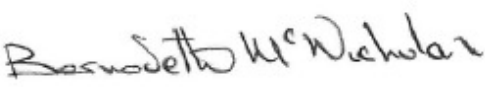



## SOP for Loading and Unloading Endoscopes from the Extended Storage Cabinet in OPD


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<b>Location of Copies</b>	Hospital Intranet and locally in departments where scopes used.

### Document Review History

<b>Review Date</b>	<b>Reviewed By</b>	<b>Signature</b>


### Document Change History

<b>Change to Document</b>	<b>Reason for Change</b>
September 2015	Review and update of SOP

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## 1.0 Introduction

The Extended Storage Cabinet is used to store Endoscopes for use up to 2 weeks after decontamination in the Automated Washer / Disinfector. This Extended Storage Cabinet will ensure optimum condition of the endoscope, 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 carried out

## 3.0 Applicable to

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

## 4.0 Objectives of Standard Operating Procedure

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 load and unload the scope, carry out the procedure, and/or decontaminate the scope after use etc in line with all aspects of RIMD's.

The Outpatient Staff, 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 2 weeks after decontamination in the Automated Washer / Disinfector

Endoscope: In this context will be an un-channeled Bronchoscope


OPD: Out patients department

ED: Emergency department

HCA: Health Care Assistant

HSSD: Hospital Sterile Services Department

ENT: Ear Nose and Throat

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## 7.0 Procedures


### To Load Endoscope

The Extended Storage Cabinet is located in the **Medial Equipment Room** (OUT) off the HSSD main corridor.

- Decontaminate Hands (OLCHC 2012)
- Equipment required = sterile gloves
- Have trolley with scope to be loaded beside the Extended Storage Cabinet
- 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
- Barcode in your unique user code with barcode gun provided.
- Select scope to be loaded from list displayed (go by bar code located on the Scope)
- When the light turns on in the cabinet, open the door
- Apply sterile gloves,
- Hang the scope in appropriate slot number.
- Close door
- Check control panel has registered that the scope has been loaded.
- Remove sterile gloves and Decontaminate hands (OLCHC 2012).

### To Unload Endoscope

- Decontaminate hands (OLCHC 2012).
- 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.
- Use cursor to select correct slot to unload chosen endoscope
- Barcode in you unique user code with barcode gun provided
- Select 'Unload'
- Screen will request verification, select 'YES' after checking that the correct scope is being unloaded.
- When the light turns on in the cabinet, open the door.
- Apply sterile gloves
- Remove the scope from the cabinet and place in collection tray and place green plastic cover.
- Close the door
- Remove sterile gloves and Decontaminate hands (OLCHC 2012).
- A double printout will be issued by the cabinet. Add these to the original washer decontamination printouts (available on the side of the cabinet and numbered to coincide with the slot the scope is stored in) and insert into patient healthcare records and departmental traceability book as appropriate
- Collect the light source.

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**N.B.** ENSURE YOU SELECT THE CORRECT WASHER DECONTAMINATION PRINTOUT (available on the side of the cabinet and numbered to coincide with the slot that 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 2 WEEK 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.

To unload scope please see procedure outlined above

### 1. After the procedure:

- a. Wipe the tip of the scope with a gauze and water
  - b. Place the scope back in its box handling with extreme care.
  - c. Place a patient addressograph label in the box
  - d. Cover with red plastic cover to indicate it has been used
  - e. Replace the lid
  - 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
2. Return the light source and traceability diary to the HSSD room (Medical equipment out).
  3. Used scope is transported to ED in a trolley marked "for used scopes" for manual cleaning by the HCA
  4. After decontamination, the scope is put into the rigid storage box with a clean liner and covered with a red plastic cover and a lid is applied
  5. Scope is transported back to HSSD where the scope is loaded into the drying cabinet as per the SOP

## 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 other 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**

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## 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

British Society of Gastroenterology (2008) *Guidelines for Decontamination Equipment for Gastrointestinal Endoscopy*. U.K.

Our Lady's Children's Hospital (OLCHC) (2012) *Hand Hygiene Guidelines*. OLCHC, Dublin.

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## 11.0 Appendices

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

#### Education Programme

<b>Education Plan Title</b>	Education Plan for Safe the Use of the Endoscopy Storage Cabinet and OPD Endoscopes
<b>Date</b>	January 2015
<b>Facilitator</b>	Carmel Wynne / /Smitha Rajan (CNM1 ENT)
<b>Target Audience</b>	HCA's in OPD and ED Nursing staff in OPD Site Managers in Nursing Administration
<b>Length</b>	15 minute sessions
<b>Frequency</b>	Training every 6 months
	Clinical Setting (Cabinet Room in HSSD Sterile Room) Group Session (2-4 personnel at a time)
<b>Education Method</b>	Demonstrations
<b>Content</b>	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
<b>Aim</b>	Personnel who received the education sessions are competent and confident to: <ul style="list-style-type: none"> <li>• Safely access the ENT Endoscopy Storage Cabinet</li> <li>• Safely remove and return an endoscope to the Endoscope Cabinet</li> <li>• 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 Medical Decontamination Room</li> <li>• Wash scopes used out of hours</li> <li>• Aware of what to do and who to call if any problems arise</li> </ul>
<b>Outcome</b>	Develop an understanding of principles of using the ENT Endoscopy Storage Cabinet Safely remove and return the endoscope to the ENT Endoscopy Storage Cabinet ED HCAS can wash a scope used out of hours Aware of what to do and who to call if any problems arise