

**Rhino-Laryngo Flexible Scopes –
Non-Channelled**

Cleaning and Disinfection Checklist

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Cleaning and Disinfection Checklist

This checklist is designed for use solely as a customer educational tool and is not intended to replace or in any way modify the Olympus instruction manual/reprocessing manual. Be sure to follow the detailed steps outlined in the reprocessing manual that was included with your Olympus equipment when purchased. While Olympus' training may be used in support of a facility's overall competency program, it shall not constitute certification of the facility's CDS protocol. Olympus shall in no event be held responsible for a facility's proper performance of CDS protocol nor for a facility staying current with ongoing CDS instructional changes and corresponding training updates. Facility owners of Olympus equipment are fully responsible for complying with industry CDS standards and manufacturer's proper use and CDS instructions.

Facility Name

Date

Endoscope Models: Check each model reviewed during this session.

ENF-GP

ENF-VQ

ENF-P4

ENF-XP

ENF-VH

ENF-V2

ENF-V3

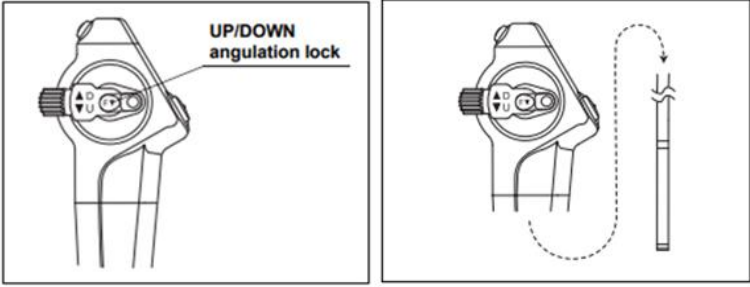
Instructor Name

Title

Signature

Staff Member Name

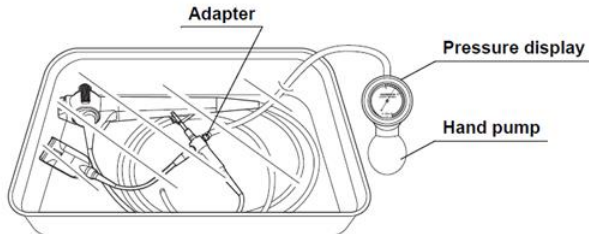
Signature

Pre-Cleaning		Demonstrated
1.	Wear appropriate Personal Protective Equipment. (PPE).	
2.	<p>Ensure angulation lock is placed in the FREE position and the insertion tube is in the neutral position</p> 	
3.	Turn OFF the video system centre and light source.	
4.	<p>Wipe the insertion tube of the endoscope carefully and gently using a detergent or water-soaked lint-free cloth. Wipe from the boot toward the distal tip.</p> <p>(ENF-GP/P4/XP/V2/VQ detergent can be used, and for and ENF-VH/V3 water can be used.)</p>	
5.	Disconnect the video connector from the video system center by pushing the locking lever down on the video system center.	
6.	Disconnect the light guide connector of the endoscope from light source, while holding the video connector.	
7.	Transport to reprocessing area in a covered container.	

Comments:

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Leakage Testing		Demonstrated
1.	Fill a large basin with clean water.	
	<i>If using handheld WA23070A/WA23080A</i>	
2.	Confirm that both the inside of the WA23070A/WA23080A adapter and venting connector of the endoscope are both clean and dry. If wet, dry with clean lint-free cloth.	
3.	Connect the leakage tester adapter to the endoscope venting connector.	
4.	Confirm that the pressure release lever is closed.	
5.	Squeeze hand pump until pressure between 19 and 27 kPa is indicated on the pressure display. Confirm the pointer is stabilized within the green area on the pressure display.	

	<p>* Note - If the pointer continues to fall towards "0" kPa the endoscope may have a serious water leakage, or the leakage tester may be damaged. Stop leakage testing immediately and contact Olympus for further instruction.</p>	
6.	<p>If the pointer is confirmed as stable between 19 and 27 kPa then the endoscope can be submerged in the water for completion of the leakage test. (Keep the pressure gauge and the hand bulb out of the water).</p> 	
7.	<p>With the leak tester attached, pressurised and stabilised, immerse the endoscope in the water and observe for approximately 30 seconds while deflecting the bending section of the endoscope. i.e. UP/DOWN.</p>	
8.	<p>If a continuous series of bubbles emerges from any location remove the endoscope from the water with the leak tester still attached, and contact Olympus for further instructions.</p>	
9.	<p>If no leak is detected, remove the endoscope from the water leaving leakage tester attached.</p>	
10.	<p>Once removed from water, press the pressure release lever, allowing the pointer to release to "0" kPa, decompressing the scope.</p>	
11.	<p>Detach the leakage tester WA23070A/WA23080A from the endoscopes venting connector.</p>	
12.	<p>Thoroughly dry the leak tester using a clean lint free cloth</p>	
	<p><i>If using MU-1 Leakage tester & MB-155</i></p>	
1.	<p>Connect the leakage tester to the MU-1 (Maintenance unit).</p>	
2.	<p>Turn ON the MU-1.</p>	
3.	<p>Depress pin inside connector cap to confirm that air is being emitted.</p>	
4.	<p>Confirm that the leakage tester's connector cap and endoscope venting connector are both clean and dry. If wet, dry with a clean lint free cloth.</p>	
5.	<p>Connect the leakage tester to the endoscope. Ensure the bending section has inflated</p>	
6.	<p>Completely immerse the endoscope in water.</p>	
7.	<p>Observe for 30 seconds while angulating the bending section carefully in all directions. i.e. UP/DOWN</p>	
8.	<p>If a continuous series of bubbles emerges from any location, remove the endoscope from the water with the leak tester still attached, and contact Olympus for further instructions.</p>	

9.	If no leak is detected, remove the endoscope from the water and turn off the MU-1 unit.	
10.	Disconnect the leakage tester from the MU-1.	
11.	Wait 30 seconds or until the bending section contracts to its pre expansion size.	
12.	Disconnect the leakage tester connector cap from the venting connector.	
13.	Thoroughly dry the leak tester using a clean lint free cloth.	

Comments:

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Manual Cleaning	Demonstrated
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Note: If there was excessive bleeding during patient procedure or if precleaning could not be performed immediately after the patient procedure, pre-soak the endoscope in the detergent solution to loosen debris that has dried and hardened as described in sections 5.9 in the appropriate Reprocessing Manual, before manually cleaning the endoscope.

1.	Fill a clean, large basin with the detergent solution at the concentration and temperature recommended by the detergent manufacturer.	
2.	Completely immerse the endoscope in detergent solution.	
3.	Use a soft brush, lint-free cloth or sponge to thoroughly wipe clean all external surfaces of the endoscope	
4.	Soak the endoscope in detergent solution for the time specified by the detergent manufacturer.	
5.	Remove endoscope from the detergent solution.	
6.	Fill a clean, large basin with the water.	
7.	Immerse the endoscope in the water and gently agitate to thoroughly rinse.	
8.	Remove endoscope from the water solution.	
9.	Dry the external surfaces of the endoscope by wiping with a clean lint-free cloth(s).	
10.	Inspect the endoscope for residual debris. Should any debris remain, repeat the entire cleaning procedure until all debris is removed.	

Comments:

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Automated Endoscope Reprocessor (AER) High-Level Disinfection

Demonstrated

AER Type:

High Level Disinfectant Type:

1.	Test disinfectant concentration (i.e. MRC) according to the manufacturer's instructions.	
2.	Inspect the endoscope connectors/adapters according to the AER manufacturer's instructions.	
3.	Attach the endoscope connectors/adapters to the AER and endoscope as per the AER manufacturer's instructions.	
4.	Operate the AER according to the AER manufacturer's instructions.	
5.	Remove the endoscope promptly after the AER cycle has been completed.	
6.	Perform the terminal steps that the AER does not perform (e.g., alcohol and air purge).	

FOR FACILITY INTERNAL USE ONLY!

Comments:

Manual High-Level Disinfection

Demonstrated

1.	Fill a basin with disinfectant solution.	
2.	Test the disinfection concentration according to the manufacturer's instructions.	
3.	Completely immerse the endoscope in the disinfectant solution and wipe all external surfaces of the endoscope to remove air bubbles, using clean lint free cloths.	
4.	Confirm that there are no air bubbles on the surfaces of the endoscope. If air bubbles adhere to the surfaces, wipe them away using your gloved finger or clean lint-free cloths.	
5.	Cover the basin with a tight-fitting lid to minimize the release of disinfectant vapors.	
6.	Leave the endoscope immersed in the disinfectant solution according to the instructions of the disinfectant manufacturer.	
7.	Remove the endoscope from the disinfectant solution.	

Comments:

Rinsing after Manual High-Level Disinfection		Demonstrated
1.	Fill a basin with sterile water, filtered water, or potable tap water.	
2.	Completely immerse the endoscope in the rinse water.	
3.	Wipe all external surfaces of the endoscope using sterile lint free cloths.	
4.	Remove the endoscope from the rinse water and place in a sterile basin.	
5.	Dry the external surfaces of the endoscope by wiping with a sterile lint-free cloth.	

Comments:

Sterilisation with Ethylene Oxide Gas		Demonstrated
After performing precleaning, leakage testing, and manual cleaning, perform the following:		
1.	Dry all external surfaces of the endoscope and the sterilisation cap (MB-156) using sterile lint free cloths, before ethylene oxide (ETO) sterilisation.	
2.	Attach the sterilisation cap to the venting connector on the light guide connector.	
3.	Place endoscope on the sterilisation tray (WA05991A) as per manufacturer recommendations.	
4.	Seal the instrument in a package appropriate for sterilisation according to your hospital's protocol.	
5.	Sterilise and aerate the package according to the recommended ETO or hydrogen peroxide gas exposure parameters described in the endoscope instruction manual and the steriliser manufacturer's instructions.	

Comments:

Sterilisation with Sterrad 50/100S/100NX/ or V-PRO MAX

Demonstrated

NOTE:

After performing precleaning, leakage testing, and manual cleaning, perform the following:

1.	Dry all external surfaces of the endoscope and the sterilisation cap (MB-156) using sterile lint free cloths.	
2.	Attach the ETO sterilisation cap to the venting connector on the light guide connector.	
4.	When sterilising with the STERRAD 50/100S/200 sterilisation system, depending on the internal diameter/length of the channel, it is necessary to attach the booster (REF15400) to instrument channel of the endoscope according to the instructions of the steriliser manufacturer.	
5.	Place endoscope upon instrument tray and double wrap the tray with sterilisation wraps according to your hospital's protocol and compatible instrument trays.	
6.	Sterilise the packaged endoscope according to the recommendations of steriliser manufacturer.	

Comments:

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Endoscope Storage

Demonstrated

1.	Ensure that angulation lock is in the free position.	
2.	Confirm that all surfaces of the endoscope are completely dry.	
3.	When storing the ENF-XP, attach the Protection Tube (MD-515) to the Insertion Tube to avoid the endoscope damage.	
4.	Store the sterilised endoscope in a proper storage cabinet, following policies in your institution, professional society guidelines and recommended practices.	
5.	If storing an endoscope that has been sterilised, record the sterile expiration date on the sterile packaging. Do not damage the packaging. Sterile endoscopes may be stored flat in their sterile packaging.	

Comments:

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