

CF/PCF/GIF/SIF Endoscopes
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.

CF

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> CF-HQ190L/I | <input type="checkbox"/> CF-H190L/I | |
| <input type="checkbox"/> CF-H180AL/I | <input type="checkbox"/> CF-Q180AL/I | <input type="checkbox"/> CF-H180DL/I |

PCF

- | | | | |
|---------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> PCF-H190DL/I | <input type="checkbox"/> PCF-H190L/I | <input type="checkbox"/> PCF-PH190L/I | <input type="checkbox"/> PCF-H180AL/I |
| <input type="checkbox"/> PCF-Q180AL/I | | | |

GIF

- | | | | |
|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> GIF-HQ190 | <input type="checkbox"/> GIF-H190 | <input type="checkbox"/> GIF-XP190N | <input type="checkbox"/> GIF-1TH190 |
| <input type="checkbox"/> GIF-H180J | <input type="checkbox"/> GIF-H180 | <input type="checkbox"/> GIF-XP180N | <input type="checkbox"/> GIF-N180 |
| <input type="checkbox"/> GIF-Q180 | <input type="checkbox"/> GIF-XTQ160 | | |

SIF

- SIF-Q180

Instructor Name

Title

Signature

Staff Member Name

Signature

Pre-Cleaning		Demonstrated
1.	Wear appropriate Personal Protective Equipment. (PPE).	
2.	Turn OFF the video processor and light source.	
3.	For colonoscopes that have the variable stiffness control, ensure the variable stiffness ring has the two markings aligned so the variable stiffness is off.	
4.	When using the endoscope position device (UPD), turn it off.	
5.	Prepare a container of 500mls of detergent solution.	
6.	Wipe down the insertion tube with a detergent soaked lint-free cloth. <i>For 190 series, a lint-free cloth soaked with water can be used.</i>	
7.	Turn ON the suction source and ensure the biopsy valve cap is closed.	
8.	Immerse the distal tip in water and depress the suction valve to aspirate the water for 30 seconds. <i>For 190 endoscopes, aspirate water for 10 seconds.</i>	
9.	Remove the distal tip from the water and depress the suction valve to aspirate air for 10 seconds.	
10.	Turn OFF the suction source.	
11.	Remove the air/water valve and attach the air/water channel cleaning adapter.	
12.	Turn ON the light source and set the airflow regulator to HIGH.	
13.	Immerse the distal tip in clean water.	
14.	Depress the air/water channel cleaning adapter and flush water for 30 seconds. <i>For 190 endoscopes, depress air/water cleaning adapter for 10 seconds.</i>	
15.	Release the air/water channel cleaning adapter to flush air for 10 seconds.	
16.	Turn OFF the light source.	
17.	For endoscopes with an auxiliary water channel:	
	a. For manual flushing of the auxiliary water channel:	
	1. Attach a clean MAJ-855 to the auxiliary water inlet (if applicable).	
	2. Immerse the distal tip in water.	
	3. Fill a 30 ml syringe with water, attach to the MAJ-855, and flush 30mls of water.	
	4. Fill a 30 ml syringe with air, attach to the MAJ-855, and flush 30mls of air. <i>For 190 endoscopes, omit this step.</i>	
	5. Detach syringe and leave the MAJ-855 attached to scope.	

	b. For automated flushing of the auxiliary water channel using the OFP-2 Flushing Pump:	
	1. Confirm proper attachment of the MAJ-855 (or disposable auxiliary water channel tube and cap MAJ-1652/MAJ-1651) and flushing pump tubing.	
	2. Immerse the distal tip in water. Set the water flow on the flushing pump to maximum.	
	3. Activate the flushing pump for 10 seconds.	
	4. Detach the MAJ-855/disposable attachment cap MAJ-1652 from the flushing pump.	
	5. Leave the MAJ-855 attached to the endoscope.	
18.	Disconnect all removable and reusable parts from the endoscope.	
19.	Confirm that the water-resistant cap is dry and free of debris, and attach the water-resistant cap. <i>For 190 endoscopes, omit this step because there is no water-resistant cap.</i>	
20.	Transport to reprocessing area in a covered container.	

Comments:

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Leakage Testing		Demonstrated
1.	Fill a basin with clean water.	
2.	Detach air/water channel cleaning adapter, suction valve, and biopsy valve from the endoscope.	
3.	Connect the leakage tester to the MU-1. (Maintenance unit).	
4.	Turn ON the MU-1.	
5.	Depress pin inside connector cap to confirm that air is being emitted.	
6.	Confirm that the leakage tester's connector cap and venting connector are dry.	
7.	Connect the leakage tester to the endoscope. Ensure bending section has inflated.	
8.	Completely immerse the endoscope in water.	
9.	Observe for 30 seconds while angulating the bending section in all four directions.	
10.	If a continuous series of bubbles emerges from any location, remove the endoscope from the water, and contact Olympus for further instructions.	

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

Comments:

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Manual Cleaning		Demonstrated
1.	Fill a basin with fresh detergent solution prepared as recommended by the manufacturer.	
2.	Completely immerse the endoscope and accessories in detergent solution.	
3.	Use a soft brush, lint-free cloth, or sponge to thoroughly clean all external surfaces.	
4.	Use endoscope model-specific brushes to brush channels/cylinders/ports until no visible debris remains.	
	a. Brush the instrument/suction channel in the insertion tube:	
	1. Insert the channel-cleaning brush at 45° angle into the opening located at the side wall of the suction cylinder.	
	2. Using short strokes, feed the brush through the instrument channel until it emerges from the distal end of the endoscope.	
	3. Remove any debris from the bristles with your fingertips and carefully pull the brush back through the instrument channel.	
	4. Clean the brush bristles with your fingertips to remove any debris.	
	5. Repeat until no debris is observed on the brush.	
	b. Brush the suction channel in the universal cord:	
	1. Insert the channel-cleaning brush straight into the suction cylinder.	
	2. Using short strokes, feed the brush through the suction channel until it emerges from the suction connector on the endoscope connector.	

	3. Remove any debris from the bristles with your fingertips and carefully pull the brush back through the instrument channel.	
	4. Clean the brush bristles with your fingertips to remove any debris.	
	5. Repeat until no debris is observed on the brush.	
	C. Brush the suction cylinder.	
	1. Insert the channel-opening cleaning brush into the suction cylinder until half the brush section is inserted.	
	2. Rotate the brush one full revolution and pull the brush out of the suction cylinder.	
	3. Clean the brush bristles with your fingertips to remove any debris.	
	4. Repeat until no debris is observed on the brush.	
	d. Brush the instrument channel port.	
	1. Insert the channel-opening cleaning brush into the channel port fully until the brush handles touches the channel opening.	
	2. Rotate the brush one full revolution and pull the brush out of the instrument channel port.	
	3. Clean the brush bristles with your fingertips to remove any debris.	
	4. Repeat until no debris is observed on the brush.	
5.	Attach the suction cleaning adapter to the instrument channel port.	
6.	Connect the suction tube from the suction source to the suction connector on the endoscope.	
7.	Immerse the distal end and weighted end of the suction cleaning adapter in detergent.	
8.	Turn ON the suction source.	
9.	Cover the suction cylinder and aspirate detergent solution for approximately 30 seconds.	
10.	Turn OFF the suction source.	
11.	Detach the suction tube and the suction cleaning adapter.	

Comments:

Manual Cleaning Manual Flushing of Endoscope Channels		Demonstrated
1.	Attach the channel plug to the air/water and suction cylinders, the biopsy valve cap to the instrument channel port and attach the injection tube to the endoscope connector.	
2.	Immerse the suction port of the injection tube into detergent solution.	
3.	Attach a 30ml syringe to the air/water port of the injection tube.	
4.	Flush the air/water channel with 90mls of detergent.	
5.	For endoscopes with an auxiliary water channel:	
	a. Attach the auxiliary water (MAJ-855) tube to the auxiliary water inlet.	
	b. Use a 30ml syringe to flush 90mls of detergent solution into the auxiliary water channel. <i>For 190 endoscopes, flush 30mls of detergent solution.</i>	
6.	Wipe external surfaces of the endoscope/accessories with a clean lint-free cloth, brush, or sponge.	
7.	Soak the endoscope and accessories in detergent solution for the time specified by the detergent manufacturer.	
8.	Remove the endoscope and accessories from the detergent solution.	
9.	Immerse endoscope and accessories in clean water, and gently agitate to rinse.	
10.	Use a 30ml syringe to inject 90mls of water through each side of the injection tube.	
11.	For endoscopes with an auxiliary water channel, attach a 30ml syringe to the auxiliary water tube (MAJ-855), and inject 90mls of water. <i>For 190 endoscopes, flush 30mls of water.</i>	
12.	Remove the endoscope and accessories from the water and place them in a clean basin.	
13.	Cover the distal end with a clean lint-free cloth.	
14.	Use a 30ml syringe to inject 90mls of air through each side of the injection tube.	
15.	For endoscopes with auxiliary water channel, use a 30ml syringe to inject 90mls of air through the auxiliary water tube. <i>For 190 endoscopes, inject 30mls of air.</i>	
16.	Disconnect the channel plug, injection tube, and auxiliary water tube from the endoscope.	

17.	Use a lint-free cloth to dry all external surfaces of the endoscope, channel plug, injection tube, and auxiliary water tube.	
18.	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 the disinfectant concentration (i.e., MRC) according to the manufacturer's instructions.	
2.	Inspect the connections 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 is completed.	
6.	Perform the terminal steps that the AER does not perform (e.g., alcohol and airpurge).	
FOR FACILITY INTERNAL USE ONLY!		

Comments:

Manual High-Level Disinfection		Demonstrated
1.	Fill a basin with disinfectant solution.	
2.	Test the disinfectant concentration (i.e., MRC) according to the manufacturer's instructions.	
3.	Attach the channel plug and injection tube to the endoscope.	
4.	Completely immerse the endoscope and accessories in disinfectant solution.	
5.	Use a 30ml syringe to inject 90mls of disinfectant into each side of the injection tube and confirm that no bubbles exit the distal tip.	
6.	For endoscopes with an auxiliary water channel:	
	a. Attach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 90mls of disinfectant through the auxiliary water tube. For 190 endoscopes, inject 60mls of disinfectant. If air bubbles are still visible on the 190 endoscope, repeat the injection.	
7.	Disconnect all equipment from the endoscope.	
8.	Remove any bubbles that adhere to the surfaces with a gloved finger or clean lint-free cloth.	
9.	Soak endoscope and equipment for the time and at the temperature recommended by the disinfectant manufacturer.	
10.	Reconnect the channel plug and injection tube to the endoscope.	
11.	Remove the suction port of the injection tube from the disinfectant solution.	
12.	Attach a 30ml syringe to each port on the injection tube and inject 90mls of air.	
13.	For endoscopes with an auxiliary water channel:	
	a. Reattach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 90mls of air through the auxiliary water tube. For 190 endoscopes, inject 30mls of air.	
14.	Remove the endoscope and accessories from the disinfectant solution.	

Comments:

Rinsing after Manual High-Level Disinfection		Demonstrated
1.	Fill a basin with sterile water, filtered water, or tap water.	
2.	Completely immerse the endoscope and equipment in the water.	
3.	Detach the channel plug, injection tube, and auxiliary water tube (if applicable).	
4.	Wipe all external surfaces with a lint-free cloth.	
5.	Attach the channel plug and injection tube to the endoscope.	
6.	Use a 30ml syringe to inject 90mls of water through each side of the injection tube.	
7.	For endoscopes with an auxiliary water channel:	
	a. Attach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 90mls of water.	
8.	Remove the endoscope and accessories from the water.	
9.	Cover the distal tip with a lint-free cloth.	
10.	Use a 30ml syringe to inject 90mls of air through each side of the injection tube.	
11.	For endoscopes with an auxiliary water channel:	
	a. Attach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 90mls of air.	
12.	Detach the channel plug, injection tube and auxiliary water tube (if applicable) from the endoscope.	
13.	Wipe all external surfaces with a lint-free cloth.	

Comments:

Alcohol Flush		Demonstrated
1.	Attach a reprocessed channel plug, injection tube, and auxiliary water tube (if applicable) to the endoscope.	
2.	Immerse suction port of injection tube in 70% isopropyl or ethyl alcohol.	
3.	Use a 30ml syringe to inject 90mls of alcohol through the suction channel of the injection tube.	
4.	Use a 30ml syringe to inject 30mls of alcohol through the air/water channel of the injection tube.	
5.	Remove the suction port from the alcohol and cover the distal tip with a lint-free cloth.	
6.	Use a 30ml syringe to inject 90mls of air through the suction channel of the injection tube.	
7.	Use a 30ml syringe to inject 90mls of air through the air/water channel of the injection tube.	
8.	For endoscopes with an auxiliary water channel:	
	a. Attach a reprocessed auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 30mls of alcohol.	
	c. Use a 30ml syringe to inject 90mls of air.	
9.	Detach the channel plug, injection tube, and auxiliary water tube (if applicable). For 190 endoscopes, detach the injection tube only.	
10.	For 190 endoscopes, do the following:	
	a. Attach a sterile suction tube.	
	b. Turn the suction pump on, and aspirate air for at least 30 seconds.	
	c. Turn the suction pump off.	
	d. Detach the suction tube channel plug and auxiliary water tube (if applicable).	
11.	Wipe all external surfaces with a lint-free cloth.	
12.	Dry the inside of the air/water and suction cylinders, and instrument channel port with sterile cotton swabs.	

Comments:

Endoscope Storage		Demonstrated
1.	Detach all accessories as applicable following manual alcohol flushing of endoscopes.	
	a. Detach all valves.	
	b. Detach the water-resistant cap from the electrical connector (cap may remain attached to the endoscope by the chain). For the 190 endoscopes, omit this step because there is no water-resistant cap.	
	c. Uncap the auxiliary water inlet cap.	
2.	Ensure all angulation locks are in the free position.	
3.	Confirm that the surfaces of the endoscope and accessories are dry.	
4.	For endoscopes with a flexible adjustment mechanism (variable stiffness), set the insertion tube to the most flexible condition.	
5.	Hang the endoscope so that the universal cord and insertion tube are hanging vertically.	
6.	Store the endoscope in a well-ventilated cabinet, according to National and Professional guidelines.	

Comments: