

Ambulatory Clinic Policy and Procedure

Title:	ENDOSCOPE REPROCESSING	Policy Number:	EP 7.21
Regulation Reference:	Joint Commission, ANSI/AAMI ST79:2010, CDC	Effective Date:	01/2018

Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Ambulatory Clinics to provide guidelines for staff performing endoscopes reprocessing and to identify safety practices.

Personnel/Training:

At TTUHSC El Paso, assigned clinic employees are responsible for cleaning, and preparing endoscopes for sterilization at off-site SPD. The process should be consistent throughout the campus. This includes standardized cleaning steps. Written policy and procedure is established and reviewed regularly.

Detailed step by step instructions for instrument reprocessing should be displayed/available in the processing area. These instructions and any revision to them should be approved by the Infection Control Nurse.

It is important that only employees trained in instrument handling and processing should be tasked with cleaning endoscopic devices. Initial and ongoing training should be documented, as damage to a scope may result in loss of the instrument's integrity with subsequent contamination. Assigned employees should always follow manufacturer-supplied written instructions on handling and cleaning. The cleaning procedures should be appropriate to the practice setting and based on availability, product compatibility, cost, staff safety and turnaround time.

Scope and Distribution:

This policy applies and will be distributed to all TTUHSC El Paso Ambulatory Clinics.

Procedure:

- Under the Spaulding classification system, endoscopes (e.g. cystoscopes, flexible rhino-laryngoscopes, etc.) are considered semi-critical devices (See policy EP7.20 for definitions). High Level Disinfection is the minimum level of disinfection recommended for these devices.

The decision on the reprocessing method must be made in accordance with material compatibility, manufacturer's recommendations, and national standard and guidelines. For thermostable equipment, sterilization should be preferred to disinfection.

2. STEPS:

Step 1- Pre-Clean at bedside – IMMEDIATELY AFTER USE

- Standard universal precautions must be followed and appropriate Personal Protective Equipment (PPE) should be worn (e.g. gloves, eyewear etc.).
- Place pan/basin lined with disposable absorbent pad to collect waste on bedside table or other solid surface (e.g. counter area).
- Immediately after procedure, open Revital-Ox Bedside Complete packaging and while still in pouch, lightly squeeze solution excess from the sponge. Remove sponge from the pouch and wipe down the outside of the device.



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<ul style="list-style-type: none"> Flush all channels with remaining enzymatic detergent using a 10 - 30 cc syringe.
<ul style="list-style-type: none"> Discard sponge immediately after use in waste basin or regular trash – “For single use only”.
<ul style="list-style-type: none"> Flush all channels with water using a 10 - 30 cc syringe, collect waste in pan/basin or absorbent pad.
<ul style="list-style-type: none"> Discard waste container (e.g. pan/basing/absorbent pad) and syringe in regular trash.
<ul style="list-style-type: none"> Disconnect all detachable parts and place in transport container, spray evenly Steris Pre-Klenz Gel over device and all detachable parts to prevent drying of any biological material.
<ul style="list-style-type: none"> Assess device for defects or conditions that may hinder the full re-processing procedure. <p>Note: Do not process device/instrument if is defective.</p>
<ul style="list-style-type: none"> Transport device and all detachable parts in leak-proof container with a tight-fitting lid from procedure room to dirty/decontamination room. Make sure container has a visible biohazard label/sticker to allow easy identification that the contents are contaminated and therefore hazardous.
<p>Step 2 - Manual Cleaning</p>
<p>NOTE: The interior and exterior of the scope must be meticulously cleaned, this is vital to the effectiveness of subsequent processes used for disinfection or sterilization. The scope should be disassembled properly to ensure adequate reprocessing, all detachable parts such as valves, adapters, and caps should be removed according to the manufacturer’s instructions.</p> <ul style="list-style-type: none"> Standard universal precautions should be followed at ALL times and appropriate PPE should be worn (e.g. goggles or face shields, long sleeved gown, surgical mask, heavy duty gloves etc.).
<ul style="list-style-type: none"> Immerse scope in prepared detergent solution (Currently we use Steris Prolystica 2 x Concentrated Enzymatic Presoak).Vertically soaking prevents air bubbles from forming. Enzymatic solution must be used as per manufacturer’s instructions. <ul style="list-style-type: none"> -Dilute 1/8 to 1/2 fl. oz. of solution per gallon of warm water (1 to 4 ml per Litter of warm water). -Clean device for a minimum of 1 to 5 minutes.
<ul style="list-style-type: none"> Clean all external surfaces, brush scope distal tip and forceps-elevator (if applicable). Make sure the device is open (e.g. stopcocks, hinges).
<ul style="list-style-type: none"> Brush all channels/lumens using appropriate brush. Repeat until all debris is removed. <p>NOTE: The brush bristles should be cleaned before retracting the brush back through the channel.</p>
<ul style="list-style-type: none"> Discard disposable brush immediately after use – “For single use only”. Reusable brushes should undergo HLD or sterilization after each use.
<ul style="list-style-type: none"> Flush all channels with detergent solution using a 10 - 30 cc syringe.
<ul style="list-style-type: none"> Used enzymatic detergent solution should be discarded after each use.

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Step 3 - Rinsing

- Following the cleaning process, all parts of the scope should be thoroughly rinsed with distilled/deionized water. Flush all channels using a 10 - 30 cc syringe.
- Completely immerse scope in a large volume of sterile/deionized water and thoroughly rinse device for a minimum of 1 minute, unless longer is specified in the manufacturer's instructions.
- **The rinsing water should be discarded at the end of each rinse**, as it will be contaminated with the cleaning solution.

NOTE: Thoroughly rinsing of the scope is necessary for removing any debris or detergent residue that could interfere with the efficacy of the HLD or sterilization process.
- Users should always check the instructions for use, or device's operator manual. Additional specific instructions on cleaning, disinfection and/or sterilization may be applicable.

Step 4 - Storage

- Hang scopes in a vertical position to facilitate drying. Store devices in a manner that will protect them from damage and contamination. Removable parts (valves, stopcocks, etc.) should not be attached to the scope during storage. If it is not possible to hang the scopes, they should be stored in a protected and well-ventilated area.
- The maximum acceptable storage interval before reprocessing is necessary has not been well defined, but 7-10 days appears safe.
- Scopes will be reprocessed prior to use, if previous reprocessing exceeded the 7-10 days mark.

Additional Notes

- Always follow manufacturer's instructions for all devices and/or solutions.
- Do not mix other cleaning or disinfecting products together.
- Utilized Air and Water channel cleaning adapters per manufacturer's instructions.

3. Reprocessing of Rigid Scopes

- The reprocessing steps for rigid scopes are similar to those involved for flexible instruments, but no leak testing is required. Always consult the device's instruction manual for clarifications.

4. Safety considerations

- Only individuals properly trained in cleaning, decontamination, disinfection of semi-critical devices, and handling of chemical solutions should process instruments. Work in a well-ventilated area to prevent formation of vapor. Users should refer to Safety Data Sheet (SDS) for first aid measures.

5. See also:

- Appendix C - Trophon - EPR Log (US probes only).

References:

1- Rutala WA, Weber DJ, and the Healthcare Infection Control Practices Advisory Committee. CDC guideline for disinfection and sterilization in healthcare facilities, 2008. Available at:

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https://www.cdc.gov/hicpac/pdf/guidelines/Disinfection_Nov_2008.pdf (Accessed Nov/Dec 2016).

2- 2012 Association for the Advancement of Medical Instrumentation. ANSI/AAMI ST79:2010 & A1:2010 & A2:2011 & A3:2012.

3- 2014 American Urological Association Education and Research, Inc. and the Society of Urologic Nurses and Associates.

4- Steris products Literature, Products Label and MSDS. Available at:
<https://www.steris.com/products/cleaners-and-disinfectants> (Accessed Nov/Dec 2016).

5- Karl Stork-Endoskope. Instruction Manual, Flexible Rhino-Laryngo Fiberscope Models 11003BC1, 11101RP2 and 11101SK2.

6- W7052801_14-1 Olympus System Guide Endoscopy, System-Related Instruction Manual.

7- FDA Web site:<http://www.fda.gov/medicaldevices/deviceregulationandguidance/reprocessingofsingle-usedevices/ucm133514.htm> (Accessed Dec 2016).

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