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

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

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| Element Assessed | Response | Notes |
| Employee Competency and Resources |
| 1. Are there dedicated staff for reprocessing of scopes?
 | [ ]  Yes[ ]  No |  |
| 1. Did you receive training to perform reprocessing of endoscopes at the time you were hired or before reprocessing the first time?
 | [ ]  Yes[ ]  No |
| 1. Have you received training specific to each of the scopes you reprocess?

Note: Indicate types of scopes used.  | [ ]  Yes[ ]  No |
| 4. What does the annual competency for individuals reprocessing scopes include? (Check all that apply) | [ ]  All scopes with return demonstration [ ]  One scope with return demonstration [ ]  Vendor specific training (Listen and learn) [ ]  General training by facility staff[ ]  Other, specify       |

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| 5. Instructions for use and procedures for each device are readily available to employees performing reprocessing. Note: If unable to observe indicate reason.  | [ ]  Yes[ ]  No[ ]  Unable to observe  |  |
| Endoscope Cleaning and Disinfection Process |
| 1. Pre-cleaning is done per the manufacturer’s instructions. (e.g. immediately, at bedside/procedure site)
 | [ ]  Yes [ ]  No[ ]  Unable to observe |  |
| 1. Transport of the endoscope is done in a manner that prevents contamination and according to the manufacturer’s instructions.
 | [ ]  Yes[ ]  No[ ]  Unable to observe |
| 1. Cleaners and disinfectants (stock bottles) are within use-by dates.
 | [ ]  Yes[ ]  No |
| 9. Employee(s) correctly uses personal protective equipment (PPE). | [ ]  Yes[ ]  No |
| 1. Supplies used for reprocessing are consistent with the manufacturer’s instructions (e.g. cleaning brushes are appropriate size and type for each channel).
 | [ ]  Yes[ ]  No |
| 11. Leak testing is performed according to the manufacturer’s instructions. | [ ]  Yes[ ]  No |
| 12. Detergents are used according to the manufacturer’s instructions (e.g. detergent is used only once, the concentration is correct, there is no topping off). | [ ]  Yes[ ]  No |
| 13. Manual cleaning is performed according to the manufacturer’s instructions (e.g. brushing, full immersion). | [ ]  Yes[ ]  No |
| 14. The high level disinfection (HLD) process is completed according to both the disinfectant and scope manufacturer instructions regarding temperature, contact time, and reuse (e.g. properly stored, used before use-by date, reuse consistent with FDA medical device guidance, no topping off). | [ ]  Yes[ ]  No |
| 15. The automated endoscope reprocessor (AER) is validated for the specific scope being reprocessed.  | [ ]  Yes[ ]  No[ ]  NA (Manual only) |
| 16. The endoscope was rinsed according to all manufacturers’ instructions (endoscope, AER, and disinfectant instructions). | [ ]  Yes[ ]  No |
| 17. All channels were flushed with 70-90% alcohol? | [ ]  Yes[ ]  No |
| 18. All channels were purged with forced air? | [ ]  Yes[ ]  No |
| 19. Is the scope being stored (not immediately reused)? | [ ]  Yes[ ]  No |

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| 20. Endoscopes were stored appropriately (e.g. hung vertically, distal tip hanging freely, in a well-ventilated area, in a manner that will keep them dust free). | [ ]  Yes[ ]  No |  |
| 21. Reusable ancillary equipment (valves, forceps, snares) used with the endoscope is properly cleaned/disinfected, rinsed, dried, and stored with the scope.NOTE: Answer no if all steps are not compliant. | [ ]  Yes[ ]  No[ ]  NA, disposable |
| 22. Documentation of high level disinfectant use is maintained and up to date (e.g. test strip use, right concentration, right temperature, right time, and according to the manufacturer’s instructions). | [ ]  Yes[ ]  No |
| 23. There is appropriate documentation of endoscope reprocessing (e.g. scopes labeled, personnel who performed the reprocessing, patient name/medical record number with specific scope used for the procedure). | [ ]  Yes[ ]  No |