AUDITOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AUDIT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION/UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENDOCAVITY PROBE TYPE: (Indicate vaginal, rectal or both.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Element Assessed** | **Response** | **Notes** |
| **Employee Competency**  |
| 1. All employees performing high level disinfection (HLD) on endocavity probes have completed competency?NOTE: If HLD or sterilization is not performed, it may be an immediate jeopardy situation.  | [ ]  Yes[ ]  No[ ]  N/A, the probe is sterilized.  |  |
| 1. Competency is on file?
 | [ ]  Yes[ ]  No[ ]  N/A, no competency completed |
| **Endocavity Probe Cleaning and Disinfection Process** |
| 3. At the point of use, employee removes soiled probe cover/condom with a gloved hand?  | [ ]  Yes, observed [ ]  Yes, described[ ]  No, gloves not used[ ]  No, probe cover not used[ ]  Neither gloves nor probe cover used |  |
| 4. Employee cleans the endocavity probe and cord with the manufacturer approved disinfectant and maintains the recommended contact time?  | [ ]  Yes[ ]  No |  |
| 5. How is the probe reprocessed?NOTE: Trophon is considered a closed system. | [ ]  Closed system [ ]  Liquid HLD[ ]  Sterilized |  |
| 1. Is the probe reprocessed in the treatment/patient room?

If no, skip to question 8. | [ ]  Yes[ ]  No |  |
| 1. If in the room, is reprocessing performed under the appropriate environmental conditions?

NOTE: See TJC Standards Interpretation FAQs. | [ ]  Yes[ ]  No[ ]  Unknown |  |
| 1. Is the probe reprocessed in another room such as a soiled utility room?
 | [ ]  Yes[ ]  No[ ]  N/A, reprocessed in room. |  |
| 1. Is the probe transported in the appropriate container to the room where HLD is performed?
 | [ ]  Yes[ ]  No[ ]  N/A, reprocessed in room. |  |
| 1. Are the appropriate environmental conditions in place in the reprocessing room?

NOTE: See TJC Standards Interpretation FAQs. | [ ]  Yes[ ]  No[ ]  N/A, reprocessed in room. |  |
| 1. The employee wears the appropriate personal protective equipment (PPE) per the HLD manufacturer’s recommendations?
 | [ ]  Yes[ ]  No |  |
| 1. Is the HLD process verified by the appropriate indicator?

(Note: Trophon disc or appropriate solution test strip.) | [ ]  Yes[ ]  No |  |
| 1. Is the liquid HLD solution temperature tested according to the manufacturer’s recommendations?
 | [ ]  Yes, observed[ ]  Yes, described[ ]  No[ ]  NA, Trophon®EPR used. |  |
| 14. The clean probe is placed in the Trophon®EPR.  | [ ]  Yes [ ]  No[ ]  NA, liquid HLD disinfection used. |  |
| 15. The clean probe is soaked according to the manufacturer’s recommendations?  | [ ]  Yes [ ]  No[ ]  NA, Trophon®EPR used. |  |
| 16. Following the soak, the probe is rinsed according to the HLD manufacturer’s recommendations? NOTE: This may require multiple high-volume rinses.  | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR used. |  |
| 17. Documentation is maintained and up to date (specific equipment, date, initials, temperature as applicable, time in/out, medical record number)? | [ ]  Yes[ ]  No |  |
| 18. Is the probe appropriately dried prior to use or storage?Note: A new lint free cloth is used each time. | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR used. |  |
| 19. Is the Endocavity probe stored vertically and in a manner that will protect it from damage or contamination and according to the manufacturer’s instructions?  | [ ]  Yes[ ]  No |  |
| 20. Is the HLD solution in the original container prepared, replaced, and labeled (date opened and date activated, if appropriate) according to the manufacturer’s recommendations?  | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR used. |  |
| 21. Is the in use HLD solution prepared, replaced, tested, and labeled according to the manufacturer’s recommendations? NOTE: There should be no topping off. | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR used. |  |
| 22. Are the HLD test strips dated when opened and used within the manufacturer expiration dates?  | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR used. |  |
| 23. Are the Trophon chemical indicators stored in the original carton and within the use by date? NOTE: The individual discs do not contain an expiration date. The expiration date is marked on the carton.  | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR not used. |  |
| 24. Is the HLD solution documentation on the HLD log maintained and up to date? | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR used. |  |
| 25. Is the test strip bottle quality control (QC) completed each time a new bottle is opened (e.g. three positive QC and three negative QC)?  | [ ]  Yes[ ]  No[ ]  NA, Trophon®EPR used. |  |

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| 26. If indicated, the employee neutralizes the HLD solution before pouring it down the drain? NOTE: There are potentially municipality specific regulatory rules as well as personnel safety concerns with discarding glutaraldehyde. See notes below. | [ ]  Yes, observed[ ]  Yes, described[ ]  No[ ]  N/A, not indicated[ ]  Unknown if required |  |
| 27. The probe reprocessing systems are cleaned and maintained according to the manufacturer’s recommendations (e.g. Gus, Trophon and CIVCO soaking systems)? | [ ]  Yes, observed[ ]  Yes, described[ ]  No[ ]  N/A |  |

**Disposal of Glutaraldehyde Solutions**

Dispose of glutaraldehyde solutions in accordance with local, state, and Federal regulations. Check with your local Publicly Owned Treatment Works (POTW) to determine if glutaraldehyde solutions can be disposed of in the sanitary sewer system. Some POTWs may prohibit the disposal of glutaraldehyde solutions in the sanitary sewer system or may require neutralization prior to disposal. If there are no disposal restrictions, glutaraldehyde solutions may be disposed of, along with copious amounts of cold water, into a drain connected to the sanitary sewer system. Do not discard glutaraldehyde solutions (including neutralized solutions) into septic systems. Unlike municipal sewage treatment systems, septic systems are not diluted by other waste streams. Consequently, glutaraldehyde concentrations entering the system may be higher and have an adverse effect on the microorganisms that are necessary for proper functioning of the septic system. Dispose of empty glutaraldehyde containers according to product label instructions.

Excerpt from: Occupational Safety and Health Administration. Best Practices for the Safe Use of Glutaraldehyde in Health Care. Accessed December 20, 2017. Available at: <https://www.osha.gov/Publications/glutaraldehyde.pdf>