manual cleaning is completed and scope passes manual cleaning validation (if due), the external surfaces of the endoscope are dried by wiping with clean lint-free cloths		
11. Inspects all areas of the endoscope for residual debris. Verbalizes that if any debris remains, will repeat the entire cleaning process until all debris is removed		
12. Loads the endoscope into the scope reprocessor and attaches the endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups		

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Ambulatory ENT Bronchoscope Reprocessing, continued DAHS-NSCAMBENTBR		

13. Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		
14. Once the disinfection process is complete, the operator dips a test strip for 1 second into the disinfectant sample port and then starts a 30 second timer. After the 30 seconds, the operator verifies that the test strip indicates that the minimum recommended concentration was met for the cycle and presses the "HLD Pass" button on the control button. The log will print and can be placed in the scope reprocessing log.		
15. Verbalizes steps for a "Failed" test strip: a. If the test strip indicates a failure, rerun the cycle and retest b. If the test strip indicates a failure again, open a new bottle of the test strips and test the concentration again, with a new test strip c. If it continues to fail, contact Medivators Technical Support		
16. Removes the endoscope from the scope reprocessor and places it in a clean dry scope tray		
17. Dries the scope using a clean single use lint-free cloth		
18. Transports the scope to the scope cabinet in an enclosed container		
19. Hangs scope in scope cabinet with the single use valve cage with reusable valves inside attached to the umbilical cable of endoscope plus the scope tag indicating reprocessing date, the 14-day expiration date, and initials		

Ambulatory ENT OLYMPUS FLEX Scope Reprocessing DAHS-NSCAMBENTOF SR

References:		
<ol style="list-style-type: none"> Olympus Reprocessing Manual Medivators DSD Edge User Manual Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes 		
1. Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
2. Visually inspects the endoscope for holes, tears, or other gross damage		
3. Begins filling sink with pre-determined volume of water		
4. Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
5. Articulates distal tip of scope to confirm leak tester maintains pressure		

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Ambulatory ENT OLYMPUS FLEX Scope Reprocessing, continued DAHS-NSCAMBENTOF SR		

6. Submerges entire endoscope in tap water for 30 seconds *Do not submerge dial end of leak tester		
7. Checks for leaks at control knob, insertion tube, distal tip.		
8. If no leak is detected, removes endoscope from water. Release air pressure and disconnect leak tester from the endoscope.		
9. Verbalizes steps if a FAILED test result is indicated a. Reconnect and re-test b. If endoscope fails again, observe endoscope c. If inflated, submerge in water, and locate leak d. Proceed with manual cleaning and HLD of endoscope while keeping leak tester attached and pressurized. e. Remove endoscope from service and contact clinical engineering to send endoscope out for repair		
10. Using sink with pre-determined volume of tap water, doses sink with detergent IFU using medicine cup. Measure 1/3 ounce per gallon of water. Water temperature must be 68 – 95 degrees Fahrenheit.		
11. Places endoscope in sink.		
12. Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth.		
13. Keeps the endoscope immersed in the detergent solution for 1 minute while wiping down		
14. Drains the sink while rinsing down the sides of the sink.		
15. Refills the sink with fresh tap water until the scope is fully submerged and gently agitates the scope to thoroughly rinse.		
16. Drains the sink.		
17. Inspects all areas of the endoscope for residual debris. Verbalizes that if any debris remains, will repeat the entire cleaning process until all debris is removed.		
18. Wipes down all external surfaces using clean single use lint-free cloth		
19. Loads the endoscope into the scope reprocessor and attaches the endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups		
20. Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID).		

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Ambulatory ENT OLYMPUS FLEX Scope Reprocessing, continued DAHS-NSCAMBENTOFSR		

21. Once the disinfection process is complete, the operator dips a test strip for 1 second into the disinfectant sample port and then starts a 30 second timer. After the 30 seconds, the operator verifies that the test strip indicates that the minimum recommended concentration was met for the cycle and presses the "HLD Pass" button on the control button. The log will print and can be placed in the scope reprocessing log.		
22. Verbalizes steps for a "Failed" test strip. a. If the test strip indicates a failure, rerun the cycle and retest. b. If test strip indicates a failure again, open a new bottle of the test strips and test the concentration again, with a new test strip. c. If it continues to fail, contact Medivators Technical Support		
23. Removes the endoscope from the scope reprocessor and places it in a clean dry scope tray		
24. Dries the scope using a clean single use lint-free cloth		
25. Transports the scope to the scope cabinet in an enclosed container		
26. Hangs scope in scope cabinet with scope tag indicating reprocessing date, the 14-day expiration date, and initials		

Ambulatory ENT Pentax Flex Scope Reprocessing DAHS-NSCAMBENTPF SR

References:		
<ol style="list-style-type: none"> Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes Pentax Reprocessing Manual Medivators DSD Edge User Manual 		
1. Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
2. Visually inspects endoscope for holes, tears, or other gross damage.		
3. Wipes down Electrical Contacts with disinfectant wipe. Assure soaking cap is attached if the endoscope requires one.		
4. Begins filling sink with pre-determined volume of water		
5. Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
6. Articulates distal tip of scope to confirm leak tester maintains pressure		

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7. Submerges entire endoscope in tap water for 60 seconds *Do not submerge dial end of leak tester		
8. Checks for leaks at control knob, insertion tube, distal tip		
9. If no leak is detected, removes endoscope from water. Releases air pressure and disconnects leak tester from the endoscope		
10. Verbalizes steps if a FAILED test result is indicated a. Reconnect and re-test b. If endoscope fails again, observe endoscope c. If inflated, submerge in water, and locate leak d. Proceed with manual cleaning and HLD of endoscope while keeping leak tester attached and pressurized e. Remove endoscope from service and contact clinical engineering to send endoscope out for repair		
11. Using sink with pre-determined volume of tap water, doses sink with detergent IFU using medicine cup. Measure 1/3 ounce per gallon of water. Water temperature must be 68 – 95 degrees Fahrenheit.		
12. Places endoscope in sink		
13. Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth two (2) times		
14. Keeps endoscope immersed in detergent solution while wiping down		
15. Drains sink while rinsing down the sides of the sink		
16. Refills sink with fresh tap water until the scope is fully submerged and gently agitates the scope for 20 seconds to assist with rinsing		
17. Wipes down all external surfaces using clean single use lint-free cloth		
18. Drains sink		
19. Repeats steps 16 through 18 to complete 2 full rinses and wipe downs		
20. Inspects all areas of endoscope for residual debris. Verbalizes that if any debris remains, will repeat entire cleaning process until all debris is removed		
21. Loads endoscope into scope reprocessor and attaches endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups		

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22. Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID).		
23. Once disinfection process is complete, operator dips a test strip for 1 second into the disinfectant sample port and then starts a 30 second timer. After the 30 seconds, operator verifies that the test strip indicates that the minimum recommended concentration was met for the cycle and presses the "HLD Pass" button on the control button. The log will print and can be placed in the scope reprocessing log		
24. Verbalizes steps for a "Failed" test strip. <ul style="list-style-type: none"> a. If test strip indicates a failure, rerun the cycle and retest b. If test strip indicates a failure again, open a new bottle of the test strips and test the concentration again, with a new test strip. c. If it continues to fail, contact Medivators Technical Support 		
25. Removes endoscope from scope reprocessor and places it in a clean dry scope tray		
26. Dries scope using a clean single use lint-free cloth		
27. Transports scope to the scope cabinet in an enclosed container		
28. Hangs scope in scope cabinet with scope tag indicating reprocessing date, the 14-day expiration date, and initials		

Ambulatory ENT Rhino-Laryngoscope and Sinus Scope Reprocessing Skills DAHS-NSCAMBENTRLSSR

References:		
<ol style="list-style-type: none"> 1. Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes 2. Olympus Sinus Scope WA96200a 3. Olympus Rhino-Laryngoscope ENF Type VQ 4. Olympus Rhino-Laryngoscope ENF Type V2 5. Scope Buddy Plus User Manual 6. Veriscan LT Quick Start Guide 7. Medivators DSD Edge User Manual 		

1. Dons Personal Protective Equipment (PPE) including long sleeve gown, gloves, mask, face shield, and hair cover		
2. Immediately after scope is removed from patient, wipes entire insertion section of endoscope from the boot at the control section toward the distal end with a sponge that has been dipped in water and detergent		
3. Notes preclean time. Doffs dirty PPE. Transports endoscope to reprocessing area in an enclosed container that is leakproof, puncture resistant and labeled as biohazardous		
4. Dons clean PPE in scope reprocessing room. Connects endoscope to the dry leak tester, presses START. Enters endoscope ID number and presses CONTINUE		

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Ambulatory ENT Rhino-Laryngoscope and Sinus Scope Reprocessing Skills, continued DAHS-NSCAMBENTRLSSR		

5. When tone sounds, turns all angulation knobs, and presses all buttons. Presses CONTINUE		
6. A tone will sound indicating test completion and Pass/Fail is displayed on the screen. Presses PRINT for printout		
7. Verbalizes steps if a FAILED test result is indicated: <ul style="list-style-type: none"> a. Reconnect and re-test b. If endoscope fails again, press CONST AIR and observe endoscope distal end c. If inflated, submerge in water; look for air leak d. Proceed with manual cleaning and HLD of endoscope e. Remove endoscope from service and contact clinical engineering to send scope out for repair 		
8. Scope Buddy Plus: Need to program Manually, enter User ID, Enter Scope Number, Enter Pt ID. Select Dosing and change to 66		
9. Fills sink with pre-determined volume of water and doses sink with detergent using the Scope Buddy Plus		
10. Thoroughly wipes all external surfaces of endoscope using a clean lint-free cloth. Keeps scope immersed in detergent solution while cleaning for 1 minute		
11. Drains water, refills sink with water and rinses endoscope using clean lint-free cloth. Keeps scope immersed in water while cleaning to remove debris		
12. Inspects all areas of endoscope for residual debris. Verbalizes that if any debris remains, will repeat the entire cleaning process until all debris is removed		
13. Loads endoscope into scope reprocessor and attaches endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups		
14. Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		
15. Once the disinfection process is complete, operator dips a test strip for 1 second into the disinfectant sample port and then starts a 30 second timer. After the 30 seconds, operator verifies that the test strip indicates that the minimum recommended concentration was met for the cycle and presses the "HLD Pass" button on the control button. The log will print and can be placed in the scope reprocessing log		
16. Verbalizes steps for a "Failed" test strip: <ul style="list-style-type: none"> a. If test strip indicates a failure, rerun the cycle and retest b. If test strip indicates a failure again, open new bottle of test strips; test the concentration again with a new test strip c. If it continues to fail, contact Medivators Technical Support 		
17. Removes endoscope from scope reprocessor and places it in a clean dry scope tray		
18. Dries scope using a clean lint-free cloth		

Ambulatory High Level Disinfection

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Ambulatory ENT Rhino-Laryngoscope and Sinus Scope Reprocessing Skills, continued DAHS-NSCAMBENTRLSSR	Date	Verifier Initials
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19. Transports scope to scope cabinet in an enclosed container		
20. Hangs scope in scope cabinet. Applies scope tip protector and scope tag indicating scope reprocessing date, the 14-day expiration date, and initials		
21. Veriscan Quality Control a. Quality Control is done once before use b. Remove the connector from the veriscan machine c. Click Start and enter 1, 2, 3 d. Click Continue e. Document on the Veriscan log, QA passed or failed f. Print receipt g. Place receipt on the ENT log and write QA on the receipt		
22. Documentation: in EPIC, document in patient's chart the scope used		
23. Sinus Scope Endoscope: Reprocess only; it does not need a leak test		

Ambulatory ENT Rigid Scope Reprocessing DAHS-NSCAMBENTRSR

- References:**
- [Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes](#)
 - Karl Storz Reprocessing Manual
 - Medivators DSD Edge User Manual

1. Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
2. Visually inspects scope for dents and looks through the lens for any damage		
3. Verbalizes steps if damaged a. Proceed with manual cleaning and HLD of endoscope b. Remove endoscope from service and contact Clinical Engineering to send endoscope out for repair		
4. Thoroughly rinses scope for a minimum of 2 minutes with tap water to remove all gross debris		

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	Date
	Verifier Initials

Ambulatory ENT Rigid Scope Reprocessing DAHS-NSCAMBENTRSR, continued		
5. Begins filling container with pre-determined volume of water		
6. Using container with pre-determined volume of tap water, doses container with detergent IFU using medicine cup. Measure 1/3 ounce per gallon of water. Water temperature must be 68 – 95 degrees Fahrenheit		
7. Completely immerses scope in detergent solution		
8. Keeps immersed for a minimum of 5 minutes		
9. While immersed carefully wipes down exterior of the scope with a clean lint-free single use cloth		
10. After immersed period, removes the scope from the detergent solution		
11. Prepares a container of clean tap water and immerses scope in the clean water		
12. Gently agitates the scope while immersed and keep immersed for minimum of 1 minute		
13. Discards water and prepares another container of clean tap water		
14. Repeats clean water rinse steps 11-13 a total of 3 times		
15. Dries scope using a clean single use lint-free cloth		
16. Inspects all areas of endoscope for residual debris. Verbalizes that if any debris remains, will repeat the entire cleaning process until all debris is removed		
17. Loads scope into the scope reprocessor basin		
18. Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (SCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		

Ambulatory High Level Disinfection

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	Date	Verifier Initials
Ambulatory ENT Rigid Scope Reprocessing, continued DAHS-NSCAMBENTRSR		

19. Once the disinfection process is complete, operator dips a test strip for 1 second into the disinfectant sample port and then starts a 30 second timer. After the 30 seconds, operator verifies that the test strip indicates that the minimum recommended concentration was met for the cycle and presses the "HLD Pass" button on the control button. The log will print and can be placed in the scope reprocessing log		
20. Verbalizes steps for a "Failed" test strip. a. If test strip indicates a failure, rerun the cycle and retest. b. If test strip indicates a failure again, open a new bottle of the test strips and test the concentration again, with a new test strip. c. If it continues to fail, contact Medivators Technical Support		
21. Removes endoscope from the scope reprocessor and places it in a clean dry scope tray		
22. Dries scope using a clean single use lint-free cloth		
23. Places scope in clean peel pouch, writing reprocessing date, the 14-day expiration date, and initials		

ENT TNE Scope Reprocessing DAHS-NSCAMBENTTSR

References:		
<ol style="list-style-type: none"> Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes Pentax Reprocessing Manual Scope Buddy Plus User Manual Verify Resi-Test Slide-Thru Cleaning Indicator Work Instructions Medivators DSD Edge User Manual 		
1. Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
2. Visually inspects endoscope for holes, tears, or other gross damage		
3. Wipes down Electrical Contacts with disinfectant wipe. Assure soaking cap is attached if the endoscope requires one		
4. Detaches all removable parts		
5. Begins filling sink with pre-determined volume of water		
6. Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
7. Articulates the distal tip of scope to confirm leak tester maintains pressure		

Ambulatory High Level Disinfection

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	Date	Verifier Initials
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ENT TNE Scope Reprocessing, continued DAHS-NSCAMBENTTSR

8. Submerges entire endoscope in tap water for 60 seconds *Do not submerge dial end of leak tester		
9. Checks for leaks at control knob, insertion tube, all channels, including distal tip, valve ports, and connectors		
10. If no leak is detected, removes endoscope from water. Release air pressure and disconnect leak tester from endoscope		
11. Verbalizes steps if a FAILED test result is indicated. <ul style="list-style-type: none"> a. Reconnect and re-test b. If endoscope fails again, observe endoscope c. If inflated, submerge in water, and locate leak d. Proceed with manual cleaning and HLD of endoscope while keeping leak tester attached and pressurized e. Remove endoscope from service and contact clinical engineering to send endoscope out for repair 		
12. Using sink with pre-determined volume of tap water, doses sink with detergent using the Scope Buddy Plus		
13. Places endoscope in sink		
14. Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth		
15. Cleans inside suction valve, air/water valve, biopsy port opening, all other channel openings with appropriate size and type brush		
16. Presses PLAY on the Scope Buddy Plus to start the brushing timer		
17. Inserts proper brush per IFU, feeding it through the entire valve and channel system of endoscope		
18. Keeps endoscope immersed in the detergent solution while brushing each channel		
19. Inspects bristles for debris and cleans bristles in the detergent solution using gloved fingertips to remove any debris		
20. Repeats brushing steps until no debris is observed upon inspection of the brush. Brush must pass twice in each channel or port		
21. Cleans all internal and external surfaces of reusable valves		

Ambulatory High Level Disinfection
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	Date	Verifier Initials
ENT TNE Scope Reprocessing, continued DAHS-NSCAMBENTTSR		

22. Inserts brush straight into the suction nipple and uses short gentle strokes to feed the brush through the channel until it emerges from the 45-degree suction valve of the endoscope. Refers to steps 17-20		
23. Inserts the brush straight into the suction control valve and uses short gentle strokes to feed the brush through the channel until it emerges from the distal end of the endoscope. Refers to steps 17-20		
24. Inserts large bristle brush into instrument channel inlet until brush stops, then rotates brush one full revolution. Pulls the brush out of the port. Refers to steps 17-20		
25. Inserts large bristle brush inside suction control valve until brush stops, then rotates brush one full revolution. Pulls brush out of the port. Refers to steps 17-20		
26. Manually brush the Air/Water channels by locating the ports. Insert brush into each hole. Gently advance brush until it hits the cylinder wall. Do not force. Pulls brush out of the port. Refers to steps 17-20		
27. Cleans the Air channel on the control body by attaching the Adapter to receptacle. Inserts the brush into the guide. Using a slow back and forth motion to scrub wall surfaces. Refers to steps 17-20		
28. Follows instructions on the Scope Buddy Plus for the Flushing step		
29. Drains sink while rinsing down sides of the sink		
30. Follows instructions on the Scope Buddy Plus for the Air Purge step		
31. Refills sink with fresh water until scope is fully submerged and gently agitates scope to assist with rinsing		
32. Follows instructions on the Scope Buddy Plus for the Rinsing step		
33. Drains sink		
34. Follows instructions on the Scope Buddy Plus for the second Air Purge step		
35. Manual Cleaning Validation performed at least weekly (if the endoscope is not in use that often, cleaning validation must be done at least as often as the required hang time)		

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	Date	Verifier Initials
ENT TNE Scope Reprocessing, continued DAHS-NSCAMBENTTSR		

**Loaner endoscopes and return from repair endoscopes must have a Manual Cleaning Validation performed prior to use		
1. Verifies that there is a Resi-test positive control performed and documented for that week (positive control required once per week)		
2. Changes gloves prior to performing Resi-Test brushing. Chooses the appropriate VERIFY RESI-TEST SLIDE-THRU brush for the lumen being tested		
3. Selects an Instrument Solution vial from the kit and adheres a white Instrument Test label to the vial. Removes cap from vial and places vial in viewing box slot labeled Instrument Test		
4. Removes brush from packaging and inspects it. If damage to brush is present, does not proceed. Obtains and inspects another brush and proceeds only with an undamaged brush. NOTE: Does not place unpackaged brush on any surface or touch brush discs with bare hands as this can contaminate the brush with protein and provide false positive results		
5. Moistens brush disc and the leader end (non-disc end) of brush with potable or sterile water		
6. Inserts leader end of brush through the suction control valve		
7. Advances brush through lumen until leader end of brush appears, continues to pull the brush completely through the lumen until the brush discs exit the lumen		
8. Using the cut method, cut the brush with clean scissors above the brush disc into instrument solution vial labeled instrument test. Recap vial. Agitates for a minimum of 10 seconds by swirling and rotating all discs to ensure contact with instrument solution		
9. Places Instrument Test vial back into viewing box Instrument Test slot and observes for a color change at 10 seconds. To determine if a color change is observed the user should compare against a white background. The IFU and wallchart provide a result interpretation chart that serves as an additional tool to aid in the determination of whether additional cleaning is needed. NOTE: An observable color change will occur ranging from grey to blue in various shades. A brighter blue color corresponds to greater protein residue. Verbalizes that any shade of blue indicates a failed test and requires the endoscope to be cleaned again and re-tested per the steps outlined above		
10. Once manual cleaning is completed and scope passes manual cleaning validation (if due), the external surfaces of the endoscope are dried by wiping with clean lint-free cloths		
11. Inspects all areas of the endoscope for residual debris. Verbalizes that if any debris remains, will repeat the entire cleaning process until all debris is removed		
12. Loads the endoscope into the scope reprocessor and attaches the endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups		

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	Date	Verifier Initials
ENT TNE Scope Reprocessing, continued DAHS-NSCAMBENTTSR		
13. Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		
14. Once the disinfection process is complete, operator dips a test strip for 1 second into the disinfectant sample port and then starts a 30 second timer. After the 30 seconds, the operator verifies that the test strip indicates that the minimum recommended concentration was met for the cycle and presses the "HLD Pass" button on the control button. The log will print and can be placed in the scope reprocessing log		
15. Verbalizes steps for a "Failed" test strip. <ol style="list-style-type: none"> If test strip indicates a failure, rerun the cycle and retest. If test strip indicates a failure again, open new bottle of test strips and test the concentration again, with a new test strip. If it continues to fail, contact Medivators Technical Support 		
16. Removes the endoscope from the scope reprocessor and places it in a clean dry scope tray		
17. Dries the scope using a clean single use lint-free cloth		
18. Transports the scope to the scope cabinet in an enclosed container		
19. Hangs the scope in the scope cabinet with the single use valve cage with reusable valves inside attached to the umbilical cable of endoscope plus the scope tag indicating reprocessing date, the 14-day expiration date, and initials		
Trophon2 Ultrasound Probe Reprocessing DAHS-NSCTUPDN23		
References:		
<ol style="list-style-type: none"> UC Davis Health Policy 11034: Cleaning and High-Level Disinfection – Endocavitary Probes and Attachment 1: Trophon Job Aid Handling of Reusable Instruments-Outpatient UC Davis Health Policy 11023: Hand Hygiene UC Davis Health Policy 2111: Disinfection in Patient Care Areas 		
Complete Nanosonics online training: completed every 12 months Home USA Nanosonics Academy		
Cleans ultrasound probe after use: <ol style="list-style-type: none"> Performs hand hygiene and dons PPE (gloves at minimum) Removes probe cover and discards Doff gloves, perform hand hygiene, and don new PPE (gloves at minimum) Removes organic material using hospital approved/manufacturer approved disinfectant wipe. Cleans from the handle of probe moving up toward the tip of probe. Uses a new wipe and cleans/disinfects cord 		

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<i>Trophon2 Ultrasound Probe Reprocessing DAHS-NSCTUPDN23, continued</i>	Date	Verifier Initials
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<p>Transport:</p> <ol style="list-style-type: none"> Places probe in clean transport bin Doffs PPE and performs hand hygiene Secures lid and transports to soiled utility room for processing 		
<p>Processing using trophon2:</p> <ol style="list-style-type: none"> Leaves probe in transport bin while performing hand hygiene and indicator steps. Places indicator in trophon2 (checks indicator expiration on box) Performs hand hygiene and dons PPE (gloves at minimum) Uses lint free wipe to wipe ultrasound probe Places ultrasound probe in trophon2 machine Secures door Follows machine prompts Cleans exterior of trophon2 with approved disinfectant wipe Uses new wipes (4) to clean transport bin. Allows for recommended wet contact time and allow to dry per Policy 2111 before closing bin Use new wipe to clean prep area; allows for recommended wet contact time and allow to dry per Policy 2111 Doffs PPE and performs hand hygiene Places patient demographic label and staff initials in logbook under patient details Places trophon2 documentation sticker under HLD cycle details 		
<p>Processing complete</p> <ol style="list-style-type: none"> Performs hand hygiene and dons PPE (gloves at minimum) Gathers lint free cloth and a clean probe cover Opens trophon2 door Gently wipes probe with lint free cloth to ensure dry Place probe into clean probe cover and seal with twist tie Verifies indicator pass or fail disinfection process on the screen Doff PPE and perform hand hygiene Initial trophon2 label indicating that the correct date and time printed on label and affix to logbook in designated area. Affix and initial a second printed label onto the probe cover with the probe. 		
<p>Trouble shooting</p> <ol style="list-style-type: none"> Check expiration date on chemical indicator/open new box as needed Check expiration date on Sonex solution/purge machine as needed/replace Sonex solution as needed Reprocesses; if fails, contact Clinical Engineering, follows processing instructions per clinical site 		

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	Date	Verifier Initials
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Ambulatory Urology Endoscope Reprocessing DAHS-NSCAMBUER

References:

1. [UC Davis Health Policy 11028: Cleaning and High Level Disinfection - Endoscopes](#)
2. Olympus EVIS EXERA III Reprocessing Manual
3. Scope Buddy Plus User Manual
4. Verify Resi-Test Slide-Thru Cleaning Indicator Work Instructions
5. Medivators DSD Edge User Manual

1. Dons Personal Protective Equipment (PPE) including impervious long sleeved gown, 16" Nitrile Purple Gloves, mask, face shield, and hair cover		
2. When procedure is done, places a patient demographic label in the scope bin		
3. Starts bedside scope cleaning: <ol style="list-style-type: none"> a. Places entire scope in scope bin b. Opens flexible endoscope bedside pre-clean kit c. Wipes entire scope with cleaning pad from kit d. Fills a 30 ml syringe with detergent solution and flush solution through the instrument channel. Repeat two additional times (for a total of 90 ml). e. Fills 30 ml syringe with clean water from the basin and flush water through the instrument channels f. Fills a 30 ml syringe with air and inject air through the channel g. Empties all the left-over liquids including water into the scope bin h. Covers the scope bin with red biohazard tray liner 		
4. Places the lid over the scope bin. Doffs PPE after pre-cleaning the scope, transports it to the processing room, and then dons new PPE.		
5. Notes preclean time. Transports endoscope to processing room in an enclosed container that is leakproof, puncture resistant and labeled as biohazardous		
6. Once in processing room, takes scope out of bin; places it on the dirty side of the counter		
7. Dumps all liquids from scope bin into the dirty side sink		
8. Cleans scope bin with hospital approved disinfectant wipe and places it on the clean side of the room		
9. Fills the sink with 3 gallons of water from the faucet and checks that both temperature sensors of the scope buddy plus are in the sink (Temperature 68°F-95°F)		

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	Date	Verifier Initials
Ambulatory Urology Endoscope Reprocessing, continued DAHS-NSCAMBUER		

10. Visually assesses the scope for any physical damage		
11. Prior to placing scope under water: <ul style="list-style-type: none"> a. Attaches scope to the leak tester. b. Turns leak tester on and wait 10-15 seconds before placing scope into water. c. Checks scope for any visual signs of damage or tears. 		
12. Places scope in water <ul style="list-style-type: none"> a. Looks for any signs of bubbles along shaft of scope, end of scope or handle area. b. Moves tip of scope back and forth several times to make sure there are no signs of air bubbles. 		
13. If scope fails leak test: <ul style="list-style-type: none"> a. Reconnects and re-tests b. If endoscope fails again, repeats leak tester test as above c. If endoscope fails again, proceeds with manual cleaning and HLD of endoscope. Removes endoscope from service and contacts Clinical Engineering to send scope out for repair 		
14. Removes scope from water, turns leak tester off and burps the tester before detaching from the scope		
15. Places entire scope in sink, making sure all parts of the scope are under water		
16. Using the Scope Buddy Plus: manually enters User ID, Endoscope ID		
17. Ensures sink is filled with correct volume and doses detergent into sink		
18. Removes port adapter and breaks down into 4 or 5 pieces, places in small basin to soak		
19. Soaks the adapter for two minutes using the water from the sink with the detergent		
20. Wipes entire length of scope with a lint free wash cloth		
21. Brushing: brushing step is turned ON; desired time is set and PLAY automatic		
22. Using disposable brushes, passes brush through port channel in a back-and-forth movement, allowing the end of the brush to be seen outside the tip of the scope. Repeats cleaning channels three times or until no debris is visible		

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	Date	Verifier Initials
Ambulatory Urology Endoscope Reprocessing, continued DAHS-NSCAMBUER		

23. Using the small/large end of the brush, cleans all openings of the port adapter, then places the unassembled reusable adapters in a mesh then places them in the Medivator. If using disposable adapters this step is skipped		
24. Before aspiration, attaches the Scope Buddy Plus to port adapter using appropriate Medivator adapter		
25. Removes strainer from aspiration tube		
26. Aspiration: using OLYMPUS® Endoscopes, sets up endoscope for aspiration and presses PLAY		
27. Places strainer back on aspiration tube		
28. Flushing: Sets up endoscope for flushing and presses PLAY. Default time is 1:35 for all endoscopes		
29. Air Purge 1 of 2: Lifts strainer out of fluid, drains sink, presses PLAY		
30. Air Purge 2 of 2: Lifts strainer out of fluid, drains sink, presses PLAY		
31. Fills sink with 3 gallons of water		
32. Submerges scope for the final rinse		
33. Drains sink		
34. Pulls scope out of sink; wipes it with clean lint free cloth while visually inspecting the scope again		
35. Places scope in (Medivator) scope reprocessor and attaches endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups. Doffs gloves, performs hand hygiene, dons fresh gloves. Runs the machine according to Medivator instructions (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID).		
36. Cleans the area		
37. Wipes down leak tester, Scope Buddy Plus, rinsing bucket and sinks with hospital approved disinfectant		

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	Date	Verifier Initials
Ambulatory Urology Endoscope Reprocessing, continued DAHS-NSCAMBUER		
38. Doffs PPE and performs hand hygiene		
39. Once disinfection process is complete, dips a test strip for one second into the disinfectant sample port and then starts a 30 second timer. After 30 seconds, verifies the test strip indicates that the minimum recommended concentration was met for the cycle and presses the "HLD Pass" button on the control button. The log will print and can be placed in the scope reprocessing log		
40. Verbalizes steps for a "Failed" test strip. <ul style="list-style-type: none"> a. If test strip indicates a failure, reruns the cycle and retest. b. If test strip indicates a failure again, opens a new bottle of the test strips and test the concentration again, with a new test strip. c. If it continues to fail, contact Medivators Technical Support 		
41. Removes endoscope from scope reprocessor; places it in a clean dry scope tray		
42. Dries scope with sterile towel		
43. Transports scope to the scope cabinet in an enclosed container		
44. Hangs scope in scope cabinet and applies scope tip protector and scope tag indicating the scope reprocessing date, the 14-day expiration date, and initials		
Manual Cleaning Validation performed every Friday (if the endoscope is not in use that often, cleaning validation must be done at least as often as the required hang time).		
1. Verifies that there is a positive control performed and documented for that week (positive control required once per week)		
2. Chooses the appropriate VERIFY RESI-TEST SLIDE-THRU brush for the lumen being tested		
3. Selects an Instrument Solution vial from the kit and adheres a white Instrument Test label to the vial. Removes cap from vial; places vial in viewing box slot labeled Instrument Test		
4. Removes brush from packaging and inspects it. If damage to brush is present, does not proceed. Obtains and inspects another brush and proceeds only with an undamaged brush. NOTE: Does not place unpackaged brush on any surface or touch brush discs with bare hands as this can contaminate the brush with protein and provide false positive results		
5. Moistens brush disc and the leader end (non-disc end) of brush with potable or sterile water		

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	Date	Verifier Initials
<i>Ambulatory Urology Endoscope Reprocessing, continued</i> DAHS-NSCAMBUER		

6. Inserts leader end of brush through the instrument (working) channel		
7. Advances brush through lumen until leader end of brush appears, continues to pull the brush completely through the lumen until the brush discs exit the lumen		
8. Using the dip method, places brush discs into the vial labeled Instrument Test. Agitates for a minimum of 10 seconds by swirling and rotating all discs to ensure contact with instrument solution		
9. Places Instrument Test vial back into viewing box Instrument Test slot and observes for a color change at 10 seconds. To determine if a color change is observed the user should compare against a white background. The IFU and wallchart provide a result interpretation chart that serve as an additional tool to aid in the determination of whether additional cleaning is needed. NOTE: An observable color change will occur ranging from grey to blue in various shades. A brighter blue color corresponds to greater protein residue. Verbalizes that any shade of blue indicates a failed test and requires the endoscope to be cleaned again and re-tested per the steps outlined above		