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# Endoscope Cleaning and Reprocessing Competency Verification Checklist



Employee Name / Title \_\_\_\_\_

Territory/Region \_\_\_\_\_

Validator's Name \_\_\_\_\_

A Surgical Device Management & Clinical Consulting Company  
 Integrated Medical Systems International, Inc.  
 www.imsready.com : 800.783.9251

Skills Evaluation	Compliant w/Policy	Needs Assistance	Correction Plan
Wears protective covering, gloves, gown, and splash shield.	<input type="checkbox"/>	<input type="checkbox"/>	

## 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"/>	

## LEAKAGE TEST

Attaches water 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"/>	
Identifies leak.	<input type="checkbox"/>	<input type="checkbox"/>	
Removes scope from water.	<input type="checkbox"/>	<input type="checkbox"/>	
Reinflates and keeps inflated for remainder of scope cleaning and external disinfection.	<input type="checkbox"/>	<input type="checkbox"/>	

## CLEANING

Mixes fresh solution of appropriately diluted enzymatic cleaner.	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Flows all auxiliary channels.	<input type="checkbox"/>	<input type="checkbox"/>	
Brushes entire suction/biopsy channel system.	<input type="checkbox"/>	<input type="checkbox"/>	
Rinses all removable parts under running water to internal channels and removes residual detergent.	<input type="checkbox"/>	<input type="checkbox"/>	

## DISINFECTING

Places scope in disinfection solution according to protocol.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensures scope is inflated.	<input type="checkbox"/>	<input type="checkbox"/>	

## RINSING

Rinses all surfaces, internal & external, and all removable parts.	<input type="checkbox"/>	<input type="checkbox"/>	
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## DRYING

Decompresses scope.	<input type="checkbox"/>	<input type="checkbox"/>	
Flushes all channels with air, alcohol, and with air again.	<input type="checkbox"/>	<input type="checkbox"/>	

## HAZARD IDENTIFICATION

Notifies repair facility that scope is only externally disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	
Sends scope immediately for repair per protocol.	<input type="checkbox"/>	<input type="checkbox"/>	

Action Plan: \_\_\_\_\_

Performer's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Validator's Signature \_\_\_\_\_

Expiration Date \_\_\_\_\_