

Endoscopy Safety Rounds Audit Tool

Reprocessing Area: OR/CSR GI/Endoscopy Pulmonary Cardiac Other: _____

Process Method: Manual Automated machine _____

Chemical Type: Aldehyde Name _____ Peracetic Acid Name _____ Peroxide Name _____

Exposure Concentration: _____ _____ _____

Audit Step	Yes	No	N/A	Action Plan
1. Confirm logs or machine printouts contain patient identification for each procedure and serial number or other identifier of the endoscope reprocessed. a. The endoscopy serial number used for the procedure is documented in the patient chart.				
2. Review the manual pre-cleaning process: Enzymatic detergents are diluted to the manufacturer's recommendations, freshly prepared for one time use with each scope and discarded after one time use. a. Place soiled endoscopes into water or a cleaning solution immediately after use. b. Scopes are fully disassembled and leak tested. c. A visual inspection for cleanliness is performed after rinsing.				
3. Identify the chemical agent, chemical concentration, exposure time and exposure temperature used during HLD or sterilant step of the manual or automated process. a. Exposure time and temperature varies among FDA approved HLD and sterilant chemicals. b. Refer to the table of agents and conditions.				
4. Review the machine printout strip or manual log for the expected conditions in Step 3. a. If the machine strip prints out a "pass or fail" condition for the cycle, continue with Step 6. b. If the machine strip prints out "cycle completed" or does not have "pass or fail" continue with Step 5. c. If the machine does not print a strip, continue with Step 5. d. If a manual process is used, continue with Step 5.				

<p>5. Verify the proper exposure time and temperature has been met for reprocessing method and HLD or sterilant chemical used. Refer to the reference table.</p> <ul style="list-style-type: none"> a. Documentation of the exposure time and temperature is maintained in a log containing the machine print outs. b. Documentation of exposure time and temperature is maintained for manual processes and for machines that do not print conditions. 				
<p>6. Confirm there is a documented review of each log or machine printout after each load.</p> <ul style="list-style-type: none"> a. The quality reviewer(s) have training and annual competency documented 				
<p>7. For automated machines, confirm system diagnostics testing of machine conditions is performed, reviewed and documented per manufacturer's recommendations.</p>				
<p>8. Endoscopes and channels are rinsed with sterile or filtered water after exposure to chemical HLD or sterilant, followed by a 70% alcohol rinse.</p>				
<p>9. Rinsed endoscopes and channels are dried with filtered forced air.</p>				
<p>10. Disinfected endoscopes are properly hung and dried away from dirty reprocessing areas.</p>				
<p>11. Confirm quality control testing of the in use chemical HLD or sterilant solution is performed for each lot of QC test strips, new open bottle of QC test strips and prior to use or with each run according to the manufacturer's recommendation.</p> <ul style="list-style-type: none"> a. Quality control test strip containers have open and expiration dates documented (ie. 90 days post open date). b. Quality control test strips have positive and negative controls documented. 				
<p>12. Confirm the chemical HLD or sterilant is labeled and changed out according to the manufacturer's recommendation.</p> <ul style="list-style-type: none"> a. For reusable chemical reservoirs, in-use start and expiration dates are documented. b. For stock chemicals, open and expiration dates are documented. c. For single use chemical reservoirs, expiration dates are documented. d. Chemicals are discarded at the maximum days of reuse and/or when quality control testing shows failure to the low Minimum Effective Concentration. 				

13. Staff training and annual competency is documented.				
14. For automated machines, repair and maintenance is performed as per the manufacturer's recommendations.				
a. A process is in place to assure machine conditions are reset and the machine functions to meet the appropriate conditions post repair and maintenance.				