

Document Title: QUICK TRACK Reprocessing Checklist for GI Endoscopes		
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NOTE: THIS CHECKLIST IS DESIGNED FOR USE SOLELY AS A CUSTOMER EDUCATIONAL TOOL, AND IS NOT INTENDED TO REPLACE OR IN ANY WAY MODIFY THE OLYMPUS INSTRUCTION MANUAL/REPROCESSING MANUAL. OLYMPUS DOES NOT GUARANTEE OR OTHERWISE REPRESENT TO THE CUSTOMER OR TO ANY THIRD PARTY THAT ANY LEVEL OF DISINFECTION OR ANY OTHER RESULTS WILL BE ACHIEVED THROUGH THE COMPLETION OF THE FOLLOWING CHECKLIST PROCEDURES.

Account Name: _____ Contract #: _____
 Customer Contact Name: _____
 Olympus Representative: _____

Pre-Cleaning:	✓	
<ul style="list-style-type: none"> • Perform pre-cleaning at the bedside immediately after each procedure • Wipe the insertion tube with an enzymatic detergent • Suction enzymatic detergent through the instrument channel for 30 sec. • Suction air through the instrument channel for 10 sec. • Attach the air/water channel cleaning adapter; depress to feed water thru the air & water channels for 30 sec. • Release the air/water channel cleaning adapter to feed air through the air & water channels for 10 sec. • Use the special cleaning adapters as recommended in the Olympus instruction manuals for pre-cleaning • Discard disposable valves • Place valves and removable parts in a beaker of detergent solution • Inspect and attach the water resistant cap • Cover the endoscope and transport to the reprocessing area 		
Leakage Testing:	✓	
<ul style="list-style-type: none"> • Perform leakage testing in the reprocessing area, prior to reprocessing each endoscope • Wear appropriate personal protective equipment (PPE) • Fill basin or sink with clean water for leakage testing • Connect the leakage tester connector to the output socket on the MU-1 or light source • Check that the leakage tester is emitting air and confirm that the connector cap is dry • Attach the leakage tester's connector to the water resistant cap and verify that the endoscope is pressurized • Immerse the entire endoscope in the water and observe for 30 sec., visually inspect for potential leaks • Manipulate the angulation knobs and video switches to check for potential leaks • Remove the endoscope from the water and then turn off the air supply • Disconnect the leakage tester from the air supply and allow the endoscope to depressurize • Disconnect the leakage tester from the water resistant cap (Do not remove the water resistant cap) • Dry the leakage tester connector cap 		
Manual Cleaning:	✓	
<ul style="list-style-type: none"> • Immerse the entire endoscope in freshly prepared enzymatic detergent solution • Verify that the angulation is in the <i>free</i> position • Clean the exterior of the endoscope with a soft brush or lint free cloth • Brush biopsy/suction channel in the insertion tube with the channel cleaning brush until all debris is removed • Brush biopsy/suction channel in the universal cord with channel cleaning brush until all debris is removed • Brush suction valve housing & instrument channel port with channel opening brush until all debris is removed • Use the suction channel cleaning adapter to suction detergent thru the suction/biopsy channel for 30 sec • Attach the channel plug and injection tube and inject detergent through the air/water channel • Use all channel cleaning adapters & brushes. Note: Some endoscopes require the use of special cleaning adapters and brushes (for ex: auxiliary water and elevator wire channels) 		

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Manual Cleaning (Continued):	✓	
<ul style="list-style-type: none"> • Disconnect the channel plug, injection tube, and special cleaning adapters • Soak the endoscope in the detergent solution • Brush and flush the valves, and removable parts until all debris is removed • Perform the final rinses and air purges using the channel plug, injection tube, and special cleaning adapters • Thoroughly dry the exterior of the endoscope and all removable parts using a clean lint free cloth • Inspect the endoscope for residual debris and repeat the manual cleaning process if debris remains • Prepare compatible valves and removable parts for steam sterilization or HLD 		
Manual Disinfecting:	✓	
<ul style="list-style-type: none"> • Test the HLD potency • Immerse the entire endoscope in a basin of HLD solution • Attach the adapters (channel plug, injection tube, and special cleaning adapters) • Flush the HLD solution to purge air from all channels • Disconnect the channel plug, injection tube, and special cleaning adapters • Soak the endoscope in HLD solution for the recommended time and temp. • Flush air thru the endoscope channels using adapters (channel plug, injection tube, & cleaning adapters) • Immerse the endoscope in fresh sterile/potable water • Rinse the endoscope and flush all channels with sterile/potable water • Perform a channel air flush followed by an alcohol and an air purge • Soak the valves & removable parts in HLD, then flush with water and dry or steam sterilize 		
Automated Disinfecting: AER Type: _____ Disinfectant Type: _____	✓	
<ul style="list-style-type: none"> • Test the HLD efficacy • Properly place the endoscope in the basin (Note: Monitor endoscope stacking) • Attach the scope connectors/adapters to the AER • Run the AER and ensure the endoscope is soaked in HLD solution for the recommended time and temp. • Remove the endoscope promptly after the final cycle has been completed • Perform the terminal steps that the automated reprocessor does not perform (for ex: alcohol and air purge) • The elevator-wire channel on the duodenoscopes do require manual disinfecting 		
Endoscope Handling:	✓	
<ul style="list-style-type: none"> • Insure that the insertion tube is not coiled too tightly when handling the endoscope • Position the control knobs upright, especially if the endoscope is placed on a counter • Transport the endoscope using both hands 		
Endoscope Storage:	✓	
<ul style="list-style-type: none"> • Insure that an alcohol flush was performed and that the endoscope was dried with a lint free cloth & alcohol • Remove all valves and removable parts from the endoscope to prevent the retention of moisture • Store the endoscope with the angulation locks in the <i>free</i> position, in a ventilated cabinet • For endoscopes with flexibility adjustment, ensure the insertion tube is set to maximum flexibility • Hang the endoscope with the insertion tube and light guide tube placed vertical (support the control body) 		

All steps within this checklist have been reviewed with the customer by the Olympus representative.
 Authorized Customer signature: _____ Date: _____
 Name of Olympus Representative: _____ Date: _____
 Return the original signed checklist to: Olympus America Inc. 2 Corporate Center Dr. Melville, N.Y. 11747
 Attn: Medical Systems Group, Technical Communications Dept.