

These guidelines are for IMS internal use only and are not for public dissemination. IMS competency validation guides are strictly advisory and confer no certifications or warranties. These evaluations are intended to train IMS sales representatives to focus on personnel, processes, environments and equipment that may need attention. These competency guides are based on original equipment manufacturer information and related professional society standards for practice and are not a substitute for facility personnel in developing and/or meeting the requirements of accrediting or regulatory elements of performance.

# Laparoscopic Instruments Competency Verification Checklist



Employee Name / Title \_\_\_\_\_

Territory/Region \_\_\_\_\_

Validator's Name \_\_\_\_\_

A Surgical Device Management & Clinical Consulting Company  
Integrated Medical Systems International, Inc.  
www.imsready.com : 800.783.9251

## Yes No

- Reconfirm PM w/ OR/ CSR Manager before opening sterile containers. \_\_\_\_\_
- Verify hospital personnel will be available to reprocess non-sterile equipment before opening sterile containers. \_\_\_\_\_
- Establishes appropriate work area with appropriate tools. \_\_\_\_\_
- Removes jewelry. \_\_\_\_\_
- Wears personal protection / scrubs. \_\_\_\_\_
- Transports instruments properly to inspection area, lays flat. \_\_\_\_\_
- Determines condition of storage containers. \_\_\_\_\_
- Locates model and/or serial numbers. \_\_\_\_\_
- Inspects instrument for physical damage/ missing components (cautery post, handle, etc.). \_\_\_\_\_
- Inspects for straightness. \_\_\_\_\_
- Inspects jaw & hinge area for debris. \_\_\_\_\_
- Inspects ratchet for proper function. \_\_\_\_\_
- Inspects for proper jaw function (grasper). \_\_\_\_\_
- Inspects for sharpness (scissors). \_\_\_\_\_
- Inspects insulation for conductivity. \_\_\_\_\_
- Records all information on worksheet. \_\_\_\_\_
- Identifies &/ or sets aside instruments in need of repair. \_\_\_\_\_
- Reviews findings with clinical manager. \_\_\_\_\_
- Sets date for next 90 day PM. \_\_\_\_\_
- Mails monthly instrument set inventory spread sheet. \_\_\_\_\_

Action Plan: \_\_\_\_\_

Performer's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Validator's Signature \_\_\_\_\_

Expiration Date \_\_\_\_\_