



Endoscopy Department Check-List

✓ P & P ELEMENTS		
<input type="checkbox"/>	1	DEFINED PROCESS FOR REPROCESSING FLEXIBLE SCOPES
<input type="checkbox"/>	2	PRE-CLEANING DETERGENTS ARE USED & DILUTED PER MANUFACTURER'S INSTRUCTIONS
<input type="checkbox"/>	3	SOILED ENDOSCOPES ARE PLACED IN SOLUTION IMMEDIATELY AFTER USE
<input type="checkbox"/>	4	ENDOSCOPES ARE FULLY DISASSEMBLED & LEAK TESTED AFTER EACH USE.
<input type="checkbox"/>	5	ENDOSCOPES & CHANNELS ARE RINSED WITH FILTERED WATER, FOLLOWED BY A 70% ALCOHOL RINSE.
<input type="checkbox"/>	6	RINSED ENDOSCOPES & CHANNELS ARE DRIED WITH FORCED MEDICAL AIR (FILTERED).
<input type="checkbox"/>	7	A VISUAL INSPECTION FOR CLEANLINESS IS PERFORMED AFTER FINAL RINSE.
<input type="checkbox"/>	8	DISINFECTED ENDOSCOPES ARE PROPERLY HUNG AND DRIED AWAY FROM DIRTY REPROCESSING AREAS.
<input type="checkbox"/>	9	CHEMICAL AGENTS, CONCENTRATIONS, EXPOSURE TIMES AND EXPOSURE TEMPERATURES ARE DEFINED.
<input type="checkbox"/>	10	FOR AUTOMATED MACHINES, MACHINE SYSTEM REPAIR & MAINTENANCE IS PERFORMED & DOCUMENTED PER MANUFACTURER'S INSTRUCTIONS.

✓ EDUCATION AND TRAINING		
<input type="checkbox"/>	1	DOCUMENTATION OF STAFF TRAINING & ANNUAL COMPETENCY.
<input type="checkbox"/>	2	QUALITY REVIEWER(S) HAS TRAINING & ANNUAL COMPETENCY DOCUMENTED FOR QUALITY REVIEWS PERFORMING.

✓ QUALITY CONTROL		
1		QUALITY CONTROL TESTING OF IN-USE CHEMICAL OR STERILANT SOLUTION IS PERFORMED FOR EACH NEW LOT OF QC TEST STRIPS & EACH NEW OPEN BOTTLE
2		QC TEST STRIPS HAVE POSITIVE & NEGATIVE CONTROLS DOCUMENTED
3		QC TEST STRIP CONTAINERS HAVE OPEN & EXPIRATION DATES DOCUMENTED
4		QUALITY CONTROL TESTING OF IN-USE CHEMICAL OR STERILANT USED IS DONE WITH EACH RUN PER MANUFACTURER'S RECOMMENDATIONS
5		EACH LOG OR MACHINE PRINT-OUT HAS A DOCUMENTED REVIEW AFTER EACH LOAD
6		EXPIRATION DATES ARE DOCUMENTED FOR SINGLE USE CHEMICALS
7		STOCK CHEMICALS HAVE OPEN & EXPIRATION DATES DOCUMENTED
8		FOR AUTOMATED MACHINES, MACHINE SYSTEM DIAGNOSTIC TESTING IS PERFORMED, REVIEWED & DOCUMENTED PER MANUFACTURER'S INSTRUCTIONS
9		IN-USE CHEMICALS HAVE OPEN & EXPIRATION DATES DOCUMENTED
10		CHEMICALS ARE DISCARDED AT THE MAXIMUM DAYS OF REUSE
11		A PROCESS IS IN PLACE TO ASSURE MACHINE CONDITIONS ARE RESET & MACHINE FUNCTIONS TO MEET THE APPROPRIATE CONDITIONS POST REPAIR & MAINTENANCE BY ENDO STAFF

✓ DOCUMENTATION		
1		LOGS OR MACHINE PRINT-OUTS CONTAIN PATIENT IDENTIFICATION FOR EACH PROCEDURE AND SERIAL NUMBER (SN) OF THE ENDOSCOPE USED
2		ENDOSCOPE SN USED FOR EACH PROCEDURE IS DOCUMENTED IN PATIENT CHART
3		DOCUMENTATION OF EXPOSURE TIME & TEMPERATURE IS MAINTAINED FOR MANUAL PROCESSES & FOR MACHINES THAT DO NOT PRINT CONDITIONS
4		PROPER EXPOSURE TIME & TEMPERATURE HAS BEEN VERIFIED AFTER EACH RUN OR LOAD.