

PCF-HQ190/H190T 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.

PCF

PCF-HQ190L/I

PCF-H190T L/I

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.	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 500mls of clean water. Wipe down the insertion tube with a water-soaked lint-free cloth.	
6.	Turn ON the suction source and ensure the biopsy valve cap is closed.	
7.	Immerse the distal tip in water and depress the suction valve to aspirate the water for 10 seconds or more.	
8.	Remove the distal tip from the water and depress the suction valve to aspirate air for 10 seconds or more.	
9.	Turn OFF the suction source.	
10.	If using UCR (CO2) for patient procedure, confirm that the UCR gas flow is stopped.	
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 10 seconds or more.	
15.	Release the air/water channel cleaning adapter to flush air for 10 seconds or more.	
16.	Turn OFF the light source.	
17.	Flushing of the auxiliary water channel:	
	a. For manual flushing of the auxiliary water channel:	
	1. Attach a clean auxiliary water tube to the auxiliary water inlet.	
	2. Immerse the distal tip in water.	
	3. Fill a 30 ml syringe with water, attach to the auxiliary water tube, and flush 30mls of water.	
	4. Detach the syringe and leave the auxiliary water tube attached to the endoscope.	
	b. For automated flushing of the auxiliary water channel using the OFP-2 Flushing Pump:	

	1. Confirm proper attachment of the MAJ-885 (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 or more.	
	4. Detach the MAJ-855/disposable attachment cap MAJ-1652 from the flushing pump.	
	5. Leave the auxiliary tube attached to the endoscope.	
18.	Disconnect all removable and reusable parts from the endoscope.	
19.	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. If wet dry with a lint free cloth.	
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
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****Note**

If manual cleaning could not be performed within 1-hour after the patient procedure or if you are not sure whether manual cleaning could be performed within 1-hour, dried debris may not be removed, and reprocessing of the endoscope may not be performed effectively. Using the manual flushing attachments, fill all channels of the endoscope and allow the endoscope to soak completely in the detergent solution for more than 2 hours. Do not immerse the endoscope for more than 10 hours. Refer to section 5.9 of the Reprocessing manual, "Presoaking the endoscope".

1.	Completely immerse the endoscope in the detergent solution. Clean the external surfaces of the insertion section.	
	a. Immerse the endoscope in detergent solution.	
	b. Wipe the insertion tube using lint-free cloths, brushes or sponges.	
	c. Take the insertion section out of the detergent solution and confirm that no debris remains on all external surfaces of the bending section and the insertion tube.	
	d. If any debris remains on the external surfaces of the bending section and the insertion tube, repeat Steps "b and c" until no debris is observed.	
2.	Clean the external surfaces of the control section and its surrounding parts.	
	a. Immerse the endoscope in detergent solution.	
	b. Thoroughly wipe or brush all external surfaces of the control section, the boot, and the universal cord's boot, using clean lint-free cloths, sponges, or brushes.	
	c. Take the control section, the boot, and the universal cord's boot out of the detergent solution and confirm that no debris remains on all their external surfaces.	
	d. If any debris remains, repeat Steps "b and c" until no debris is observed.	

3.	Clean the external surfaces of the endoscope connector and the universal cord.	
	a. Immerse the endoscope in detergent solution.	
	b. Thoroughly wipe or brush all external surfaces of the endoscope connector and the universal cord, using clean lint-free cloths, sponges, or brushes.	
	c. Take the endoscope connector and the universal cord out of the detergent solution and confirm that no debris remains on all their external surfaces.	
	d. If any debris remains, repeat Steps “b and c” until no debris is observed.	
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 degree angle into the opening located at the side wall of the suction cylinder.	
	2. Using short strokes, feed the brush through the suction channel until it emerges from the distal end of the endoscope.	
	3. Remove any debris from the brush 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 instrument channel until it emerges from the suction connector on the endoscope.	
	3. Remove any debris from the brush bristles with your fingertips and carefully pull the brush back through the suction 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. Remove any debris on the brush bristles with your fingertips and clean the brush in the detergent solution.	

	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 instrument channel port 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. Remove any debris on the brush bristles with your fingertips and clean the brush in the detergent solution.	
	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 or more.	
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.	Flushing of the auxiliary water channel:	
	a. Attach the auxiliary water tube to the auxiliary water inlet.	
	b. Use a 30ml syringe to flush 30mls of detergent solution into the auxiliary water channel.	
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 the auxiliary water channel, attach a 30ml syringe to the auxiliary water tube (MAJ-855), and inject 30mls of water.	
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 the auxiliary water channel, use a 30ml syringe to inject 30mls of air through the auxiliary water tube.	
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 and the auxiliary water 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 the auxiliary water channel:	
	a. Attach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 30mls of disinfectant through the auxiliary water tube. If air bubbles are still visible on the 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.	Flushing of the auxiliary water channel:	
	a. Reattach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 30mls of air through the auxiliary water tube.	
14.	Remove the endoscope and accessories from the disinfectant solution.	

Comments:

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Rinsing		Demonstrated
1.	Fill a basin with sterile water, filtered water, or potable 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 and the auxiliary water tube to the endoscope.	
6.	Use a 30ml syringe to inject 90mls of water through each side of the injection tube.	
7.	Flushing of the auxiliary water channel:	
	a. Attach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 30mls 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 the auxiliary water channel:	
	a. Attach the auxiliary water tube (MAJ-855).	
	b. Use a 30ml syringe to inject 30mls of air.	
12.	Detach the channel plug, injection tube and auxiliary water tube from the endoscope.	
13.	Wipe all external surfaces with a lint-free cloth.	

Comments:

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Alcohol Flush		Demonstrated
1.	Attach a reprocessed channel plug, injection tube, and auxiliary water tube to the endoscope.	
2.	Immerse suction port of injection tube in 70% Isopropyl or Ethyl Alcohol. Cover the distal end.	
3.	Cover the distal end of the control section of the endoscope with a sterile lint free cloth to prevent splashing alcohol from the channel openings.	
4.	Use a 30ml syringe to inject 90mls of alcohol through the suction channel port of the injection tube.	
5.	Use a 30ml syringe to inject 30mls of alcohol through the air/water channel port of the injection tube.	
6.	Remove the suction port from the alcohol and cover the distal tip with a lint-free cloth.	
7.	Use a 30ml syringe to inject 90mls of air through the suction channel of the injection tube.	
8.	Use a 30ml syringe to inject 90mls of air through the air/water channel of the injection tube.	
9.	For the auxiliary water channel:	
	a. Use a 30ml syringe to inject 30mls of alcohol.	
	b. Use a 30ml syringe to inject 30mls of air.	
10.	Detach the injection tube only.	
11.	Then do the following:	

	a. Attach a sterile suction tube.	
	b. Turn the suction pump on, and aspirate air for at least 30 seconds or more.	
	c. Turn the suction pump OFF.	
	d. Detach the suction tube, channel plug, and auxiliary water tube.	
12.	Wipe all external surfaces with a lint-free cloth.	
13.	Dry the inside of the air/water and suction cylinders, and instrument channel port with sterile cotton swabs.	

Comments:

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Drying the Endoscope with compressed air		Demonstrated
1.	Cover the distal end, the control section, and the endoscope connector of the endoscope in sterile lint-free cloths to prevent splashing alcohol from the channel openings.	
2.	Feed compressed filtered air of less than 0.5 MPa into the opening of the suction cylinder until no alcohol exits from the distal end, the instrument channel port, and the suction connector of the endoscope.	
3.	Feed compressed filtered air of less than 0.5 MPa from the instrument channel port until no alcohol exits from the distal end of the endoscope.	
4.	Feed compressed filtered air of less than 0.5 MPa from the large opening of the air/water cylinder until no alcohol exits from the distal end and the water supply connector of the endoscope.	
5.	Feed compressed filtered air of less than 0.5 MPa from the two small openings of the air/water cylinder until no alcohol exists from the air supply connector and the air pipe of the endoscope.	
6.	Thoroughly dry the inside of the suction cylinder, the air/water cylinder, and the instrument channel port of the endoscope, using sterile cotton swabs.	
7.	Thoroughly dry the external surfaces of the endoscope by wiping with sterile lint-free cloths.	

Comments:

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Endoscope Storage		Demonstrated
1.	Detach all accessories as applicable following manual alcohol flushing of endoscopes.	
	a. Detach all valves.	
	b. 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.	Ensure the flexible adjustment mechanism (variable stiffness), set the insertion tube to the most flexible position.	
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: