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 n  or 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>