



# REPROCESSING OF FLEXIBLE ENDOSCOPE QUALITY ASSURANCE PROCEDURE

## Summary of Changes

	NEW	Previous
BC Cancer		

Released:	13/3/2019	Next Review:	DD/MMM/YYYY	
				Page 1 of 8

This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.

# REPROCESSING OF FLEXIBLE ENDOSCOPE QUALITY ASSURANCE PROCEDURE

## 1.1. Introduction

1.1.1. The proper reprocessing of reusable medical devices, such as flexible endoscopes, is essential to provide safe care of patients examined with this type of equipment.

## 1.2. Focus

1.2.1. Annual recertification and bi-annual clinical competency checks are required to ensure staff remain knowledgeable and competent in this skill, are following best-practices related to infection control, and meet the organizational and Accreditation Canada requirement for safe reprocessing of medical devices.

## 1.3. Health Organization Site Applicability

1.3.1. This procedure applies to BC Cancer - Kelowna Centre

## 1.4. Practice Level

1.4.1. This policy applies to all health care professionals, managers and staff that support or complete the reprocessing of flexible endoscopes using the Steris equipment at BC Cancer – Kelowna

1.4.2. Training and certification in the reprocessing of flexible endoscopes is required prior to a staff member using the Steris equipment for reprocessing purposes.

## 1.5. Definitions

1.5.1. Certified staff member- Front-line nursing staff member who is certified in the reprocessing of flexible endoscopes using the Steris equipment at BC Cancer - Kelowna

1.5.2. Flexible Endoscope- a flexible medical device that is used by trained healthcare professionals to examine the upper portion of the gastrointestinal tract.

1.5.3. Reprocessing- the steps performed to prepare used medical devices for reuse (e.g., cleaning, disinfection, sterilization).

Released:	13/3/2019	Next Review:	DD/MMM/YYYY	
				Page 2 of 8
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

# REPROCESSING OF FLEXIBLE ENDOSCOPE QUALITY ASSURANCE PROCEDURE

## 1.6. Site Specific Practices

1.6.1. Initial training and certification in the reprocessing of flexible endoscopes will be facilitated by the Infection Control Practitioner (ICP), Clinical Nurse Leader (CNL), Steris representative or certified staff member.

1.6.2. Initial training will include the following:

- Review of the Reprocessing of Flexible Scope (no channels) in the Steris Machine presentation  
H:\EVERYONE\Reprocessing Practices Resource\Education
- Hands-on training with the ICP, CNL, Steris representative or certified staff member
- Successful completion of the Core Competence for Flexible Endoscopes quiz

1.6.3. The BC Cancer – Kelowna Training Checklist for Reprocessing of Flexible Scope (no channels) in the Steris Machine (Appendix A) will be completed by the trainer and staff member and placed in the employees file. Initial training will also be documented on the BC Cancer - Kelowna Reprocessing Education & Audit Tracking Form (Appendix B)

1.6.4. Annual re-certification will be facilitated by the Infection Control Practitioner (ICP), Clinical Nurse Leader (CNL), Steris representative or certified staff member.

1.6.5. Annual re-certification will be documented on BC Cancer - Kelowna Reprocessing Education & Audit Tracking Form (Appendix B)

1.6.6. Competency checks will be completed bi-annually for all staff certified to reprocess flexible endoscopes. The competency check can be one (or more) of the following:

- Review of the PHSA Reprocessing of Flexible Scope (no channels) in the Steris Machine Education Power Point
- Attendance at an educational in-service by the STERIS machine company representative, clinical nurse leader or infection control practitioner

Released:	13/3/2019	Next Review:	DD/MMM/YYYY	
				Page 3 of 8
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

## REPROCESSING OF FLEXIBLE ENDOSCOPE QUALITY ASSURANCE PROCEDURE

- Completion of a competency audit of the certified staff member by the ICP, CNL or other certified staff member.
- Successful completion of the PHSA Endocavity Scope Reprocessing – Annual Core Competence Questions

1.6.7. Bi-Annual competency checks will be documented on the BC Cancer - Kelowna Reprocessing Education & Audit Tracking Form (Appendix B)

### **1.7. Documentation**

1.7.1. Annual Education and Competency will be documented on the BC Cancer - Kelowna Reprocessing Education & Audit Tracking Form (Appendix B)

1.7.2. Bi-Annual Clinical Audits will be documented on the BC Cancer - Kelowna Reprocessing Education & Audit Tracking Form (Appendix B)

### **1.8. Related Documents and References**

PHSA Infection Prevention and Control Policy: REPROCESSING OF FLEXIBLE ENDOSCOPE – NO CHANNEL – STERIS SYSTEM 1

PHSA Endocavity Scope Reprocessing – Annual Core Competence Questions

PHSA Reprocessing of Flexible Scope (no channels) in the Steris Machine Education Power Point

PHSA Reprocessing Manual

Provincial Infection Control Network (PICnet)

### **1.9. Appendices**

1.9.1. BC Cancer – Kelowna Training Checklist for Reprocessing of Flexible Scope (no channels) in the Steris Machine

1.9.2. BC Cancer - Kelowna Reprocessing Education & Audit Tracking Form

Released:	13/3/2019	Next Review:	DD/MMM/YYYY	
				Page 4 of 8
This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.				

# REPROCESSING OF FLEXIBLE ENDOSCOPE QUALITY ASSURANCE PROCEDURE

**\*\*Last page of document\*\***

<b>First Issued:</b>	3/13/2019		
<b>Approving Body:</b>	BC Cancer – Kelowna Senior Clinical Operations Committee		
<b>Final Sign Off:</b>	<b>Name</b>	<b>Title</b>	<b>Date Signed</b>
	Andrea Knox	Senior Practice Leader - Nursing	3/13/2019
<b>Developed By:</b>	<b>Name</b>	<b>Dept.</b>	<b>HO</b>
	Andrea Knox	Professional Practice Nursing	
<b>Owner(s):</b>	e.g. name, title/position		
<b>Posted Date:</b>	3/13/2019		
<b>Version:</b>			
<b>Revision:</b>	<b>Name of Reviser</b>	<b>Description</b>	<b>Date</b>
			DD-MMM-YYYY

Released:	13/3/2019	Next Review:	DD/MMM/YYYY	
				Page 5 of 8

This material has been prepared solely for use at Provincial Health Services Authority (PHSA). PHSA accepts no responsibility for use of this material by any person or organization not associated with PHSA. A printed copy of this document may not reflect the current electronic version on the PHSA Intranet.

## APPENDIX A



### Training Checklist for Reprocessing of Flexible Scope (no channels) in the Steris Machine

Steps	Demonstrates Competence	Review Required
<b>PPE</b>		
Personnel handling contaminated supplies are wearing protective attire are directed by CSA		
<b>Leak test</b>		
1. Connects leak tester to flexible scope <ul style="list-style-type: none"> <li><input type="checkbox"/> Inflates leak tester till needle remains in green scale area</li> <li><input type="checkbox"/> Uses correct leak tester for scope</li> </ul>		
2. Immerse entire scope into clear water for 30 seconds <ul style="list-style-type: none"> <li><input type="checkbox"/> Checks for bubbles at distal end and around control head</li> <li><input type="checkbox"/> Bends tip</li> <li><input type="checkbox"/> Ensures that only connected portion of leak tester is immersed with scope</li> </ul>		
3. Removes flexible scope from the water <ul style="list-style-type: none"> <li><input type="checkbox"/> Releases air pressure by depressing pressure release lever or unplug the machine</li> <li><input type="checkbox"/> Disconnects leak tester from scope</li> </ul>		
<b>Manually Clean</b>		
1. Use fresh enzymatic detergent solution in concentration as per manufacturer's instructions		
2. Cleaning utensils are single patient use only		
3. Completely immerse scope		
4. Wash exterior of scope using lint free cloth		
<b>Rinse</b>		
1. Immerse scope in fresh water <ul style="list-style-type: none"> <li><input type="checkbox"/> Agitate gently</li> </ul>		
<b>AER machine &amp; Storage</b>		
1. High level disinfect scope in washer <ul style="list-style-type: none"> <li><input type="checkbox"/> Places flexible scope correctly into tray protecting distal tip from being damaged when lid is placed on</li> </ul>		
2. Lid covers soaking basin at all times during disinfection cycle		
3. After cycle completed, printout is checked for the following <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial printout</li> </ul>		
4. Dry scope with lint free cloth		
<b>Documentation</b>		
Fill out all required information on AER form.		

I, \_\_\_\_\_, have completed the Flexible Endoscope Reprocessing training for the Steris machine and am able to perform the above skills independently. I realize it is my responsibility to maintain competence in scope reprocessing and seek guidance/assistance when needed and stay current with the knowledge/documentation requirements.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## BC Cancer - Kelowna Reprocessing Education &amp; Audit Tracking Form

[illegible]

[illegible]