Administrative
Policies and Procedures

Originating Venue: Infection Control
Title: Endoscope Reprocessing Policy & Procedure
Policy No.: IC 2310
Cross Reference:

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Attachment

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Purpose:
To ensure appropriate reprocessing of flexible endoscopes and accessories.

Policy:
Endoscopes are considered semi-critical devices on the Spaulding Scale and require, at a minimum, high-level disinfection with a FDA approved disinfectant.
Personnel performing reprocessing of flexible endoscopes shall demonstrate competency in the care and reprocessing of endoscopes and related equipment. Personnel shall also demonstrate competency in infection control and safe use of chemicals. Initial training and competency as well as annual review of competencies will be maintained for each person responsible for scope reprocessing. Training and competency records will be maintained at each Endoscopy site as well as in Human resources.

Procedure:
- Appropriate personal protective equipment must be worn.
- All endoscopes shall be pre-cleaned according to the manufacturer’s guidelines immediately following the procedure.
- After each use, all endoscopes shall be disassembled and leak tested according to manufacturer’s instructions.
- All endoscopes and accessories will be thoroughly and properly cleaned with an enzymatic detergent prior to high-level disinfection and/or sterilization. Manufacturer’s instructions for preparation and use of the enzymatic detergent shall be followed. The prepared detergent shall be discarded after each use. Appropriately sized brushes will be used for cleaning. All endoscopes will be properly rinsed after cleaning according to manufacturer guidelines.
- Ideally, all scopes should be brushed with a single use disposable brush during the cleaning process with enzymatic detergent. Where these are not available, or cost prohibits, a re-useable brush will be used one time only for each individual scope and then reprocessed in the high level disinfectant with that scope. Enough re-useable brushes will be available to allow for single use re-processing, prior to re-use.
- Reprocessing for each endoscope shall be performed according to the manufacturer’s instructions specific to that endoscope. An EPA-registered disinfectant solution will be utilized for all endoscopes and compatible accessories for high level disinfection and/or sterilization. Manufacturer instructions shall be followed in the preparation, testing and use of the disinfectant solution. Manufacturer guidelines for exposure time and temperature will be followed. Each endoscope and its components shall be completely immersed in the disinfectant solution and all channels must be disinfected during reprocessing. Logs will be maintained to show quality control checks for the high level disinfectant according to manufacturer instructions. The high level disinfectant will be tested prior to each load to verify solution quality.
• Following high-level disinfection, all endoscopes and accessories shall be rinsed and dried in accordance with manufacturer instructions.
• When an automated processor (Medivator) is used in lieu of high-level disinfection, manufacturer’s directions for processing shall be followed.
• Disinfected and dried endoscopes shall be properly stored in a vertical position away from the reprocessing area in a location that will provide protection from contamination. Endoscopes may not touch the floor or the bottom of the storage cabinet.
• Reusable endoscopic accessories that break the mucosal barrier will be mechanically cleaned and sterilized after each patient use.
• When automated processors and/or sterilizers are used, maintenance and repair shall be performed according to manufacturer instructions and shall be documented.
• Healthcare employees shall routinely inspect endoscopes and all related equipment and supplies for integrity, function, and cleanliness. Damaged or soiled endoscopes or accessories shall not be used, and furthermore damaged endoscopes or equipment will be cleaned, disinfected and sent out for repair/inspection by the manufacturer in accordance with manufacturer shipping guidelines for transport of medical instruments.

**Date Policy to be reviewed:** 11/15