

Urology Videoscopes
Cleaning and Disinfection Checklist

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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.

CYF-V2

CYF-VH

URF-V

URF-V2

URF-V3

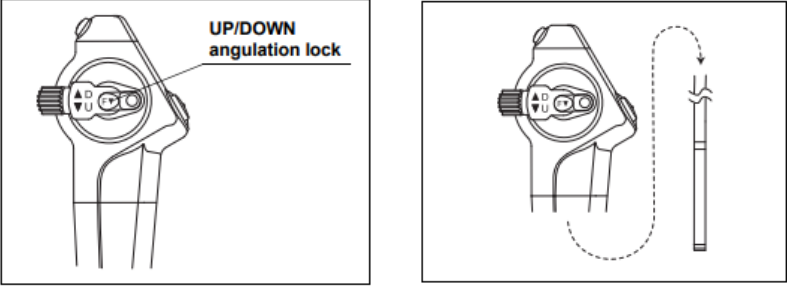
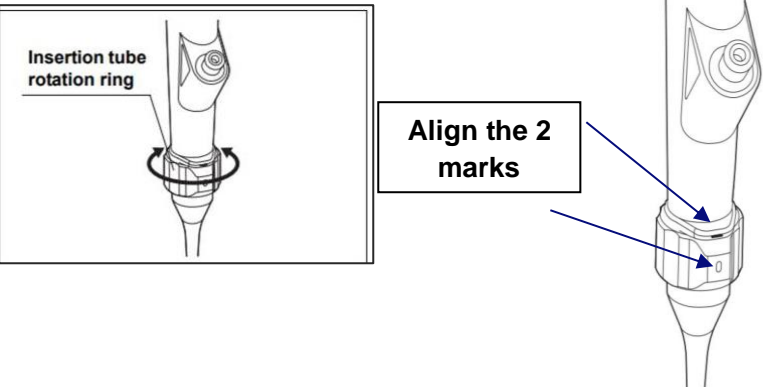
Instructor Name

Title

Signature

Staff Member Name

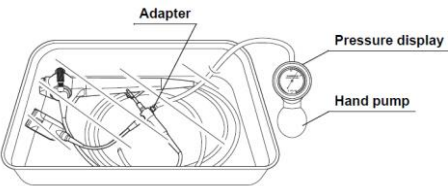
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Pre-Cleaning		Demonstrated
1.	Wear appropriate Personal Protective Equipment. (PPE).	
2.	<p>Ensure angulation lock is placed in the FREE position and the insertion tube is in the neutral position.</p> 	
	<p>** URF Models: turn the insertion tube rotating ring to align the UP indication on the ring with the UP indication on the control section as described in the "OPERATION MANUAL" with your endoscope model listed on the cover. (For URF-V/V2/V3 models).</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>(CYF-V2 & URF-V detergent can be used, and for CYF-VH and URF-V2/V3 water can be used.)</p>	
5.	Loosen the locking ring and disconnect forceps/irrigation plug MAJ-891 and place it in a container with detergent solution, along with any other reusable parts attached to the endoscope. Dispose of any consumable accessories.	
6.	Fill and attach a clean 30 ml syringe to the instrument channel port and flush instrument channel with 30 mls of detergent or water.	
7.	Repeat Step 6 an additional two times. (Total Volume 90 mls.)	
8.	Fill and attached a clean 30 ml syringe and flush the instrument channel with 30 mls of air. (Applicable for CYF-VH, URF-V2/V3)	
9.	Detach the video connector from the video system centre.	

10.	Detach the light guide connector from light source.	
11.	Disconnect all removable and reusable parts from the endoscope.	
12.	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 cloths.	
3.	Properly 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 stabilised within the green area on the pressure display.	
	* 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.	
6.	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 hand bulb out of the water). 	
7.	With the leak tester attached, pressurised and stabilized, immerse the endoscope in the water and observe for approximately 30 seconds while angulating the bending section of the endoscope UP/DOWN.	
8.	If a continuous series of bubbles emerges from any location, remove the endoscope from the water with the leakage tester still attached, and contact Olympus for further instructions.	

9.	If no leak is detected, remove the endoscope from the water leaving leakage tester attached.	
10.	Once removed from water, press the pressure release lever, allowing the pointer to release to "0" kPa.	
11.	Wait 30 seconds or until the bending section contracts to its pre-expansion size.	
12.	Disconnect the leakage tester WA23070A/WA23080A from the endoscopes venting connector.	
13.	Thoroughly dry the leak tester using a clean lint free cloth.	
	<i>If using MU-1 Leakage tester & MB-155</i>	
1.	Connect the leakage tester to the MU-1 (Maintenance Unit).	
2.	Turn ON the MU-1.	
3.	Depress pin inside connector cap to confirm that air is being emitted.	
4.	Confirm that the leakage tester's connector cap and endoscope venting connector are both clean and dry. If wet, dry with clean lint-free cloths.	
5.	Connect the leakage tester to the endoscope. Ensure bending section has inflated.	
6.	Completely immerse the endoscope in water.	
7.	Observe for 30 seconds while angulating the bending section carefully in all directions. i.e. UP/DOWN.	
8.	If a continuous series of bubbles emerges from any location, remove the endoscope from the water with the leakage tester still attached, and contact Olympus for further instructions.	
9.	If no leak is detected, remove the endoscope from the water and turn OFF the MU-1.	
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.	

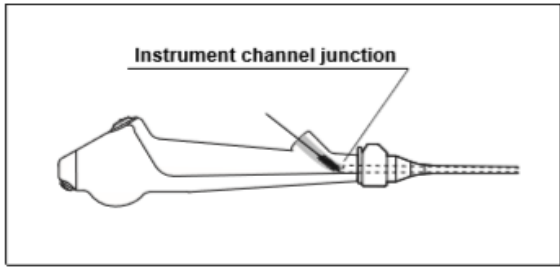
Comments:

Manual Cleaning

Demonstrated

**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 section 5.9 in the appropriate Reprocessing Manual, before manually cleaning the endoscope.

1.	Fill a basin with fresh detergent solution prepared as recommended by the 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.	Use endoscope model-specific brushes to brush channels/housing/ports until no visible debris remains.	
	a. Brush the channel through the instrument channel port (BW-400B) for URF models and (BW-411B) for CYF models	
	1. Insert the channel cleaning brush into the instrument channel port.	
	2. Using short strokes to feed the brush through the channel until it emerges at the distal end of the endoscope.	
	3. Remove any debris on the brush bristles using your fingertips and carefully pull the brush back through the channel.	
	4. Clean the brush bristles with your fingertips.	
	5. Repeat until no debris is observed on the brush.	
	b. URF-V, URF-V2 and URF-V3 model scopes only- Brush the instrument channel junction using the suction connector cleaning brush (BW-411B) "Long end of Brush"	
	 <p>The diagram shows a side view of an endoscope. A label 'Instrument channel junction' with a line pointing to the connection point between the main body and the distal shaft.</p>	
	1. Insert the suction connector cleaning brush into the opening of the instrument channel port until it stops.	
	2. Pull the brush out of the instrument channel port.	
	3. Clean the brush bristles with your fingertips.	
	4. Repeat until no debris is observed on the brush.	

	C. Brush the instrument channel port.	
	1. Insert the channel-opening cleaning brush into the instrument channel port until the brush handle hits the channel opening. BW-411B “Stubby end of Brush”	
	2. Rotate the brush one full revolution.	
	3. Pull the brush out of the instrument channel port.	
	4. Clean the brush bristles with your fingertips.	
	5. Repeat until no debris is observed on the brush.	

Comments:

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Manual Cleaning Manual Flushing of Endoscope Channels		Demonstrated
1.	Completely immerse the endoscope in the detergent solution.	
2.	Fill and attach a 30 ml syringe with detergent solution to the instrument channel port and flush the instrument channel with 30 mls of detergent.	
3.	Repeat Step 2 an additional two times. (Total Volume 90 mls.)	
4.	While immersed, detach the syringe from the endoscope.	
5.	Wipe all external surfaces of the endoscope using clean lint-free cloths, brushes, or sponges.	
6.	Ensure the endoscope remains fully immersed in the detergent solution and soak the endoscope in detergent solution specified by the detergent manufacturer.	
7.	Remove endoscope from the detergent solution.	
8.	Immerse the endoscope in clean water and gently agitate it to thoroughly rinse.	
9.	Fill and attach a 30 ml syringe to the instrument channel port and flush the instrument channel with 30 mls of water.	
10.	Repeat step 9 an additional 2 times (Total Volume 90 mls)	

11.	Remove the endoscope from the water.	
12.	Cover the distal end with a lint free cloth.	
13.	Fill and attach a 30 ml syringe to the instrument channel port and flush the instrument channel with 30 mls of air.	
14.	Repeat step 13 an additional 2 times (Total Volume 90 mls).	
15.	Dry the external surfaces of the endoscope by wiping with clean lint-free cloths.	
16.	Inspect the endoscope for residual debris. Should any debris remain, repeat the entire cleaning procedure until all debris is removed.	
17.	Reprocess the accessories as described in the Olympus Reprocessing Manual, Chapter 6, <i>Reprocessing the Accessories</i> .	

Comments:

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 disinfectant concentration according to the manufacturer's instructions.	
3.	Attach a clean 30 ml syringe full of the detergent solution to the instrument channel port and flush the instrument channel. Confirm that no air bubbles exit the distal end of the endoscope	
4.	Detach the syringe.	
5.	Confirm that the endoscope is completely immersed in the disinfectant solution.	
6.	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.	
7.	Cover the basin with a tight-fitting lid to minimize the release of disinfectant vapors.	
8.	Leave endoscope immersed in the disinfectant solution according to the instructions of the disinfectant manufacturer.	
9.	Remove the endoscope from the disinfectant solution.	
10.	Use a 30 ml syringe and attach syringe to the suction cleaning adapter and flush the instrument channel port with 30 mls of air.	
11.	Detach syringe from the endoscope.	

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 with a sterile, lint-free cloths.	
4.	Fill and attach a sterile 30 ml syringe to the instrument channel port of the endoscope and flush the channel with 30 mls of the rinse water.	
5.	Repeat Step 4 an additional two times. (Total Volume 90 mls.)	

6.	Remove endoscope from the rinse water and place in a sterile basin.	
7.	Cover the distal end of the endoscope with sterile lint-free cloths to prevent splashing from the channel openings.	
8.	Fill and attach a sterile 30 ml syringe to the instrument channel port of the endoscope and flush the channel with 30 mls of the air.	
9.	Repeat Step 8 an additional two times. (Total Volume 90 mls.)	
10.	Remove the cloths and the syringe from the endoscope.	
11.	Wipe all external surfaces with sterile lint-free cloths.	
12.	Using sterile cotton swabs, dry the inside of the suction cylinder and instrument channel port.	

Comments:

Alcohol Flush		Demonstrated
1.	Cover the distal end and the control section of the endoscope with sterile lint-free cloths to prevent splashing.	
2.	Attach a sterile 30 ml syringe to the instrument channel port.	
3.	Flush 30 mls of alcohol (70% ethyl alcohol or 70% isopropyl alcohol) through the instrument channel.	
4.	Attach the syringe to the instrument channel port and flush with air to expel all alcohol.	
5.	Thoroughly dry the external surfaces of the endoscope by wiping with sterile lint-free cloths.	
6.	Thoroughly dry the inside of the instrument channel port of the endoscope, using sterile cotton swabs.	

Comments:

Sterilisation with Ethylene Oxide Gas or Hydrogen Peroxide Plasma

Demonstrated

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

1.	Dry all external and internal surfaces of the endoscope before ethylene oxide (ETO) gas or hydrogen peroxide plasma sterilisation	
2.	Dry the external surface of the sterilisation cap (MAJ-1538) by wiping with sterile lint free cloths.	
3.	Attach the sterilisation cap to the venting connector on the light guide connector.	
4.	Place endoscope on the sterilisation tray (WA05991A) as per manufacturer recommendations.	
5.	Seal the instrument in a package appropriate for sterilisation according to your hospital's protocol.	
6.	Sterilise the package according to the recommended ETO gas or hydrogen peroxide plasma exposure parameters described in the endoscope instruction manual and the steriliser manufacturer's instructions.	
7.	For ETO, aerate the components following the minimum aeration parameters specified in endoscope instruction/reprocessing manual.	

Comments:

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Sterilisation with Sterrad 50/100S/200/NX/100NX or V-PRO MAX

Demonstrated

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

1.	Dry all external and internal surfaces of the endoscope.	
2.	Dry the external surface of the sterilisation cap (MAJ-1538) by wiping with sterile lint free cloths.	
3.	Attach the 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.	Detach all equipment as applicable following manual alcohol flushing from the endoscope.	
2.	Ensure that angulation lock is in the free position.	
3.	Confirm that all surfaces of the endoscope are completely dry.	
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: