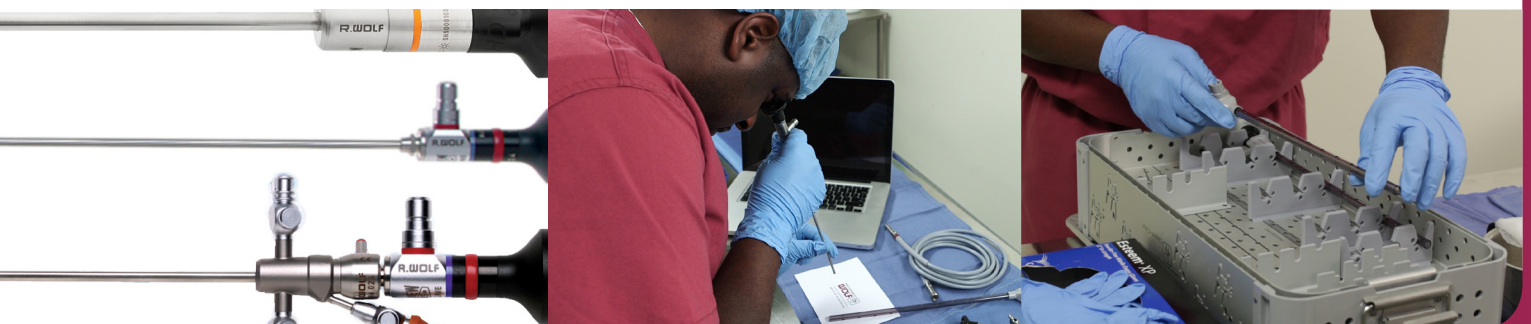


Competency Guide: Care and Handling of Rigid Endoscopes

This document details the basic steps to correctly process and maintain a rigid endoscope. This document can be used to perform a competency review during orientation and annual review for personnel responsible for care and handling of rigid endoscopes.

Educational references:

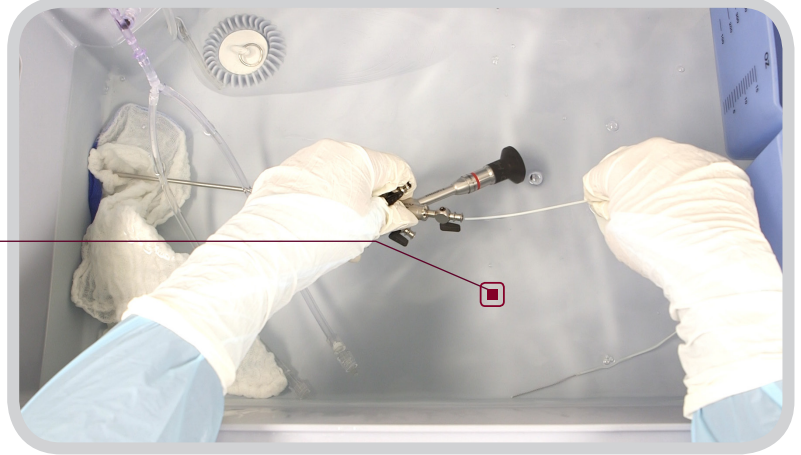
- Manufacturer's Instructions for Use (aka IFU, DFU or product manual).
- Care and Handling of Flexible Endoscopes 2012. Video. Richard Wolf Medical Instruments Corporation.
- Central Service Technical Manual, 7th Edition. 2007. International Association of Healthcare Central Service Materials Management.
- AORN Perioperative Standards and Recommended Practices 2012. Association of Perioperative Registered Nurses.
- ANSI: AAMI ST79:2010/A3:2012, Association for the Advancement of Medical Instrumentation.



Preclean



Decontaminate



Inspect



Sterilize



Skills/Activity	Practice to Policy	Needs Assistance	Reviewer's Initials/Date
	✓	✓	
Ensures endoscope is pre-cleaned prior to transport to CSSD.			
Report issues to supervisor or if transport has caused scope damage.			
Demonstrate correct manual cleaning and rinsing, CSSD.			
Rinse pre-cleaning solutions, gross debris before cleaning.			
Immerse and soak for prescribed time in fresh enzymatic detergent solution.			
Flush channels with detergent solution using syringe or automated flush device.			
Brush channels (proper technique) until no visible debris on brush.			
Brush valves, ports and attachments.			
Flush with enzymatic detergent after brushing (scope channels, attachments, valves) using flush device or syringe.			
Wash scope surfaces, eyepiece and distal lens with soft, lint-free cloth.			
Rinse scope, channels, and accessories with processed water and syringe, water pistol or flush pressure device.			
Demonstrate correct drying protocol post manual cleaning.			
Always dry before manual disinfection, clean storage or terminal sterilization.			
Dry channels and accessories using a syringe, or filtered, compressed air and 70% alcohol for the channel.			
Ensure scope and scope parts are together after drying.			
Demonstrate correct use of high-level disinfection (HLD).			
Follows product label (exposure time, ideal temperature).			
Perform chemical quality check, document results.			
Dry scope, accessories before submerging into disinfectant.			
Submerge in disinfectant, ensure full contact of all surfaces (scope, channels and accessories).			
Rinse scope, channels, accessories (correct # of rinses).			
Dry scope, channels and accessories (same as after cleaning).			
Cover HLD container to prevent fumes in the room.			

Skills/Activity	Practice to Policy	Needs Assistance	Reviewer's Initials/Date
Inspect scope for cleanliness and functionality.			
<p>Inspect physical integrity.</p> <ul style="list-style-type: none"> • Scope shaft—dents, bends, laser burns • Eyepiece—cracks, scratches, loose epoxy, fogging or water under the lens. Check clarity by viewing through eyepiece on image 5-6" away. • Distal lens—cracks, scratches, loose epoxy, fogging or water under the lens • Fiber optics light carrier—hold scope straight up to ceiling light, look into light post. If > than 30% black spots—send for repair. <p>Inspect for cleanliness.</p> <ul style="list-style-type: none"> • Scope surface, channels • Eyepiece and distal lens—wipe with 70% alcohol swab or pad • Light post and light post adapter 			
Inspect light cable for cleanliness and functionality.			
<p>Inspect for physical integrity.</p> <ul style="list-style-type: none"> • Fiber optics light carrier—hold one end up to ceiling light and look into opposite end. If > than 30% black spots—send for repair. • Inspect covering for cuts and holes. • Inspect ends for any loose connections, covering that is loose. <p>Inspect for cleanliness.</p> <ul style="list-style-type: none"> • Wipe debris from light post connection or light source plug with a 70% alcohol swab. 			
Discuss, demonstrate assembly and packaging for sterilization and sterile storage.			
<p>Uses tray list correctly when assembling the tray.</p>			
<p>Correctly uses sterilization packaging.</p> <ul style="list-style-type: none"> • Rigid containers • Open or vented trays with non-woven wraps • Scope protectors (validated for sterilization) • Correct pouch or accessory box to secure small items (not peel-pack wrap) 			



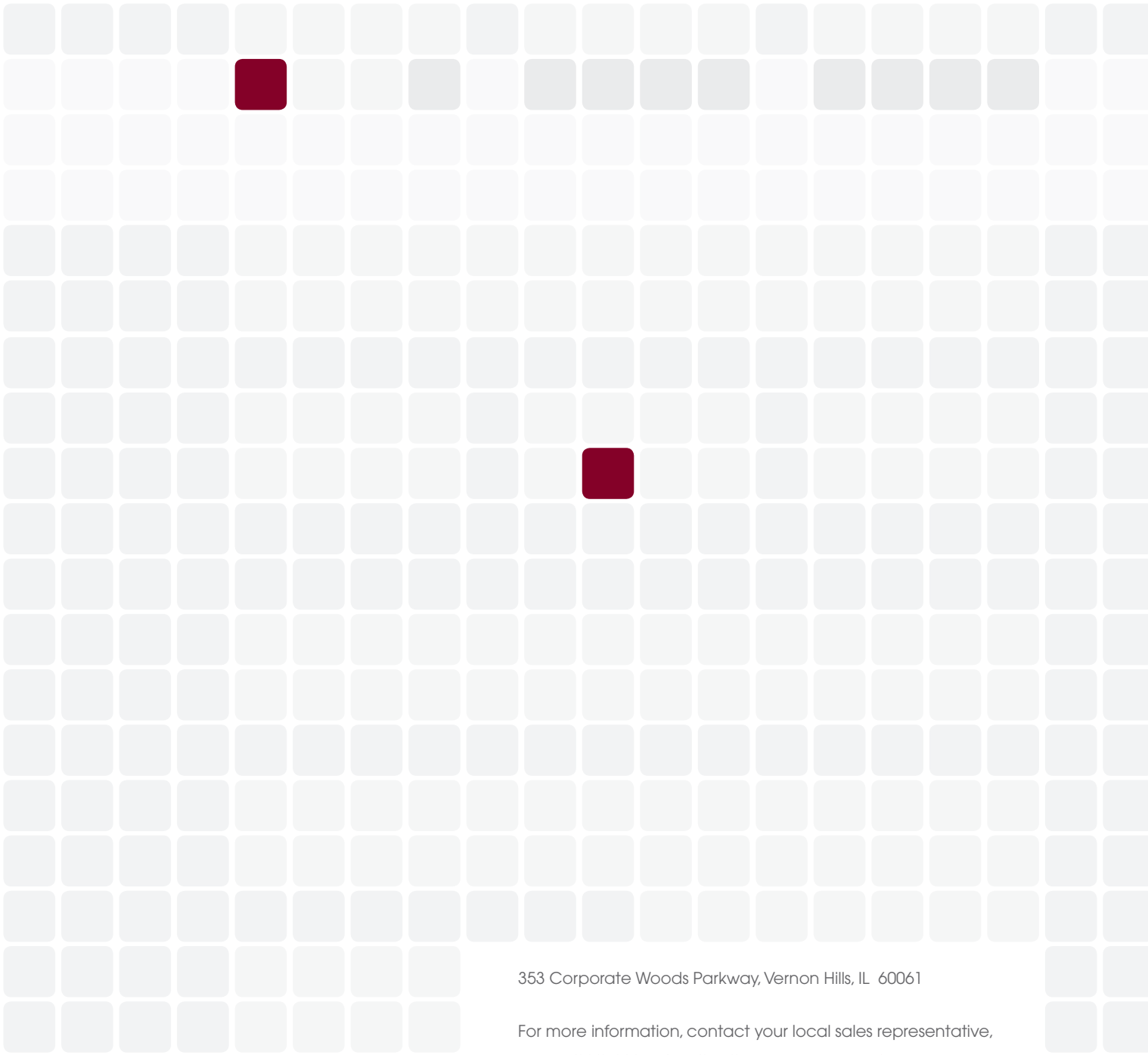
Skills/Activity	Practice to Policy	Needs Assistance	Reviewer's Initials/Date
<p>Correctly assembles a tray.</p> <ul style="list-style-type: none"> • Scope protectors on scopes. If none, careful to avoid damage. • Tray liners, silicone mats as needed. • Places CI and completed tray list in assembled tray. 			
<p>Correctly uses disposable, non-woven wrap.</p> <ul style="list-style-type: none"> • Uses correct size, fabric density for assembled tray. • Uses appropriate wrap techniques. • Uses correct methods to secure and label wrap/tray. 			
Demonstrate correct use of facility's pre-vac steam sterilizer (CSSD and OR).			
Discuss difference between gravity displacement and pre-vac (dynamic air removal) sterilizer.			
Review stages and usual time for a pre-vac sterilizer cycle in CSSD, OR (conditioning, sterilizing, exhausting, drying etc).			
Demonstrate correct use of facility's low-temp sterilizer.			
<p>Hydrogen Peroxide Gas Plasma (ASP® STERRAD®) or Hydrogen Peroxide Vapor (STERIS V-PRO®)</p> <ul style="list-style-type: none"> • Ensures instrument is validated for machine. • Selects correct cycle for specific machine and instrument. • Avoids aborting a cycle (dry instrument/tray, correctly placed within the chamber, no cellulose product). • Correct # of items in chamber per cycle. 			
<p>EO</p> <ul style="list-style-type: none"> • Dry instruments. • Completes correct aeration cycle. • Correct # of items in chamber per cycle. 			
<p>Uses correct quality control monitoring and devices to measure sterility assurance levels.</p> <ul style="list-style-type: none"> • BI • CI >> Class 1,5 			
Correctly loads and distributes trays and packages on the sterilizer rack.			
Correctly recalls any packages as a result of faulty sterilization or a positive BI.			
Correctly advises OR how to use an immediate-use sterilization cycle (flash), according to device IFU.			

Skills/Activity	Practice to Policy	Needs Assistance	Reviewer's Initials/Date
Demonstrate correct storage protocols.			
Clean storage following cleaning and/or disinfection. <ul style="list-style-type: none"> Labels scope with reprocessing information. Uses correct transport and storage methods that prevent damage, cross-contamination. 			
Sterile storage following terminal sterilization. <ul style="list-style-type: none"> Prevents instrument damage; does not tip tray during transport or in storage Maintains packaging integrity; does not slide wrapped tray onto sterilizer rack or storage racks. Discuss acceptable conditions for sterile storage, as defined in ANSI: AAMI ST 79. 			
Repair, Inventory Management.			
Review process for sending endoscopes for repair and obtains a loaner as needed.			
Identify endoscope inventory location; usual par levels.			
Review surgical procedures that use rigid endoscopes and accompanying surgical instruments.			
Laparoscopy, Pelviscopy (laparoscopes, choledochoscopes)			
Cystoscopy, TUR, Ureteroscopy			
Hysteroscopy			
Bronchoscopy			
Arthroscopy			
Sinoscopy			
Rhizotomy, minimally invasive spine			
Discuss their role in correctly managing scopes to avoid potential patient risk.			
<ul style="list-style-type: none"> Use IFU Follow required protocols Prevent loss, damage to instruments 			
Discuss, demonstrate use of Spaulding Classification.			
Review Spaulding Classification Chart. <ul style="list-style-type: none"> Critical, must sterilize Semi-critical, may HLD, ideally sterilize Non-critical, clean or LLD Correctly select sterilization method for scope based on Spaulding Classification.			



Skills/Activity	Practice to Policy	Needs Assistance	Reviewer's Initials/Date
Maintain decontamination supplies, equipment, chemicals.			
Reorders and stocks supplies for reprocessing.			
Correctly cleans, disinfects or replaces reusable brushes.			
Correctly reprocesses instrument trays/rigid containers.			
Maintains cleanliness of the area.			
Maintains machines on a daily basis, report equipment failures in a timely fashion.			
Correctly uses Personal Protective Equipment (PPE).			
<p>Correctly uses transport techniques for rigid endoscopes.</p> <ul style="list-style-type: none"> Handle scope by the eyepiece Secure, segregate in the tray (nothing resting on scope) Use scope protector as appropriate. 			
<p>Discuss safe use of chemicals in reprocessing.</p> <ul style="list-style-type: none"> Pre-treat sprays in patient care area Enzymatic detergents, dilution ratio & ideal water temperature Liquid disinfectants—pouring, storing, disposing 70% Alcohol 			
<p>Locate chemical spill kits.</p> <ul style="list-style-type: none"> OR CSPD 			
<p>Discuss the use of processed water in decontamination.</p> <ul style="list-style-type: none"> Deposits or biofilm may form on scope from tap water. Review the processed water at your facility: distilled, sterile, deionized, reverse osmosis. 			

Staff Person's Name, Title	
Primary Educator or Preceptor's Name, Title	
Secondary Educator/Preceptor Name, Title	
Secondary Educator/Preceptor Name, Title	



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