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Endoscope Cleaning and Reprocessing Competency Verification Checklist

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Employee Name / Title _____

Department / Date _____

Validator _____

SKILLS EVALUATION	COMPLIANT WITH POLICY	NEEDS ASSISTANCE	CORRECTION PLAN	VALIDATOR INITIALS
PRE CLEANING				
• Wipes insertion tube.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Suctions enzyme cleaner through scope.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Clears air/water channels.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Flushes elevator wire channel, if appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
LEAKAGE TEST				
• Attaches fluid resistant cap.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Detaches all removable parts.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Insufflates scope prior to submersion.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Observes scope for at least 90 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Angulates scope in all directions.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Massages all video switches with a circular motion.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Removes scope from water prior to deflation.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
CLEANING				
• Soaks, scrubs, brushes, and rinses all removed parts.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Immerses and cleans exterior of scope.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Brushes entire suction/biopsy channel system.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Attaches cleaning adapter, immerses and soaks, flushes all channels with air and water.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Attaches designated cleaning adapters to scopes with auxiliary water, elevator, or other specialty channels.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Immerses and soaks, flushes all specialty channels with air and water.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Rinses all removable parts under running water, removes residual detergent, and flushes all channels with water.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Purges all channels with air.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
DISINFECTING				
• Fills all channels with disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
RINSING				
• Rinses all surfaces, internal and external, and all removable parts.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
DRYING				
• Purges all channels with air.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
• Flushes all channels with alcohol, and purges with air again.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
STORAGE				
• Hangs scope vertically in well-ventilated closet or cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

(Signature) _____

REFERENCES

Society of Gastroenterology Nurses and Associates. (2005) SGNA standards for infection control and reprocessing of flexible gastrointestinal endoscopes Standard Guideline.

SHEA Position Paper (2003) Multi-Society Guideline for Reprocessing Flexible Gastrointestinal Endoscopes.

American Society for Testing and Materials. (2000) ASTM F 1518 – 00: Standard practice for cleaning and disinfection of flexible fiberoptic and video endoscopes used in the examination of the hollow viscera.

