

**TJF-Q180V Duodenoscope**  
Cleaning and Disinfection Checklist

# TJF-Q180V Duodenoscope

## 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.

TJF-Q180V

Instructor Name

Title

Signature

Staff Member Name

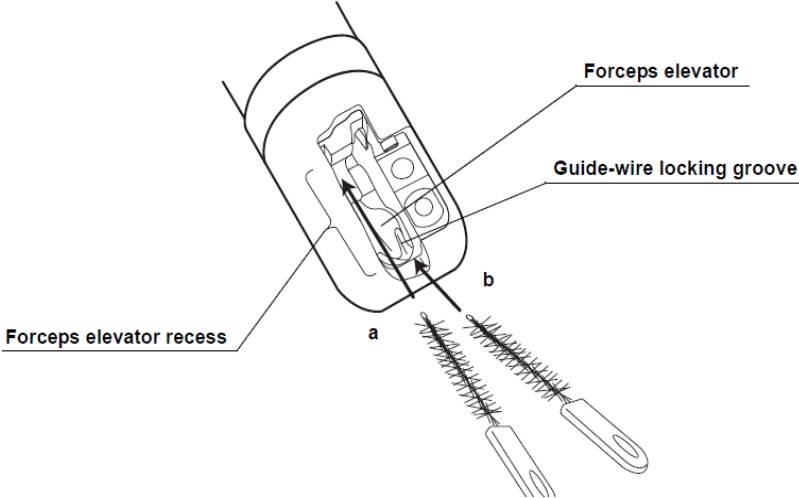
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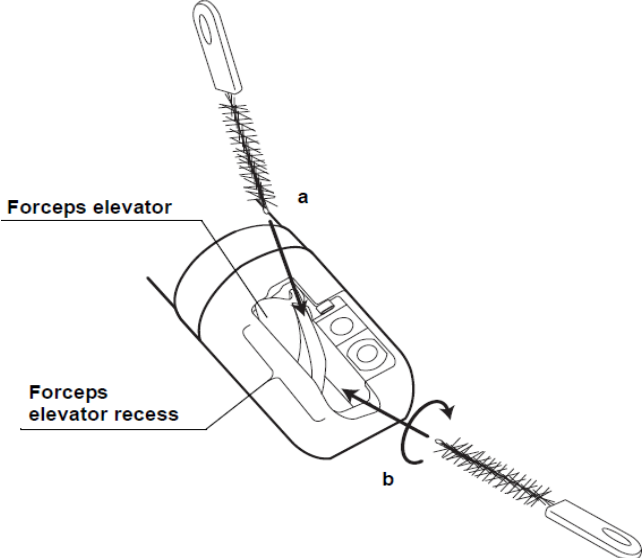
Pre-Cleaning		Demonstrated
1.	Wear appropriate Personal Protective Equipment (PPE).	
2.	Turn OFF the Video processor and light source.	
3.	Prepare a clean 1,000 ml container of water.	
4.	Wipe down the insertion tube with a water-soaked lint-free cloth or sponge. Wipe from the boot at the control section toward the distal end.	
5.	Lower the forceps elevator by turning the elevator control lever.	
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 30 seconds.	
8.	While continuing the immersion and the aspiration, raise and lower the forceps elevator three times, by turning the elevator control lever.	
9.	Remove distal tip from the water. Depress the suction valve, and aspirate air for 10 seconds.	
10.	Turn OFF the suction source.	
11.	Remove the air/water valve and attach the air/water cleaning adapter.	
12.	Turn ON the light source turn and set the air flow to HIGH.	
13.	Immerse the distal tip in clean water.	
14.	Depress the air/water channel cleaning adapter, and flush water for 30 seconds.	
15.	Release the air/water channel cleaning adapter button to flush air for 10seconds.	
16.	Turn OFF the light source.	
17.	Disconnect all removable and reusable parts from the endoscope.	
18.	Confirm that the water-resistant cap is dry and free of debris, and attach the water-resistant cap.	
19.	Transport to reprocessing area in a covered container.	

**Comments:**

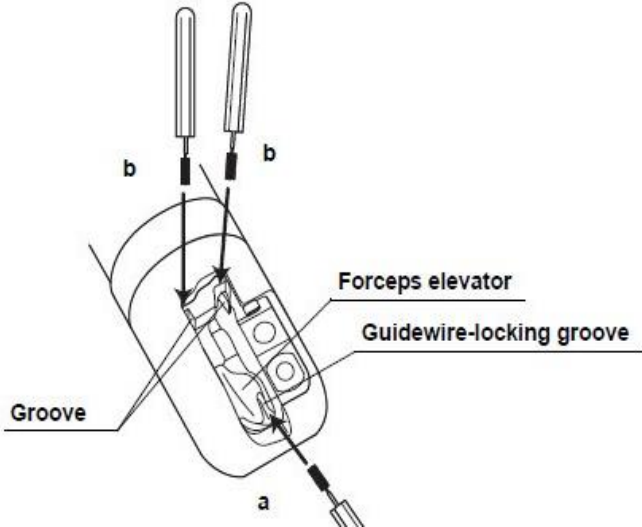
Leakage Testing		Demonstrated
1.	Fill a basin with clean water.	
2.	Detach air/water channel cleaning adapter, suction valve and biopsy valve from the endoscope.	
3.	Connect the leakage tester to the MU-1. (Maintenance Unit).	
4.	Turn ON the MU-1.	
5.	Depress the pin inside connector cap to confirm air 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 the bending section has inflated.	
8.	Completely immerse the endoscope in water.	
9.	Observe for 30 seconds while angulating the bending section in all directions.	
10.	Raise and Lower the forceps elevator by moving the endoscope's elevator lever 3 times, checking for a potential leak.	
11.	If a continuous series of bubbles emerges from any location, remove the endoscope from the water, and contact Olympus for further instructions.	
12.	If no leak is detected, remove the endoscope from the water and turn OFF the MU-1.	
13.	Disconnect the leakage tester from the MU-1.	
14.	Wait 30 seconds, or until the bending section contracts to its pre-expansion size.	
15.	Disconnect the leakage tester connector cap from the venting connector.	
16.	Thoroughly dry the leakage tester by using a clean, lint-free cloth.	

**Comments:**

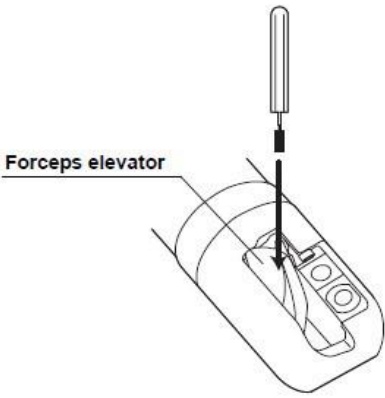
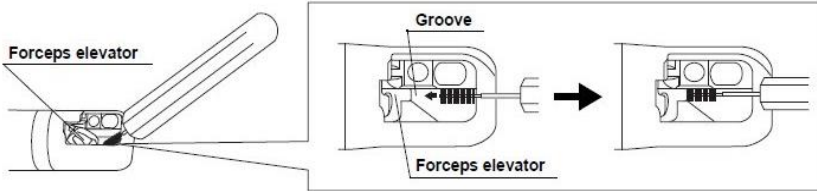
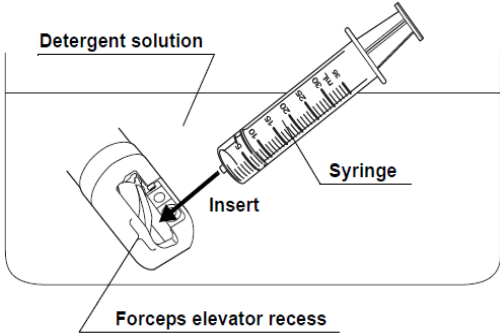
Manual Cleaning		Demonstrated
1.	Fill a basin with fresh detergent solution prepared as recommended by the manufacturer.	
2.	Completely immerse the endoscope in the detergent solution.	
3.	Use a soft brush, lint-free cloth, or sponge to thoroughly clean all external surfaces, paying attention to the air/water nozzle opening and the objective lens on the distal end of the insertion section, and ensure that all surfaces of the distal end are thoroughly cleaned	
4.	Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “◀U” direction until the forceps elevator stops.	
5.	Straighten the bending section of the endoscope. Brush the forceps elevator, including the guide wire-locking groove and the forceps elevator recess, with the single-use channel-opening cleaning brush (e.g. BW-412T) as follows:	
	<p><b>a.</b> Insert the brush into the forceps elevator recess along the forceps elevator until the brush handle touches the distal end of the endoscope and pull the brush out the forceps elevator recess. Repeat the insertion and pulling out three times.</p> 	
	<b>b.</b> Brush the guide wire-locking groove.	
6.	Raise the forceps elevator by turning the elevator control lever in the “◀U” direction until the forceps elevator stops.	
7.	While holding the distal end, brush the forceps elevator and the forceps elevator recess with the single-use channel-opening cleaning brush (e.g. BW-412T) as follows:	
	<b>a.</b> Insert the brush into the forceps elevator recess along the back of the forceps elevator until the distal end of the brush touches the bottom of the forceps elevator recess and pull the brush out of the forceps elevator recess.	

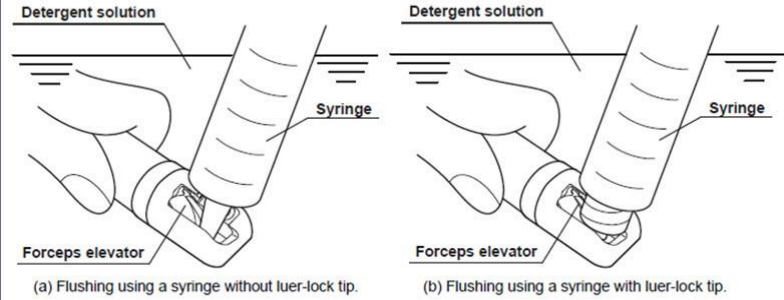
		
	<p><b>b.</b> Insert the brush into the forceps elevator recess, rotate the brush one full revolution.</p>	
	<p><b>C.</b> Pull the brush out of the forceps elevator recess.</p>	
<p><b>8.</b></p>	<p>Operate the elevator control lever to raise and lower the forceps elevator in the detergent solution three times.</p>	
<p><b>9.</b></p>	<p>Clean the bristles of the brush in detergent solution by using your gloved fingertips to remove any debris.</p>	
<p><b>10.</b></p>	<p>Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “◀U” direction until it stops.</p>	
<p><b>11.</b></p>	<p>Brush the distal end of the endoscope, except the forceps elevator and the forceps elevator recess, by using the single use channel-opening cleaning brush (BW-412T) until no debris is observed upon inspection of the endoscope.</p>	
<p><b>12.</b></p>	<p>Use endoscope model-specific brushes to brush channels/cylinders/ports until no visible debris remains.</p>	
	<p><b>a.</b> Brush the instrument/suction channel in the insertion tube:</p>	
	<p>1. Insert the channel-cleaning brush at 45° angle into the opening located at the side wall of the suction cylinder.</p>	
	<p>2. Using short strokes, feed the brush through the suction channel until it emerges from the distal end of the endoscope.</p>	
	<p>3. Remove any debris from the bristles with your fingertips and carefully pull the brush back through the suction channel.</p>	
	<p>4. Clean the brush bristles with your fingertips to remove any debris.</p>	
	<p>5. Repeat until no debris is observed on the brush.</p>	
	<p><b>b.</b> Brush the suction channel in the universal cord:</p>	
	<p>1. Insert the channel-cleaning brush straight into the suction cylinder.</p>	

	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 suction channel.	
	4. Clean the brush bristles with your fingertips to remove any debris.	
	5. Repeat until no debris is observed on the brush.	
	<b>C.</b> 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.	
	<b>d.</b> 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. 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.	
<b>13.</b>	Remove the endoscope from the detergent solution.	
<b>14.</b>	Attach the suction cleaning adapter to the instrument channel port.	
<b>15.</b>	Connect the suction tube from the suction source to the suction connector on the endoscope.	
<b>16.</b>	Turn ON the suction source.	
<b>17.</b>	Confirm that the forceps elevator is lowered.	
<b>18.</b>	Immerse the distal end and weighted end of suction cleaning adapter in detergent.	
<b>19.</b>	Ensure distal end of endoscope and distal end of suction cleaning adapter remain in detergent solution.	
<b>20.</b>	Cover the suction cylinder with your gloved finger, and aspirate detergent solution for approximately 30 seconds.	
<b>21.</b>	While continuing the immersion and aspiration, raise and lower forceps elevator at least 3 times by turning the elevator control lever.	
<b>22.</b>	Turn OFF the suction source.	

23.	Detach the suction tube and the suction cleaning adapter.	
24.	Brush the forceps elevator recess.	
	<p><b>a.</b> Confirm that the forceps elevator is lowered and straighten the bending section of the endoscope.</p>	
	<p><b>b.</b> Brush the forceps elevator and the forceps elevator recess with the single-use soft brush (MAJ-1888), keeping the distal end of the endoscope immersed in the detergent solution.</p> 	
	<p><b>c.</b> Brush the guidewire locking groove with 3 strokes.</p>	
	<p><b>d.</b> Brush both grooves with 3 strokes.</p>	
	<p><b>e.</b> Clean the bristles of the brush gently with your fingertips in the detergent solution.</p>	
	<p><b>f.</b> Raise the forceps elevator by turning the elevator control lever in the “◀U” direction until the forceps elevator stops.</p>	
	<p><b>g.</b> Brush the whole back side of the forceps elevator with the brush (MAJ-1888) three times, keeping the distal end of the endoscope immersed in the detergent solution.</p>	



	 <p>Forceps elevator</p>	
	<p><b>h.</b> Clean the bristles of the brush gently with your fingertips in the detergent solution.</p>	
	<p><b>i.</b> Insert the brush head slowly into the groove under the forceps elevator until the end of the brush touches the wall behind the elevator.</p>  <p>Forceps elevator</p> <p>Groove</p> <p>Forceps elevator</p>	
	<p><b>j.</b> While keeping the distal end of the endoscope immersed in the detergent solution, rotate the inserted brush three revolutions while ensuring that the end of the brush contacts the wall behind the forceps elevator.</p>	
	<p><b>k.</b> Pull the brush out slowly and gently clean the bristles in the detergent solution with your fingertips.</p>	
	<p><b>l.</b> While immersing the distal end in detergent solution, operate the elevator control lever to raise and lower the forceps elevator three times.</p>	
<p><b>25.</b></p>	<p>With forceps elevator raised, use the tip of the syringe to flush interior of forceps elevator with 30mls of detergent solution.</p>  <p>Detergent solution</p> <p>Syringe</p> <p>Insert</p> <p>Forceps elevator recess</p>	

	 <p>(a) Flushing using a syringe without luer-lock tip. (b) Flushing using a syringe with luer-lock tip.</p>	
26.	<p>Lower the forceps elevator by turning the elevator control lever. Insert the tip of the 30ml syringe into the interior the forceps elevator recess in the detergent solution, flush the interior recess with 30mls of the detergent solution</p> <p><b>**Note:</b> When you use a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.</p>	
27.	<p>Repeat steps 24i through 26 (note steps 24a through 24h do not need to be repeated).</p>	
28.	<p>While raising and lowering the forceps elevator, inspect the forceps elevator and the forceps elevator recess for any debris. Repeat brushing and/or flushing the elevator and the elevator recess all debris is gone.</p>	
29.	<p>Dispose of the brush in an appropriate manner.</p>	

**Comments:**

Manual Cleaning Manual Flushing of Endoscope Channels		Demonstrated
1.	Attach the channel plug to the air/water ad suction cylinders, and the biopsy valve cap to the instrument channel port.	
2.	Attach the injection tube to the endoscopic connector.	
3.	Immerse the suction port of the injection tube into the detergent solution.	

4.	Attach a 30 ml syringe to the air/water port of the injection tube.	
5.	Flush the air/water channel with 90 mls detergent.	
6.	While the endoscope is immersed in detergent solution, wipe external surfaces of the endoscope/accessories with a lint-free cloth.	
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 the endoscope and accessories in clean water, and gently agitate to thoroughly rinse.	
10.	Immerse the suction port of the injection tube in the water.	
11.	Flush 90mls of water through each side of the injection tube with a clean 30ml syringe.	
12.	Remove the endoscope and equipment from the water.	
13.	Place the endoscope in a clean basin and cover the distal end and control section with a clean, lint- free cloth to prevent splashing.	
14.	Using a 30ml syringe, flush each side of the injection tube with 90mls of air.	
15.	Remove the cloth from the distal end.	
16.	Disconnect the channel plug and injection tube from the endoscope.	
17.	Use a clean, lint-free cloth to dry all external surfaces, channel plug, and injection tube.	
18.	Inspect all items for residual debris. If any debris remains, repeat the entire cleaning process until it is removed.	
19.	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
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**\*\*Note:**

Prior to disinfection in the AER, raise the forceps elevator to the intermediate position.

<b>1.</b>	Test the disinfectant concentration (i.e., MRC) according to the manufacturer's instructions.	
<b>2.</b>	Inspect the connections according to the AER manufacturer's instructions.	
<b>3.</b>	Attach the endoscope connectors/adapters to the AER and endoscope as per the AER manufacturer's instructions.	
<b>4.</b>	Operate the AER according to the AER manufacturer's instructions.	
<b>5.</b>	Ensure the endoscope is soaked in disinfectant solution according to the disinfectant manufacturer's recommendations for time and temperature.	
<b>6.</b>	Remove the endoscope promptly after the AER cycle is completed.	
<b>7.</b>	Perform the terminal steps that the AER does not perform (e.g., alcohol and airpurge).	

FOR FACILITY INTERNAL USE ONLY!

Olympus personnel are unable to demonstrate use of individual manufacturer's AER.

**Comments:**

Manual High-Level Disinfection	Demonstrated
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**\*\*Note:**

Prior to manual disinfection, raise the forceps elevator to the intermediate position.

<b>1.</b>	Fill a basin with disinfectant solution.	
<b>2.</b>	Test the disinfectant concentration (i.e. MRC) according to the manufacturer's instructions.	
<b>3.</b>	Attach the channel plug and injection tube to the endoscope.	
<b>4.</b>	Completely immerse the endoscope and equipment in disinfectant solution.	
<b>5.</b>	Confirm that the suction port of the injection tube is immersed in the disinfectant solution.	

6.	Use a 30 ml syringe to forcefully inject 180mls of the disinfectant into each side of the injection tube and confirm that no air bubbles exit the distal tip.	
7.	Remove the biopsy valve cap of the channel plug from the instrument channel port of endoscope (leaving the channel plug attached to the air/water and suction cylinders of the endoscope).	
8.	Use a 30ml syringe to forcefully inject 180mls of the disinfectant solution by using the 30 ml syringe.	
9.	Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the sixth flush.	
10.	If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.	
11.	With the forceps elevator raised, insert the tip of the 30ml syringe into the interior of the forceps elevator recess in the disinfectant solution.	
12.	Flush the interior of the recess with 60 mls of the disinfectant solution.	
13.	Lower the forceps elevator by turning the elevator control lever. Insert the tip of the 30ml syringe into the interior the forceps elevator recess in the disinfectant solution.	
14.	Flush the interior of the recess with 60mls of the disinfectant solution.	
15.	Turn the elevator control lever to raise and lower the forceps elevator three times, keeping the distal end of the endoscope immersed in the disinfectant solution.	
16.	Use a 30ml syringe to forcefully inject 90mls of the disinfectant solution into the instrument channel.	
17.	Forcefully flush at least three times, minimizing disinfectant solution leakage from the port.	
18.	Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the third flush.	
19.	If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.	
20.	Repeat Steps 11 through 19.	
21.	While the equipment and endoscope are immersed in disinfectant, disconnect all equipment from the endoscope.	
22.	Remove any bubbles that adhere to the surfaces with a gloved finger or a clean lint-free cloth.	
23.	Cover the basin of disinfectant solution. with a tight-fitting lid to minimise the diffusion of disinfection vapors	
24.	Soak endoscope and equipment for the time and at the temperature recommended by the disinfectant manufacturer.	
25.	Reconnect the channel plug and injection tube to the endoscope.	
26.	Remove the suction port of the injection tube from the disinfectant solution.	
27.	Attach a 30 ml syringe to each port on the injection tube, and flush with 90 ml of air.	

28.	Remove the endoscope with attached accessories from the disinfection solution.	
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**Comments:**

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	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 and injection tube from the endoscope.	
4.	Wipe all external surfaces with a lint-free cloth.	
5.	Attach the channel plug and injection tube to the endoscope.	
6.	Immerse the suction port of the injection tube in the rinse water.	
7.	Use a 30 ml sterile syringe to inject 90mls of water through each side of the injection	
8.	Raise the forceps elevator by turning the elevator control lever. Insert the tip of the 30ml syringe into the interior of the forceps elevator recess in the rinse water and flush the interior of the recess with 30mls of the rinse water.	
9.	Lower the forceps elevator by turning the elevator control lever. Insert the tip of the 30ml syringe into the interior the forceps elevator recess in the rinse water and flush the interior of the recess with 30mls of the rinse water.	
10.	Turn the elevator control lever to raise and lower the forceps elevator three times, keeping the distal end of the endoscope immersed in the rinse water.	
11.	Repeat Steps 7 through 10 above for the necessary number of times, following the rinsing method described in the disinfectant solution manual.	
12.	By turning the elevator control lever, put the forceps elevator in intermediate position of the range of movement.	
13.	Remove the endoscope and equipment from the rinse water and place them in a sterile basin.	
14.	Cover the distal tip with a sterile, lint-free cloth.	
15.	Use a 30 ml syringe to inject 90mls of air through each side of the injection tube.	
16.	Remove the cloth from the endoscope.	

17.	Detach only the injection tube from the endoscope.	
18.	Attach a sterile suction tube from the suction pump to the suction connector on the endoscope connector.	
19.	Turn ON the suction source.	
20.	Aspirate air for at least 15 seconds.	
21.	While continuing the aspiration, raise and lower the forceps elevator three times, by turning the elevator control lever.	
22.	Turn OFF the suction pump.	
23.	Detach the suction tube and the channel plug from the endoscope	
24.	Wipe all external surfaces with a sterile, lint-free cloth to thoroughly dry the endoscope.	
25.	Using sterile cotton swabs, dry the inside of the suction cylinder, air air/water cylinder, the instrument channel port, and the forceps elevator recess.	

**Comments:**

Alcohol Flush		Demonstrated
1.	Fill a small sterile basin with the alcohol.	
2.	Attach a reprocessed channel plug and injection tube to the endoscope.	
3.	Immerse suction port of injection tube in 70% isopropyl or ethyl alcohol.	
4.	Cover the distal end and control section with a sterile lint-free cloth to prevent splashing.	
5.	Attach a sterile 30 ml syringe to the suction channel port of the injection tube and flush the suction channel with 90mls of the alcohol, i.e., pump the syringe at least three times.	
6.	Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 30ml of the alcohol.	
7.	Raise the forceps elevator by turning the elevator control lever. Insert the tip of the 30mls syringe under the covering cloths and into the interior of the forceps elevator recess and flush the interior of the recess with 30mls of alcohol.	
8.	Lower the forceps elevator by turning the elevator control lever. Insert the tip of the 30 ml syringe under the covering cloths and into the interior of the forceps elevator recess and flush the interior of the recess with 30mls of the alcohol.	

9.	Turn the elevator control lever to raise and lower the forceps elevator three times.	
10.	Remove the suction port from the alcohol.	
11.	Use a 30 ml syringe to inject 90mls of air through each side of the injection tube.	
12.	Remove the cloth(s) from the endoscope.	
13.	Disconnect all equipment from the endoscope.	
14.	Thoroughly dry the external surfaces of the endoscope, the channel plug, and the injection tube, by wiping with a sterile, lint-free cloth.	
15.	Use sterile cotton swabs to dry the inside of the air/water and suction cylinders, forceps recess, and instrument channel port.	

**Comments:**

Sterilisation		Demonstrated
1.	Flush and dry all channels of the endoscope, the channel plug, and the injection tube, according to the "Alcohol Flush" instructions.	
2.	Wipe and dry all external surfaces of the endoscope and accessories by using a sterile, lint-free cloth(s) moistened with alcohol.	
3.	Thoroughly dry the inside of the suction cylinder, the air/water cylinder, the forceps elevator recess, and the instrument channel port of the endoscope by using a sterile cotton swab(s).	
4.	Detach the water-resistant cap from the electrical connector.	
5.	Seal the endoscope and accessories in individual packaging appropriate for ethylene oxide gas sterilisation, according to your institution's protocol.	
6.	Sterilise and aerate the packaged endoscope and accessories according to the parameters described in the reprocessing manual. In addition, always comply with the instructions of the steriliser manufacturer.	

**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.	
2.	Ensure all angulation locks are in the free position.	
3.	Confirm that all surfaces of the endoscope are completely dry.	
4.	Move elevator control lever in the opposite direction of the down arrow i.e. Confirm that the elevator is lowered and the instrument channel outlet at the distal end is open.	
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:**