## Procedure for Loading and Unloading Endoscopes from the Extended Storage Cabinet in OPD

### STANDARD OPERATING PROCEDURE

<table>
<thead>
<tr>
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<tbody>
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</table>
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|                | Signature Date |
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| Location of Copies | On Hospital Intranet and locally in departments where scopes used. |

### Document Review History

<table>
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<tr>
<th>Review Date</th>
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### Document Change History

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<th>Change to Document</th>
<th>Reason for Change</th>
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</tbody>
</table>
CONTENTS

1.0 Introduction 4
2.0 Definition of Standard Operating Procedure (SOP) 4
3.0 Applicable to 4
4.0 Objectives of the Standard Operating Procedure 4
5.0 Responsibilities 4
6.0 Definitions 4
7.0 Procedures 5
8.0 Implementation Plan 7
9.0 Evaluation and Audit 7
10.0 References 7
11.0 Appendices (as necessary) 7
11.1 Appendix 1: Education Programme for Safe Use of ENT Endoscopy Storage Cabinet and OPD Endoscopes 7
11.2 Appendix 2: Self Audit Tool 8
1.0 Introduction

The Extended Storage Cabinet is used to store Endoscopes for use up to 96 hours (4 days) after decontamination in the Automated Washer / Disinfector. This Extended Storage Cabinet will ensure sterility, and enhance the current process in scope retrieval and follow up in the “Out of hours” setting. Cabinet door is locked (AUTHORISED USE ONLY).

2.0 Definition of Standard Operating Procedure

The term ‘Standard Operating Procedure’ is a way of carrying out a particular course of action and includes operations, investigations, pharmaceutical treatment, examinations and any other treatment.

3.0 Applicable to

All Staff who have a responsibility in dealing with RIMD’s (Reusable invasive Medical Devices). The Departments include Nursing Administration, Emergency Department, Theatre, Outpatients Department and Clinical Ward areas where the procedures may be carried out (BSG 2008).

4.0 Objectives of Standard Operating Procedure

That all staff adhere to this SOP to ensure that the Endoscope is retained and used in the optimum condition after decontamination.

5.0 Responsibilities

It is the responsibility of all Staff who are in contact with the scope, doing the procedure, decontaminating after use etc in line with all aspects of RIMD’s. The Consultant ENT surgeon, ENT Registrar, Nursing Administration, Nurse and HCA in the Emergency Department have a responsibility in following the process.

6.0 Definitions

RIMD: Reusable invasive Medical Device
Extended Storage Cabinet: Used to store Endoscopes for use up to 96 hours (4 days) after decontamination in the Automated Washer / Disinfector
Endoscope: In this context will be an unchannelled Bronchoscope
OPD: Out patients department
ED: Emergency department
HCA: Health Care Assistant
HSSD: Health Sterile Services Department
ENT: Ear Nose and Throat
7.0 Procedures

To Load Endoscope

The Extended Storage Cabinet is located in the Medical Equipment Room (OUT) in HSSD

- Decontaminate Hand (OLCHC 2010)
- Equipment required = unsterile gloves
- Touch right top part of control panel on the cabinet to illuminate screen.
- Use cursor to select correct empty slot to load endoscope.
- Select “Load” on the Control Panel
- Password is either your personally allocated endoscope Tag Number. code with 00 added to it (e.g. I.D. = 13, password is 1300) or a departmental dedicated code number
- Select scope to be loaded from list displayed (go by scope Tag Number e.g. 0208 located on the Scope)
- When the light turns on in the cabinet, then open the door
- Apply unsterile gloves; take scope from the Storage Container.
- Hang the scope in appropriate slot number.
- Close door
- Check control panel has registered that the scope has been loaded.
- Decontaminate hands (OLCHC 2010).

To Unload Endoscope

- Decontaminate hands (OLCHC 2010).
- Have collection tray (to hold the decontaminated scope once removed) and green plastic cover (to indicate decontamination) beside the Extended Storage Cabinet.
- Touch right top part of control panel on cabinet to illuminate screen.
- Apply unsterile gloves.
- Use cursor to select correct slot to unload chosen endoscope
- Select ‘Unload’
- Password is either your personally allocated endoscope Tag Number Code with 00 added to it (e.g. I.D. = 13, password is 1300 ) or a Departmental Dedicated Code Number
- Screen will request verification, select ‘YES’ after checking that you are unloading the correct scope.
- Decontaminate hands (OLCHC 2012)
- When the light turns on in the cabinet, then the door will open.
- Apply gloves, remove the scope from the cabinet
- Close the door
• A double printout (available on the side of the cabinet and are numbered to coincide with the slot the scope is stored in) will be issued by the cabinet, add these to the original washer, decontamination printouts and record in patient healthcare records and departmental traceability book as appropriate.

**N.B.** ENSURE YOU SELECT THE CORRECT WASHER PRINTOUT (available on the side of the cabinet and are numbered to coincide with the slot the scope is stored in)

**N.B.** DO NOT USE THE ENDOSCOPE IF THE RECTANGULAR BAR ALLOCATED TO ITS SLOT NUMBER IS COLOURED ORANGE/RED. THIS INDICATES THAT THE 96 HOURS TIME LIMIT HAS BEEN EXCEEDED. THE ENDOSCOPE MUST BE REPROCESSED AGAIN IN THE WASHER/DISINFECTOR BEFORE USED.

If a Ward needs a scope ‘Out of Hours’: Bleep 8327 Nursing Administration.

1. **Before the procedure:**
   a. Remove Scope from the cabinet in the Medical Equipment Room in HSSD room. Training will have been provided on this.
   b. Place it in the box provided making sure hands are decontaminated.
   c. Cover with the green plastic cover to indicate it has been decontaminated
   d. Replace the lid
   e. Collect the light source, 4 traceability slips and the associated traceability diary

2. **After the procedure:**
   a. Wipe the tip of the scope with an alco-wipe
   b. Place the scope back in its box handling with extreme care
   c. Cover with red plastic cover to indicate it has been used
   d. Replace the lid
   e. Leave box in department/ward sluice room for collection following day
   f. Apply 2 of the 4 traceability slips (one of each slip) into the patients chart
   g. Attach the remaining 2 traceability slips (one of each slip) to the traceability diary with the patients addressograph on the date/page the endoscope was carried out

3. Return the scope, light source and traceability diary to the HSSD room (Medical equipment out).

4. **Scopes collected by ENT Staff and transported to Wassenberg Machine Room (St Anne’s Dressing clinic) in a Trolley marked ‘For Used Scopes’ (For Manual Cleaning &Decontamination)**

5. The rigid storage box for the scope is cleaned after each patient use. This cleaning process involves, manually washing the rigid storage box with warm water and detergent. Then left to air dry and then once dry wiping the storage box with alcohol wipes.
8.0 Implementation Plan

Contact Details for any queries

Monday - Friday: ENT CNM1, Bleep 8661 or CNM 2(OPD/Tower), Bleep 8347

Out of hours - for the wards: Nursing administration, Bleep 8327

Contact names if there is a problem with the cabinet

Monday - Friday: Scott (Clinical Engineer, OLCHC) Bleep 171

All times if required /problem: Mark Fitzmaurice, Sword Medical, Mobile: 087 0686373

If a scope is required for the Emergency Department only the Healthcare Assistant in the Emergency Department will collect the scope

9.0 Evaluation and Audit

Audits will be performed monthly. (See Appendix 11.1 and 11.2: Use of ENT Endoscopy Scope Storage Cabinet and ENT Endoscopes (both in and out of hours) Self Audit Tool)

10.0 References


Appendix 1: Education Programme for Safe Use of ENT Endoscopy Storage Cabinet and OPD Endoscopes

**Education Programme**

<table>
<thead>
<tr>
<th>Education Plan Title</th>
<th>Education Plan for Safe the Use of the Endoscopy Storage Cabinet and OPD Endoscopes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>April - May 2013</td>
</tr>
<tr>
<td><strong>Facilitator</strong></td>
<td>Carmel Wynn / Margaret Cottrell (CNM1 ENT)</td>
</tr>
<tr>
<td><strong>Target Audience</strong></td>
<td>HCA’s in OPD and ED, Nursing staff in OPD and ED, Site Managers in Nursing Administration</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>15 minute sessions</td>
</tr>
<tr>
<td><strong>Clinical Setting</strong></td>
<td>Clinical Setting (Cabinet Room in HSSD Sterile Room), Group Session (2-4 personnel at a time)</td>
</tr>
<tr>
<td><strong>Education Method</strong></td>
<td>Demonstrations</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Principles of safe access to the endoscopy cabinet, How to safely remove and return the endoscope to the cabinet, How to record the removal and return of the endoscope to the Endoscopy Storage Cabinet in the appropriate ENT Diary in the Cabinet Room in HSSD Sterile Room</td>
</tr>
<tr>
<td><strong>Aim</strong></td>
<td>Personnel who received the education sessions are competent and confident to:</td>
</tr>
<tr>
<td></td>
<td>• Safely access the ENT Endoscopy Storage Cabinet</td>
</tr>
<tr>
<td></td>
<td>• Safely remove and return an endoscope to the Endoscope Cabinet</td>
</tr>
<tr>
<td></td>
<td>• Record the removal and return of an endoscope to the ENT Endoscopy Storage Cabinet in the appropriate ENT Diary in the Cabinet Room in HSSD Sterile Room</td>
</tr>
<tr>
<td></td>
<td>• Aware of what to do and who to call is any problems arise</td>
</tr>
<tr>
<td><strong>Outcome</strong></td>
<td>Develop an understanding of principles of using the ENT Endoscopy Storage Cabinet, Safely remove and return the endoscope to the ENT Endoscopy Storage Cabinet, Aware of what to do and who to call is any problems arise</td>
</tr>
</tbody>
</table>
Appendix 2: Self Audit Tool

Use of ENT Endoscopy Scope Storage Cabinet and ENT Endoscopes
(both in and out of hours) Self Audit Tool

Date of Audit: ___________ Audit Completed by: ________________

Tick the relevant Yes, No,— One answer for each question. To score the self audit, the answer YES = 1, the answer NO = 0, and the total number of criteria then equals 7. No. = the number of times the answer is Yes or No. Yes% or No% = the percentage of Yes or No answers per question. The score equals the number of yes answers divided by the number of criteria (7) x 100%

<table>
<thead>
<tr>
<th>Audit #</th>
<th>Criteria</th>
<th>No.</th>
<th>Yes</th>
<th>Yes%</th>
<th>Yes</th>
<th>No</th>
<th>No%</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>How many ENT Endoscopes were used in 'in hours' service (between 0900 – 1700hours)?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Were traceability slips placed in the Diary correctly?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Were patient identification placed in the Diary correctly?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Were ENT Endoscopes returned to the ENT Storage Cabinet following their use?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Were the ENT Endoscopes covered with red cover following their use?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Was the diary returned to OPD?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Was the users name (Dr’s Name and Contact Number/Bleep) inserted into the diary following their use?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit #</th>
<th>Criteria</th>
<th>No.</th>
<th>Yes</th>
<th>Yes%</th>
<th>Yes</th>
<th>No</th>
<th>No%</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>How many ENT Endoscopes were used during 'out of hours' service (between 17.00-09.00hours)</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Were traceability slips placed in the Diary correctly?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Were patient identification placed in the Diary correctly?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Were ENT Endoscopes returned to the ENT Storage Cabinet following their use?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Were the ENT Endoscopes covered with red cover following their use?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Was the diary returned to OPD?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Was the users name (Dr’s Name and Contact Number/Bleep) inserted into the diary following their use?</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
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**Individual Score**

**Total Score**

**Quality Improvement**

________________________________________________________________________________________

Signature of Auditor ______________________                                                    Date _______________

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