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Endoscope Cleaning and Reprocessing Competency Verification Checklist



A Surgical Device Management & Clinical Consulting Company
Integrated Medical Systems International, Inc.
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Employee Name / Title _____

Territory/Region _____

Validator's Name _____

PRE CLEANING	Skills Evaluation	Compliant w/Policy	Needs Assistance	Correction Plan
	Wipes insertion tube.	<input type="checkbox"/>	<input type="checkbox"/>	
	Suctions enzyme cleaner through scope.	<input type="checkbox"/>	<input type="checkbox"/>	
	Clears air/water channels.	<input type="checkbox"/>	<input type="checkbox"/>	
	Flushes elevator wire channel, if appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
LEAKAGE TEST				
	Attaches fluid resistant cap.	<input type="checkbox"/>	<input type="checkbox"/>	
	Detaches all removable parts.	<input type="checkbox"/>	<input type="checkbox"/>	
	Insufflates scope prior to submersion.	<input type="checkbox"/>	<input type="checkbox"/>	
	Observes scope for at least 90 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	
	Angulates scope in all directions.	<input type="checkbox"/>	<input type="checkbox"/>	
	Massages all video switches with a circular motion.	<input type="checkbox"/>	<input type="checkbox"/>	
	Removes scope from water prior to deflation.	<input type="checkbox"/>	<input type="checkbox"/>	
CLEANING				
	Soaks, scrubs, brushes, and rinses all removed parts.	<input type="checkbox"/>	<input type="checkbox"/>	
	Immerses and cleans exterior of scope.	<input type="checkbox"/>	<input type="checkbox"/>	
	Brushes entire suction/biopsy channel system.	<input type="checkbox"/>	<input type="checkbox"/>	
	Attaches cleaning adapter, immerses and soaks, flushes all channels with air and water.	<input type="checkbox"/>	<input type="checkbox"/>	
	Attaches designated cleaning adapters to scopes with auxiliary water, elevator, or other specialty channels.	<input type="checkbox"/>	<input type="checkbox"/>	
	Immerses and soaks, flushes all specialty channels with air and water.	<input type="checkbox"/>	<input type="checkbox"/>	
	Rinses all removable parts under running water, removes residual detergent, and flushes all channels with water.	<input type="checkbox"/>	<input type="checkbox"/>	
	Purges all channels with air.	<input type="checkbox"/>	<input type="checkbox"/>	
DISINFECTING				
	Fills all channels with disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	
RINSING				
	Rinses all surfaces, internal and external, and all removable parts.	<input type="checkbox"/>	<input type="checkbox"/>	
DRYING				
	Purges all channels with air.	<input type="checkbox"/>	<input type="checkbox"/>	
	Flushes all channels with alcohol, and purges with air again.	<input type="checkbox"/>	<input type="checkbox"/>	
STORAGE				
	Hangs scope vertically in well-ventilated closet or cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	

Action Plan: _____

Performer's Signature _____

Today's Date _____

Validator's Signature _____

Expiration Date _____