Olympus Inservice Training ☐
Facility-Verified Competency ☐
(Please check one box only)

Document Title:	ON TRACK Reprocessing Inservice / Competency for GI Endoscopes (EVIS, EXERA, EXERA II)

THIS CHECKLIST IS DESIGNED FOR USE SOLELY AS A CUSTOMER EDUCATIONAL TOOL, AND IS NOT INTENDED TO REPLACE OR 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 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.

Attendance Sheet

Facility Name: _____ **Date:** _____

Endoscope Models: _____

(List each model reviewed during this session)

Olympus Inservice Training *(Olympus Instructor)***:**

Print Name	Signature	Title

OR

Facility-verified Competency *(Authorized Facility Staff Member)***:**

Print Name	Signature	Title

Print Name	Signature

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Precleaning	***Demonstrated (✓)***	***Comments***
• Wear appropriate personal protective equipment		
• Wipe down the insertion tube with a detergent soaked lint free cloth		
• Immerse distal tip in detergent and depress suction valve to aspirate detergent for 30 seconds		
• Remove distal tip from detergent solution and depress suction valve to aspirate air for 10 seconds		
• Turn OFF suction pump and light source		
• Attach air/water channel cleaning adapter and set the light source airflow to HIGH		
• Immerse the distal tip in clean water		
• Depress air/water channel cleaning adapter and feed water for 30 seconds		
• Release the air/water channel cleaning adapter for 10 seconds or more to let air through the channel		
• Turn OFF light source		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Connect auxiliary water tube (MAJ-855) to auxiliary water inlet		
o Immerse distal end in a container of clean water		
o Use a 30 cc syringe to flush detergent solution through auxiliary water tube until no bubbles exit the distal end		
o Use a 30 cc syringe to flush clean water through auxiliary water channel several times		
o Use a 30 cc syringe to flush air through auxiliary water channel until steady stream of air bubbles exits distal tip		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire channel		
o Attach washing tube (MH-974) to the elevator channel plug		
o Use 5 cc syringe to flush detergent solution through the elevator wire until no bubbles exit the distal tip		
o Use 5 cc syringe to flush water through elevator wire channel several times		
o Use 5 cc syringe to flush air through elevator wire channel until a steady stream of bubbles exits distal tip		
• Disconnect all removable and reusable parts from the endoscope		
• Confirm that water resistant cap is dry and free of debris and attach water resistant cap		
• Transport to reprocessing area in covered container		

Leakage Testing	***Demonstrated***	***Comments***
• Fill a basin with clean water		
• Confirm that there is no water inside the leakage tester's connector cap		
• Connect leakage tester to air source and confirm that air is being emitted		
• Connect leakage tester to the endoscope and confirm bending section inflation		
• Completely immerse the endoscope in water		
• Observe for 30 seconds while angulating the bending section		
• Remove endoscope from the water and turn OFF the air source		
• Disconnect leakage tester from the air source		
• Wait 30 seconds, or until bending section contracts to its pre-expansion size		
• Disconnect leakage tester connector cap from venting connector		

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Manual Cleaning	***Demonstrated***	***Comments***
• Fill a basin with detergent solution prepared as recommended by the manufacturer		
• Completely immerse the endoscope in detergent solution.		
• Use a brush or lint-free cloth to thoroughly clean all external surface		
• For JF/TJF model duodenoscopes and other endoscope models with elevator wire channel, brush around the forceps elevator		
• Use endoscope model-specific brushes to brush channels/cylinders/ports until no visible debris remains		
o Brush the suction channel in the insertion tube		
o Brush the suction channel in the universal cord		
o Brush the suction cylinder		
o Brush the instrument channel port		
• Attach the suction cleaning adapter to the instrument channel port		
• Connect the suction tube from the suction pump to the suction connector on the endoscope		
• Immerse the distal end and weighted end of suction cleaning adapter in detergent		
• Ensure distal end of endoscope and distal end of suction cleaning adapter remain in detergent solution		
• Cover the suction cylinder and aspirate detergent solution for approximately 30 seconds		
• Turn OFF the suction source and disconnect the suction tube		
• Disconnect suction tube and the suction cleaning adapter. Reprocess them as described in Olympus instructions, "Cleaning, Disinfection and Sterilization Procedures for Removable Parts and Cleaning/Reprocessing Equipment"		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire channel		
o Immerse the distal tip in detergent solution and raise and lower forceps elevator 3 times		
o With forceps elevator raised, use 30 cc syringe to flush interior of forceps elevator with detergent solution		
• Attach the channel plug		
Facilities Manually Flushing With a Syringe		
• Attach the injection tube		
• Immerse the suction port of the injection tube into detergent solution prepared as recommended by the manufacturer		
• Attach a 30 cc syringe to injection tube. Inject 90 cc detergent solution into the each side of the injection tube		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Attach the auxiliary water (MAJ-855) tube to auxiliary water inlet		
o Use a 30 cc syringe to flush 90 cc of detergent solution into the auxiliary water channel		
o Disconnect the auxiliary water tube from the endoscope and immerse in detergent solution		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire channel		
o Attach the washing (MH-974) tube to elevator channel plug		
o Use a 5 cc syringe to inject 15 cc of detergent solution into elevator wire channel		
o Disconnect washing tube from endoscope and immerse in detergent solution		
• Detach cleaning equipment		
• Soak in detergent solution with the endoscope for time and temperature specified by the detergent manufacturer		
• Wipe down the endoscope with a lint-free cloth while the endoscope is immersed in detergent solution		

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Manual Cleaning (cont.)	***Demonstrated***	***Comments***
• Remove the endoscope and equipment from the detergent solution		
• Immerse endoscope and equipment in clean water and gently agitate to rinse		
• Reconnect the connector plug and injection tube		
• Use a 30 cc syringe to inject 90 cc of water through each side of the injection tube		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Attach a 30 cc syringe to the auxiliary water tube (MAJ-855) and inject 90 cc of clean water		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire channel:		
o Attach a 5cc syringe to the washing tube (MH-974) and flush the elevator wire channel with 5cc of clean water		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Use a 30cc syringe to inject 90cc of air through the auxiliary water tube		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire channel:		
o Use a 5cc syringe to flush 10cc of air through the elevator wire channel		
• Disconnect cleaning equipment. Reprocess as described in Olympus instructions, "Cleaning, Disinfection and Sterilization Procedures for Removable Parts and Cleaning/Reprocessing Equipment"		
• Use a lint-free cloth to dry all external surfaces, channel plug and injection tube		
Facilities Using the EFP250 Endoscope Flushing Pump to Replace Manual Flushing		
• Fill two-liter container with detergent solution prepared as recommended by the manufacturer		
• Connect inlet hose to EFP250		
• Connect main channel assembly (BLUE) to EFP 250		
• Press the blue START / STOP button		
• For scopes with elevator wire or auxiliary water channel		
o Connect Special Channel Assembly (PURPLE)		
o Press the PURPLE START / STOP button		
• Discard used detergent		
• Rinse and fill containers and endoscope basin with clean water		
• Press BLUE and PURPLE (if applicable) START / STOP button(s)		
• Place screened end of inlet hose in empty container		
• Press BLUE and PURPLE (if applicable) START / STOP button(s)		
• Use a clean, lint-free cloth to thoroughly wipe and dry the external surfaces of the endoscope and reprocessing equipment and continue reprocessing		

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Automated Endoscope Reprocessor (AER) High-Level Disinfection* ***AER type: _____High-level disinfectant type: _____***		***Comments***
• Test the potency of the disinfectant solution according to the manufacturer's instructions		
• Inspect the connections according to the AER manufacturer's instructions		
• Verify that the proper connector is being used for the endoscope being reprocessed		
• Attach the endoscope connectors/adapters to the AER and endoscope as per the AER manufacturer's instructions		
• Operate the AER according to the AER manufacturer's instructions		
• Ensure the endoscope is soaked in disinfectant solution according to the liquid chemical germicide manufacturer's recommendations for time and temperature		
• Remove the endoscope promptly after the AER cycle is completed		
• Perform the terminal steps that the AER does not perform (for ex: alcohol and air purge)		
***FOR FACILITY INTERNAL USE ONLY!** **Olympus personnel are unable to demonstrate use of individual manufacturer's AER**		

Manual High-Level Disinfection	***Demonstrated***	***Comments***
• Fill a basin with disinfectant solution		
• Test the potency of the disinfectant solution according to the manufacturer's instructions		
• Attach the channel plug and injection tube to the endoscope		
• Completely immerse the endoscope and equipment in disinfectant solution		
• Use a 30cc syringe to inject 90cc of disinfectant into each side of the injection tube. Confirm that no bubbles exit the distal tip		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Attach the auxiliary water tube (MAJ-855)		
o Use a 30cc syringe to inject 90cc of disinfectant through the auxiliary water tube		
• For JF model duodenoscopes and other model endoscopes with elevator wire		
o Attach the washing tube (MH-974)		
o Use a 5 cc syringe to flush 10cc of disinfectant solution through the elevator wire channel via the washing tube. Confirm that no bubble exit the distal tip		
o While immersed in disinfectant solution, raise the forceps elevator and flush with disinfectant using a 5 cc syringe		
• Disconnect all equipment from the endoscope		
• Remove any bubbles that adhere to the surfaces with a clean lint-free cloth		
• Soak endoscope and equipment for the time and at the temperature recommended by the disinfectant manufacturer		
• Reconnect the channel plug and injection tube to the endoscope		
• Attach 30cc syringe to each port on the injection tube and inject 90cc of air		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Reattach the auxiliary water tube (MAJ-855)		
o Use 30cc syringe to inject 90cc of air through the auxiliary water tube		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire:		
o Reattach the washing tube (MH-974)		
o Use 5cc syringe to flush 10cc of air through the elevator wire channel		
• Remove the endoscope and equipment from disinfectant		
• Disconnect equipment from endoscope		

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Rinsing	***Demonstrated***	***Comments***
• Fill a basin with sterile water, filtered water, or tap water		
• Completely immerse the endoscope and equipment in the water		
• Wipe all external surfaces with a lint-free cloth		
• Attach the channel plug and injection tube to the endoscope		
• Use a 30cc syringe to inject 90cc of water through each side of the injection tube		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Attach the auxiliary water tube (MAJ-855)		
o Use 30cc syringe to inject 90cc of water		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire channel		
o Attach the washing tube (MH-974)		
o Use 5cc syringe to flush 15cc of water through the elevator wire channel		
• Remove the endoscope and equipment from the water		
• Cover the distal tip with a lint-free cloth		
• Use a 30cc syringe to inject 90cc of air through each side of the injection tube		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Attach the auxiliary water tube (MAJ-855)		
o Use 30cc syringe to inject 90cc of air		
• For JF/TJF model duodenoscopes and other model endoscopes with elevator wire channel		
o Attach the washing tube (MH-974)		
o Use 5cc syringe to flush 15cc of air through the elevator wire channel		
• Disconnect all equipment from endoscope		
• Wipe all external surfaces with a lint-free cloth		

Alcohol Flush	***Demonstrated***	***Comments***
• Attach a reprocessed channel plug and injection tube to the endoscope		
• Immerse suction port of injection tube in 70% isopropyl or ethyl alcohol		
• Attach a 30cc syringe to each port of the injection tube and inject 90cc of alcohol		
• Remove the suction port from the alcohol		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Attach a reprocessed auxiliary water tube (MAJ-855)		
o Use a 30cc syringe to inject 90cc of alcohol		
• For JF model duodenoscopes and other model endoscopes with elevator wire		
o Attach a reprocessed washing tube (MH-974)		
o Use 5cc syringe to flush 10cc of alcohol through the elevator wire channel		
• Use a 30cc syringe to inject 90cc of air through each side of the injection tube		
• For CF, GIF and other model endoscopes with auxiliary water feeding channels		
o Attach a reprocessed auxiliary water tube (MAJ-855)		
o Use a 30cc syringe to inject 90cc of air		
• For JF model duodenoscopes and other model endoscopes with elevator wire channel		
o Attach a reprocessed washing tube (MH-974)		
o Use 5cc syringe to flush 15 cc of air through the elevator wire channel		
• Disconnect all equipment from the endoscope		
• Use sterile cotton swabs to dry the inside of the air/water and suction cylinders and instrument channel port		

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Endoscope Storage	***Demonstrated***	***Comments***
• Remove all valves and removable parts from endoscope		
• Ensure that angulation locks are in the free position		
• For endoscopes with flexible adjustment mechanism, set the insertion tube to maximum flexibility		
• Store endoscope in a well-ventilated cabinet		
• Hang the endoscope so that the universal cord and insertion tube are hanging vertically and the distal tip of insertion tube is hanging freely		

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