Ambulatory High-Level Disinfection	
Name:	**Employee ID #:**
Unit:	**Title:**
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Skill/Learning: Not all skills are applicable to all 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		
GI Scope Reprocessing	DAHS-NSCGISRS24		
OPA Cidex	DAHS-NSCOPA25		

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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

	Date	Verifier Initials
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.		
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		

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Ambulatory ENT Autoclave Steam Sterilization DAHS-NSCAMBENTASS, continued	**Date**	**Verifier Initials**
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. • 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		
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		

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Ambulatory ENT Autoclave Steam Sterilization DAHS-NSCAMBENTASS, continued	**Date**	**Verifier Initials**
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		

Ambulatory ENT Bronchoscope Reprocessing DAHS-NSCAMBENTBR

References:

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

	Date	**Verifier Initials**
Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
Visually inspects endoscope for holes, tears, or other gross damage		
Wipes down Electrical Contacts with disinfectant wipe. Assures soaking cap is attached if the endoscope requires one		

Ambulatory High-Level Disinfection	
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Ambulatory ENT Bronchoscope Reprocessing, continued DAHS-NSCAMBENTBR	**Date**	**Verifier Initials**
Detaches all removable parts		
Begins filling sink with pre-determined volume of water		
Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
Articulates the distal tip of scope to confirm leak tester maintains pressure		
Submerges entire endoscope in tap water for 60 seconds. *Do not submerge dial end of leak tester		
Checks for leaks at control knob, insertion tube, all channels, including the distal tip, valve ports, and connectors		
If no leak detected, removes endoscope from water. Releases air pressure; disconnects leak tester from endoscope		
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		
Using sink with pre-determined volume of tap water, doses sink with detergent using the Scope Buddy Plus		
Places endoscope in sink		
Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth		
Cleans inside suction valve, air/water valve, biopsy port opening, all other channel openings with appropriate size and type brush		
Presses PLAY on the Scope Buddy Plus to start brushing timer		
Inserts the proper brush per IFU, feeding it through the entire valve and channel system of endoscope		
Keeps endoscope immersed in the detergent solution while brushing each channel		
Inspects bristles for debris and cleans bristles in detergent solution using gloved fingertips to remove any debris		
Repeats brushing steps until no debris is observed upon inspection of brush. Brush must pass twice in each channel or port		
Cleans all internal and external surfaces of reusable valves		

Ambulatory High-Level Disinfection	
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Ambulatory ENT Bronchoscope Reprocessing, continued DAHS-NSCAMBENTBR	**Date**	**Verifier Initials**
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		
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		
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		
Follows instructions on the Scope Buddy Plus for the Flushing step		
Drains sink while rinsing down the sides of the sink		
Follows instructions on the Scope Buddy Plus for the Air Purge step		
Refills sink with fresh water until the scope is fully submerged and gently agitates the scope to assist with rinsing		
Follows the instructions on the Scope Buddy Plus for the Rinsing step		
Drains sink		
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		
Verifies that there is a Resi-test positive control performed and documented for that week (positive control required once per week)		
Changes gloves prior to performing Resi-Test brushing. Chooses the appropriate VERIFY RESI-TEST SLIDE-THRU brush for the lumen being tested		
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		
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		
Moistens brush disc and the leader end (non-disc end) of brush with potable or sterile water		
Inserts leader end of brush through the suction control valve		
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		
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		

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Ambulatory ENT Bronchoscope Reprocessing, continued DAHS-NSCAMBENTBR	**Date**	**Verifier Initials**
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		
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		
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		
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		
Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		
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.		
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		
Removes the endoscope from the scope reprocessor and places it in a clean dry scope tray		
Dries the scope using a clean single use lint-free cloth		
Transports the scope to the scope cabinet in an enclosed container		
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-NSCAMBENTOFSR		
References: 1. Olympus Reprocessing Manual 2. Medivators DSD Edge User Manual 3. Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes		
	Date	**Verifier Initials**
Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		

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Ambulatory ENT OLYMPUS FLEX Scope Reprocessing, continued DAHS-NSCAMBENTOFSR	**Date**	**Verifier Initials**
Visually inspects the endoscope for holes, tears, or other gross damage		
Begins filling sink with pre-determined volume of water		
Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
Articulates distal tip of scope to confirm leak tester maintains pressure		
Submerges entire endoscope in tap water for 30 seconds *Do not submerge dial end of leak tester		
Checks for leaks at control knob, insertion tube, distal tip.		
If no leak is detected, removes endoscope from water. Release air pressure and disconnect leak tester from the endoscope.		
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		
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.		
Places endoscope in sink.		
Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth.		
Keeps the endoscope immersed in the detergent solution for 1 minute while wiping down		
Drains the sink while rinsing down the sides of the sink.		
Refills the sink with fresh tap water until the scope is fully submerged and gently agitates the scope to thoroughly rinse.		
Drains the sink.		
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.		
Wipes down all external surfaces using clean single use lint-free cloth		
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 OLYMPUS FLEX Scope Reprocessing, continued DAHS-NSCAMBENTOFSR	**Date**	**Verifier Initials**
Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID).		
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.		
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		
Removes the endoscope from the scope reprocessor and places it in a clean dry scope tray		
Dries the scope using a clean single use lint-free cloth		
Transports the scope to the scope cabinet in an enclosed container		
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-NSCAMBENTPFSR

References:
1. Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes
2. Pentax Reprocessing Manual
3. Medivators DSD Edge User Manual

	Date	**Verifier Initials**
Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
Visually inspects endoscope for holes, tears, or other gross damage.		
Wipes down Electrical Contacts with disinfectant wipe. Assure soaking cap is attached if the endoscope requires one.		
Begins filling sink with pre-determined volume of water		
Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
Articulates distal tip of scope to confirm leak tester maintains pressure		
Submerges entire endoscope in tap water for 60 seconds *Do not submerge dial end of leak tester		
Checks for leaks at control knob, insertion tube, distal tip		

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Ambulatory ENT Pentax Flex Scope Reprocessing, continued DAHS-NSCAMBENTPFSR	**Date**	**Verifier Initials**
If no leak is detected, removes endoscope from water. Releases air pressure and disconnects leak tester from the endoscope		
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		
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.		
Places endoscope in sink		
Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth two (2) times		
Keeps endoscope immersed in detergent solution while wiping down		
Drains sink while rinsing down the sides of the sink		
Refills sink with fresh tap water until the scope is fully submerged and gently agitates the scope for 20 seconds to assist with rinsing		
Wipes down all external surfaces using clean single use lint-free cloth		
Drains sink		
Repeats steps 16 through 18 to complete 2 full rinses and wipe downs		
Inspects all areas of endoscope for residual debris. Verbalizes that if any debris remains, will repeat entire cleaning process until all debris is removed		
Loads endoscope into scope reprocessor and attaches endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups		
Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID).		
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		
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		
Removes endoscope from scope reprocessor and places it in a clean dry scope tray		

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Ambulatory ENT Pentax Flex Scope Reprocessing, continued DAHS-NSCAMBENTPFSR	**Date**	**Verifier Initials**
Dries scope using a clean single use lint-free cloth		
Transports scope to the scope cabinet in an enclosed container		
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:

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

	Date	**Verifier Initials**
Dons Personal Protective Equipment (PPE) including long sleeve gown, gloves, mask, face shield, and hair cover		
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		
Notes preclean time. Doffs dirty PPE. Transports endoscope to reprocessing area in an enclosed container that is leakproof, puncture resistant and labeled as biohazardous		
Dons clean PPE in scope reprocessing room. Connects endoscope to the dry leak tester, presses START. Enters endoscope ID number and presses CONTINUE		
When tone sounds, turns all angulation knobs, and presses all buttons. Presses CONTINUE		
A tone will sound indicating test completion and Pass/Fail is displayed on the screen. Presses PRINT for printout		
Verbalizes steps if a FAILED test result is indicated: 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		
Scope Buddy Plus: Need to program Manually, enter User ID, Enter Scope Number, Enter Pt ID. Select Dosing and change to 66		
Fills sink with pre-determined volume of water and doses sink with detergent using the Scope Buddy Plus		
Thoroughly wipes all external surfaces of endoscope using a clean lint-free cloth. Keeps scope immersed in detergent solution while cleaning for 1 minute		

Ambulatory High-Level Disinfection	
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Ambulatory ENT Rhino-Laryngoscope and Sinus Scope Reprocessing Skills, continued DAHS-NSCAMBENTRLSSR	**Date**	**Verifier Initials**
Drains water, refills sink with water and rinses endoscope using clean lint-free cloth. Keeps scope immersed in water while cleaning to remove debris		
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		
Loads endoscope into scope reprocessor and attaches endoscope hookup connections to the basin connections. Verifies there are no kinks in the hookups		
Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		
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		
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 new bottle of test strips; test the concentration again with a new test strip c. If it continues to fail, contact Medivators Technical Support		
Removes endoscope from scope reprocessor and places it in a clean dry scope tray		
Dries scope using a clean lint-free cloth		
Transports scope to scope cabinet in an enclosed container		
Hangs scope in scope cabinet. Applies scope tip protector and scope tag indicating scope reprocessing date, the 14-day expiration date, and initials		
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		
Documentation: in EPIC, document in patient’s chart the scope used		
Sinus Scope Endoscope: Reprocess only; it does not need a leak test		

Ambulatory High-Level Disinfection	
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Unit:	**Title:**
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Ambulatory ENT Rigid Scope Reprocessing DAHS-NSCAMBENTRSR

References:

1. Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes
2. Karl Storz Reprocessing Manual
3. Medivators DSD Edge User Manual

	Date	Verifier Initials
Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
Visually inspects scope for dents and looks through the lens for any damage		
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		
Thoroughly rinses scope for a minimum of 2 minutes with tap water to remove all gross debris		
Begins filling container with pre-determined volume of water		
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		
Completely immerses scope in detergent solution		
Keeps immersed for a minimum of 5 minutes		
While immersed carefully wipes down exterior of the scope with a clean lint-free single use cloth		
After immersed period, removes the scope from the detergent solution		
Prepares a container of clean tap water and immerses scope in the clean water		
Gently agitates the scope while immersed and keep immersed for minimum of 1 minute		
Discards water and prepares another container of clean tap water		
Repeats clean water rinse steps 11-13 a total of 3 times		
Dries scope using a clean single use lint-free cloth		

Ambulatory High-Level Disinfection	
Name:	**Employee ID #:**
Unit:	**Title:**
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Ambulatory ENT Rigid Scope Reprocessing DAHS-NSCAMBENTRSR, continued	**Date**	**Verifier Initials**
Loads scope into the scope reprocessor basin		
Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (SCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		
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		
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		
Removes endoscope from the scope reprocessor and places it in a clean dry scope tray		
Dries scope using a clean single use lint-free cloth		
Places scope in clean peel pouch, writing reprocessing date, the 14-day expiration date, and initials		

ENT TNE Scope Reprocessing DAHS-NSCAMBENTTSR

References:

1. Clinical Policy 11028: Cleaning and High-Level Disinfection - Endoscopes
2. Pentax Reprocessing Manual
3. Scope Buddy Plus User Manual
4. Verify Resi-Test Slide-Thru Cleaning Indicator Work Instructions
5. Medivators DSD Edge User Manual

	Date	**Verifier Initials**
Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, non-vinyl extended cuff gloves, mask, face shield, and hair cover		
Visually inspects endoscope for holes, tears, or other gross damage		
Wipes down Electrical Contacts with disinfectant wipe. Assure soaking cap is attached if the endoscope requires one		
Detaches all removable parts		
Begins filling sink with pre-determined volume of water		

Ambulatory High-Level Disinfection	
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ENT TNE Scope Reprocessing, continued DAHS-NSCAMBENTTSR	**Date**	**Verifier Initials**
Attaches handheld leak tester above the water and pressurizes leak tester while scope is dry		
Articulates the distal tip of scope to confirm leak tester maintains pressure		
Submerges entire endoscope in tap water for 60 seconds *Do not submerge dial end of leak tester		
Checks for leaks at control knob, insertion tube, all channels, including distal tip, valve ports, and connectors		
If no leak is detected, removes endoscope from water. Release air pressure and disconnect leak tester from endoscope		
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		
Using sink with pre-determined volume of tap water, doses sink with detergent using the Scope Buddy Plus		
Places endoscope in sink		
Thoroughly wipes all external surfaces of the endoscope using a clean lint-free single use cloth		
Cleans inside suction valve, air/water valve, biopsy port opening, all other channel openings with appropriate size and type brush		
Presses PLAY on the Scope Buddy Plus to start the brushing timer		
Inserts proper brush per IFU, feeding it through the entire valve and channel system of endoscope		
Keeps endoscope immersed in the detergent solution while brushing each channel		
Inspects bristles for debris and cleans bristles in the detergent solution using gloved fingertips to remove any debris		
Repeats brushing steps until no debris is observed upon inspection of the brush. Brush must pass twice in each channel or port		
Cleans all internal and external surfaces of reusable valves		
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		
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		

Ambulatory High-Level Disinfection	
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ENT TNE Scope Reprocessing, continued DAHS-NSCAMBENTTSR	**Date**	**Verifier Initials**
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		
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		
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		
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		
Follows instructions on the Scope Buddy Plus for the Flushing step		
Drains sink while rinsing down sides of the sink		
Follows instructions on the Scope Buddy Plus for the Air Purge step		
Refills sink with fresh water until scope is fully submerged and gently agitates scope to assist with rinsing		
Follows instructions on the Scope Buddy Plus for the Rinsing step		
Drains sink		
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		
Verifies that there is a Resi-test positive control performed and documented for that week (positive control required once per week)		
Changes gloves prior to performing Resi-Test brushing. Chooses the appropriate VERIFY RESI-TEST SLIDE-THRU brush for the lumen being tested		
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		
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		

Ambulatory High-Level Disinfection	
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ENT TNE Scope Reprocessing, continued DAHS-NSCAMBENTTSR	**Date**	**Verifier Initials**
Moistens brush disc and the leader end (non-disc end) of brush with potable or sterile water		
Inserts leader end of brush through the suction control valve		
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		
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		
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		
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		
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		
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		
Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID)		
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		
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 new bottle of test strips and test the concentration again, with a new test strip. c. If it continues to fail, contact Medivators Technical Support		
Removes the endoscope from the scope reprocessor and places it in a clean dry scope tray		
Dries the scope using a clean single use lint-free cloth		
Transports the scope to the scope cabinet in an enclosed container		
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		

Ambulatory High-Level Disinfection	
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Trophon2 Ultrasound Probe Reprocessing DAHS-NSCTUPDN23

References:

1. UC Davis Health Policy 11034: Cleaning and High-Level Disinfection – Endocavitary Probes
2. Handling of Reusable Instruments-Outpatient
3. UC Davis Health Policy 11023: Hand Hygiene
4. UC Davis Health Policy 2111: Disinfection in Patient Care Areas

	Date	Verifier Initials
Completes Nanosonics online training: completed every 12 months Home | USA Nanosonics Academy		
Cleans ultrasound probe after use: 1. Performs hand hygiene and dons PPE (gloves at minimum) 2. Removes probe cover and discards 3. Doff gloves, perform hand hygiene, and don new PPE (gloves at minimum) 4. Removes organic material using hospital approved/manufacturer approved disinfectant wipe. Using a second wipe, cleans/disinfects from the handle of probe moving up toward the tip of probe. Using a third wipe and cleans/disinfects cord. 5. If soiling of prob is significant, use additional wipes as needed. 6. Follows wet contact time of disinfectant wipe for each wipe application.		
Transport: 1. Use of transport bin is OPTIONAL 2. Doffs PPE and performs hand hygiene 3. If using transport bin, secures lid and transports to designated reprocessing area for processing		
Processing using trophon2: 1. If using transport bin, leaves probe in transport bin while performing hand hygiene and indicator steps. If not using bin, place probe on a clean surface. Places indicator in trophon2 (checks indicator expiration on box) 2. Performs hand hygiene and dons PPE (gloves at minimum) 3. Uses lint free wipe to wipe ultrasound probe 4. Places ultrasound probe in trophon2 machine 5. Secures door 6. Follows machine prompts 7. Cleans exterior of trophon2 with approved disinfectant wipe 8. If using transport bin, uses new wipes (4) to clean transport bin. Allows for recommended wet contact time and allow to dry per Policy 2111 before closing bin 9. Use new wipe to clean prep area; allows for recommended wet contact time and allow to dry per Policy 2111 10. Doffs PPE and performs hand hygiene 11. Places patient demographic label and staff initials in logbook under patient details 12. Places trophon2 documentation sticker under HLD cycle details		

Ambulatory High-Level Disinfection	
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Trophon2 Ultrasound Probe Reprocessing DAHS-NSCTUPDN23 continued	**Date**	**Verifier Initials**
Processing complete 1. Performs hand hygiene and dons PPE (gloves at minimum) 2. Gathers lint free cloth and a clean probe cover 3. Opens trophon2 door 4. Gently wipes probe with lint free cloth to ensure dry 5. Place probe into clean probe cover and seal with twist tie 6. Verifies indicator pass or fail disinfection process on the screen 7. Doff PPE and perform hand hygiene 8. 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.		
Trouble shooting 1. Check expiration date on chemical indicator/open new box as needed 2. Check expiration date on Sonex solution/purge machine as needed/replace Sonex solution as needed 3. Reprocesses; if fails, contact Clinical Engineering, follows processing instructions per clinical site		

Ambulatory Urology Endoscope Reprocessing DAHS-NSCAMBUER	**Date**	**Verifier Initials**
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		
	Date	**Verifier Initials**
Dons Personal Protective Equipment (PPE) including impervious long sleeved gown, 16” Nitrile Purple Gloves, mask, face shield, and hair cover		
When procedure is done, places a patient demographic label in the scope bin		
Starts bedside scope cleaning: 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		
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.		

Ambulatory High-Level Disinfection	
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Ambulatory Urology Endoscope Reprocessing, continued DAHS-NSCAMBUER	**Date**	**Verifier Initials**
Notes preclean time. Transports endoscope to processing room in an enclosed container that is leakproof, puncture resistant and labeled as biohazardous		
Once in processing room, takes scope out of bin; places it on the dirty side of the counter		
Dumps all liquids from scope bin into the dirty side sink		
Cleans scope bin with hospital approved disinfectant wipe and places it on the clean side of the room		
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)		
Visually assesses the scope for any physical damage		
Prior to placing scope under water: 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.		
Places scope in water 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.		
If scope fails leak test: 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		
Removes scope from water, turns leak tester off and burps the tester before detaching from the scope		
Places entire scope in sink, making sure all parts of the scope are under water		
Using the Scope Buddy Plus: manually enters User ID, Endoscope ID		
Ensures sink is filled with correct volume and doses detergent into sink		
Removes port adapter and breaks down into 4 or 5 pieces, places in small basin to soak		
Soaks the adapter for two minutes using the water from the sink with the detergent		
Wipes entire length of scope with a lint free wash cloth		

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Ambulatory Urology Endoscope Reprocessing, continued DAHS-NSCAMBUER	**Date**	**Verifier Initials**
Brushing: brushing step is turned ON; desired time is set and PLAY automatic		
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		
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		
Before aspiration, attaches the Scope Buddy Plus to port adapter using appropriate Medivator adapter		
Removes strainer from aspiration tube		
Aspiration: using OLYMPUS® Endoscopes, sets up endoscope for aspiration and presses PLAY		
Places strainer back on aspiration tube		
Flushing: Sets up endoscope for flushing and presses PLAY. Default time is **1:35** for all endoscopes		
Air Purge 1 of 2: Lifts strainer out of fluid, drains sink, presses PLAY		
Air Purge 2 of 2: Lifts strainer out of fluid, drains sink, presses PLAY		
Fills sink with 3 gallons of water		
Submerges scope for the final rinse		
Drains sink		
Pulls scope out of sink; wipes it with clean lint free cloth while visually inspecting the scope again		
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).		
Cleans the area		
Wipes down leak tester, Scope Buddy Plus, rinsing bucket and sinks with hospital approved disinfectant		
Doffs PPE and performs hand hygiene		
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		

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Ambulatory Urology Endoscope Reprocessing, continued DAHS-NSCAMBUER	**Date**	**Verifier Initials**
Verbalizes steps for a "Failed" test strip. 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		
Removes endoscope from scope reprocessor; places it in a clean dry scope tray		
Dries scope with sterile towel		
Transports scope to the scope cabinet in an enclosed container		
Hangs scope in scope cabinet and applies scope tip protector and scope tag indicating the scope reprocessing date, the14-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).		
Verifies that there is a positive control performed and documented for that week (positive control required once per week)		
Chooses the appropriate VERIFY RESI-TEST SLIDE-THRU brush for the lumen being tested		
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		
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		
Moistens brush disc and the leader end (non-disc end) of brush with potable or sterile water		
Inserts leader end of brush through the instrument (working) channel		
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		
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		
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		

Ambulatory High-Level Disinfection	
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GI Scope Reprocessing DAHS-NSCGISRS24	**Date**	**Verifier Initials**
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. Veriscan LT QuickStart Guide 5. Verify Resi-Test Slide-Thru Cleaning Indicator Work Instructions 6. Medivators DSD Edge User Manual		
	Date	**Verifier Initials**
Dons Personal Protective Equipment (PPE) including impervious long sleeve gown, gloves, mask, face shield, and hair cover.		
Immediately after the scope is removed from the patient, wipe the entire insertion section of the endoscope from the boot at the control section toward the distal end with a sponge that has been dipped in water and detergent.		
Immerses the distal end of the scope into the water/detergent. Depresses the suction valve and aspirate air for 10 seconds.		
Removes the distal end from the water/detergent. Depresses the suction valve and aspirate air for 10 seconds.		
Detaches the air/water valve from the endoscope and attaches the disposable air/water cleaning adapter.		
Immerses the distal end in the water/detergent. Depresses the button of the air-water cleaning adapter to flush the air channel with water from the water container for 10 seconds.		
Releases the button to flush the air/water channel with air for 10 seconds.		
Immerses the distal end in water/detergent and activates the flushing pump and flush the axillary water channel for 10 seconds.		
Notes preclean time. Doffs dirty PPE. Transports the endoscope to the reprocessing area in an enclosed container that is leakproof, puncture resistant and labeled as biohazardous.		
Dons clean PPE in the scope reprocessing room. Connects endoscope to the dry leak tester, press START. Enters the endoscope ID number and press CONTINUE.		
When tone sounds, turns all angulation knobs, and presses all video/camera buttons. Presses CONTINUE.		
A tone will sound indicating test completion and Pass/Fail is displayed on the screen. Presses PRINT for printout.		
Verbalizes steps if a FAILED test result is indicated. Reconnect and re-test. If endoscope fails again, press CONST AIR and observe endoscope distal end. If inflated, submerge in water, and look for air leak. Proceed with manual cleaning and HLD of endoscope. Remove endoscope from service and contact clinical engineering to send scope out for repair.		
Fills sink with pre-determined volume of water and doses sink with detergent using the Scope Buddy Plus.		
Places endoscope in sink.		
Thoroughly wipes all external surfaces of the endoscope using a clean lint-free cloth to include the insertion section, external surface control and the universal cord		
Presses PLAY on the Scope Buddy Plus to start the brushing timer.		

Ambulatory High-Level Disinfection	
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GI Scope Reprocessing DAHS-NSCGISRS24 continued	**Date**	**Verifier Initials**
Inserts the brush at a 45-degree angle into the suction cylinder and uses short strokes to feed the brush through the instrument channel until it emerges from the distal end of the endoscope. Keeps the endoscope immersed in the detergent solution while brushing.		
Inspects the bristles for debris and cleans the bristles in the detergent solution using gloved fingertips to remove any debris.		
Carefully pulls the brush out through the distal end of the endoscope.		
Repeats brushing steps until no debris is observed upon inspection of the brush.		
Inserts the brush straight (90-degree angle) into the suction cylinder and uses short strokes to feed the brush through the suction channel until it emerges from the suction connector on the endoscope connector. Carefully pulls brush out through the suction connector. Keeps the endoscope immersed in the detergent solution while brushing. Repeats brushing steps as outlined above.		
Inserts the brush into the instrument channel port and uses short strokes to feed the brush through the instrument channel until it emerges from the distal end of the endoscope. Carefully pulls the brush out through the distal end of the endoscope. Keeps the endoscope immersed in the detergent solution while brushing. repeats brushing steps as outlined above.		
Inserts the channel-opening cleaning brush into the suction cylinder until half the brush section is inserted and rotates brush one full revolution. Pulls the brush out of the cylinder. Inspects whether there is debris on the bristles. Cleans the bristles in the detergent solution using gloved fingertips to remove any debris. Repeats steps until no debris is observed upon inspection of the brush.		
Inserts the channel-opening cleaning brush into the instrument channel port until the brush handle touches the channel opening and rotates brush one full revolution. Pulls the brush out of the cylinder. Repeats brushing steps as outlined above.		
Follows the instructions on the Scope Buddy Plus for the Aspiration step.		
Follows the instructions on the Scope Buddy Plus for the Flushing step.		
Drains the sink while gently rinsing down the sides of the sink.		
Follows the instructions on the Scope Buddy Plus for the Air Purge step.		
Refills the sink with fresh water until the scope is fully submerged and gently agitates the scope to assist with rinsing.		
Follows the instructions on the Scope Buddy Plus for the Rinsing step		
Drains the sink.		
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).		
Verifies that there is a positive control performed and documented for that week (positive control required once per week).		
Chooses the appropriate VERIFY RESI-TEST SLIDE-THRU brush for the lumen being tested.		
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.		
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.		

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GI Scope Reprocessing DAHS-NSCGISRS24 continued	**Date**	**Verifier Initials**
Moistens brush disc and the leader end (non-disc end) of brush with potable or sterile water.		
Inserts leader end of brush through the instrument (working) channel.		
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.		
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.		
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.		
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.		
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.		
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.		
Follows the Medivators DSD Edge User Manual for running the disinfection process. Enters required data (ENDOSCOPE ID, OPERATOR ID, PATIENT ID and PHYSICIAN ID).		
While scope is being disinfected, cleans counter around sink with hospital approved disinfectant. Wipes sink with bleach.		
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.		
Verbalizes steps for a “Failed” test strip. If the test strip indicates a failure, rerun the cycle and retest. 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. If it continues to fail, contact Medivators Technical Support.		
Removes the endoscope from the scope reprocessor and hooks it up to Dri-Scope device for 10 minutes.		
Dries the scope using a clean lint-free cloth.		
Hangs the scope in the scope cabinet and applies the scope tip protector and the scope tag indicating the scope reprocessing date, the14-day expiration date, and initials.		

Ambulatory High-Level Disinfection	
Name:	**Employee ID #:**
Unit:	**Title:**
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OPA Cidex	**Date**	**Verifier Initials**
References: 1. Cidex OPA from ASP Instructions for Use		
Demonstrates Knowledge and Can Describe the Following		
Describes and demonstrates an understanding of the purpose, functions, and proper use of Personal Protective Equipment • Consistently Dons PPE including (at minimum) impervious gown w/sleeves, mask, eye protection such as face shield, shoe covers and gloves. • Properly Doffs PPE (shoe covers, gloves, eye protection, gown) • Performs hand hygiene after removing PPE		
Describes and demonstrates an understanding of: • Dirty to clean workflow		
Describes and demonstrates an understanding of the requirements for use and re-use of Cidex OPA and Cidex OPA Test Strips: • Cidex OPA is reusable for up to 14 days, providing Minimum Effective Concentration (MEC) is verified. • Cidex OPA must be discarded after 14 days, even if the Cidex OPA Solution Test Strip indicates a concentration above the MEC • Once opened, unused portion of Cidex OPA may be stored in original container for no longer than 75 days. • Cidex OPA Test Strips can be used up to 90 days after opening new bottle or expiration date (whichever occurs first) • If Cidex OPA Test Strips bottle remains open for more than 30 minutes, discard and open new bottle.		
Demonstrate and describe the quality monitoring and documentation. • Test the Cidex OPA solution before each use and document results. • Perform quality control when new bottle of test strips is opened and record results		
Describes and demonstrates an understanding of the minimum temperature and immersion time requirement. • Temperature – 68°F (20°C) • Time – 12 minutes		
Neutralization of Cidex/ OPA.		
Demonstrate and describe neutralization and disposal of Cidex OPA. • OPA/ Glutaraldehyde Glute-Out Neutralizer NG-1G 2oz individual use bottle for Neutralizing. • Verify expiry date before use. Discard if expired. Do not use. • One bottle will neutralize one (1) gallon Cidex/ OPA. • Use appropriate amount of Neutralizer to ensure proper neutralization of Cidex/ OPA. • Sprinkle Neutralizer on Cidex/ OPA for deactivation. • Using a timer wait for 5 minutes for the neutralizer to deactivate OPA. • After 5 minutes, test the Cidex/ OPA for Neutralization using a test strip. • Use timer and read the results of the color reaction present on the indicating pad at 90 seconds. • Refer to the color chart on the test strip bottle for interpretation of test results. • Once the test result is verified, Cidex/ OPA can be discarded.		
Demonstrate and describe contraindication for use. • Should not be used to process urological instrumentation used to treat patients with a history of bladder cancer. • Should not be utilized to process instrumentation for patients with known sensitivity to Cidex OPA solution or any of its components		

Ambulatory High-Level Disinfection	
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OPA Cidex DAHS-NSCOPA25 continued	**Date**	**Verifier Initials**
Preparation and labeling Cidex OPA		
Label the soak containers with date poured and expiration date		
Label Cidex OPA bottle with open date and expiration date		
Label Test strips with date opened and expiration date		
Quality Control for each newly opened bottle of Cidex OPA Test Strips		
Don appropriate PPE		
Prepare the positive control solution for testing by verifying that the labeled expiration date on the solution poured in the soaking tray is appropriate		
Prepare the negative control solution, and dilute one part solution with one part water		
Submerge three test strips in the full-strength positive control solution for one second each		
Remove test strips		
Use timer and read the results of the color reaction present on the indicating pad at 90 seconds		
Document quality control results on Cidex OPA log		
Submerge three test strips in each negative control solution for one second		
Remove test strips		
Use timer and read the results of the color reaction present on the indicating pad at 90 seconds		
Discard negative quality control solution into soak container		
Document quality control results on Cidex OPA log		
Cleaning prior to Cidex OPA		
Don appropriate PPE		
Follow manufacturer's instructions for use to leak test, dissemble, and manually clean/decontaminate device		
Rinse and dry all surfaces and lumens of cleaned device		
Inspect device for residual soil or damage		
Manual High-Level Disinfection with Cidex OPA		
Check Cidex OPA solution temperature prior to use. • If temperature is below 68°F (20°C), discard soaking solution, and adjust room temperature - do not add water.		
Document temperature on Cidex OPA Log		

Ambulatory High-Level Disinfection	
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OPA Cidex # DAHS-NSCOPA25 continued	**Date**	**Verifier Initials**
Manual High-Level Disinfection with Cidex OPA continued		
Dip the test strip completely, immersing the indictor pad for at least one second.		
Remove test strips		
Use timer and read the results of the color reaction present on the indicating pad at 90 seconds		
Document results as PASS or FAIL on Cidex OPA Log		
Submerge device completely, filling all lumens and eliminating air pockets		
Start 12-minute timer		
Remove device from the solution		
Rinsing device after Cidex OPA		
Thoroughly rinse device by submerging device completely in a large volume of sterile water		
Start 1-minute timer		
Keep device totally submerged for a minimum of 1 minute, unless a longer time is specified by the device manufacturer		
Manually flush all lumens with large volumes of sterile water unless otherwise noted by the device manufacturer		
Remove device and discard sterile rinse water. • Always use fresh volumes of sterile water for each rinse • Do not reuse the sterile water rinsing for any other purpose		
Repeat the rinse procedure TWO additional times, for a total of THREE RINSES		
Document YES under the Triple Rinse section of Cidex OPA Log		
Documentation		
Document all required criteria with blue or black ink on Cidex OPA Log		
Drying, Storage, and Transporting		
Dry, store, and transport device according to the device instructions for use and UC Davis Health policy.		