

## Checklist for cleaning and reprocessing endoscopy equipment

The following checklist is based on recommendations from the U.S. Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC). Use this to ensure that your staff is following proper procedures when cleaning and disinfecting endoscopy equipment or using an Automated Endoscope Reprocessing (AER) system after each use of the device.

- Implement a comprehensive quality control program.** Your reprocessing program should include:
  - Visual inspections of the equipment to identify conditions that may affect the cleaning or disinfecting processes.
  - Assurance that all manufacturer-recommended maintenance schedules and services are performed for endoscopes and AERs used in your facility.
  - Use of appropriate process monitors as recommended by your AER and germicide manufacturers.
  - Records of the use of each endoscope, showing the patient upon whom it was used, the type of procedure involved, and the system used to reprocess the endoscope.
  - A surveillance system capable of detecting clusters of infections or pseudo-infections associated with endoscopic procedures.
- Be sure that all staff who handle soiled endoscopes comply with the endoscope manufacturer's instructions for cleaning of the endoscope.**
  - Flush all endoscopes immediately following the procedure.
  - Remove any debris or residuals collected in or on the endoscope.
  - Perform leak tests.
  - Visually inspect the endoscope to ensure that it is in proper working order in accordance with the endoscope manufacturer's recommendations.
- Regardless of whether you manually reprocess your endoscope or use an AER, consider incorporating a final drying step in your reprocessing protocol.**
  - Flush all channels with alcohol.
  - Purge the channels with air to remove the alcohol. This greatly reduces the possibility of recontamination of the endoscope by water-borne microorganisms.
  - Store in a manner that will minimize the likelihood of contamination or collection/retention of moisture.
- Provide comprehensive and intensive training for all staff assigned to reprocessing endoscopes to ensure that they understand the importance of proper reprocessing.** Each member of this staff should periodically receive:
  - Hands-on training with each written endoscope-specific reprocessing instruction for every endoscope model and AER used at your facility. Work should be closely supervised until competency is documented for each reprocessing task from cleaning through storage of the endoscope.
  - Additional training with documented competency for new models of endoscopes or AERs as they are introduced in your facility.
  - Strict warnings with frequent reminders not to deviate from the written instructions for preparing endoscopes for patient contact.

Source: FDA/CDC publication *Infections from Endoscopes Inadequately Reprocessed by an Automated Endoscope Reprocessing System*: [www.fda.gov/MedicalDevices/Safety/AlertsandNotices/PublicHealthNotifications/ucm062282.htm](http://www.fda.gov/MedicalDevices/Safety/AlertsandNotices/PublicHealthNotifications/ucm062282.htm)