# **HICPAC Sample Competency Verification Tool: Reprocessing Flexible Endoscopes**

**Purpose:** Facilities can use this sample Competency Verification Tool as a template to develop their own tool to assess the competency of personnel tasked with processing all types of reusable flexible endoscopes and accessories. This sample tool is designed to be used in conjunction with the Audit Tool. Facilities are encouraged to use the tools together to verify competency and audit current practice as well as to ensure that their practices are consistent with “Essential Elements of a Reprocessing Program for Flexible Endoscopes – Recommendations of the Healthcare Infection Control Practices Advisory Committee.”

**Name:** **Date:**

DEM = Demonstration

DO = Direct Observation

DA = Documentation Audit

S = Skills Laboratory

SBT = Scenario-based Training

CS = Controlled Simulation

RWM = Review of Written or Visual Materials/Policy

P&P = Procedure Review (Specify P&P #s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

KAT = Knowledge Assessment Test

V = Verbalization

O = Other:

| **Competency Statements/Performance Criteria** | **Verification Method[See legend above]** | **Not Met[Explain why]** |
| --- | --- | --- |
| Precleaning1. Precleans flexible endoscopes and accessories at the point of use as soon as possible after the endoscope has been removed from the patient (or the procedure is completed) and before organic material has dried on the surface or in the channels of the endoscope.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Performs precleaning in accordance with the endoscope manufacturer’s instructions for use (IFU) and by
	1. preparing a fresh solution of the cleaning product with properties recommended by the manufacturer;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. washing the exterior surfaces of the endoscope with a soft, lint-free cloth or sponge saturated with the cleaning solution;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. suctioning the cleaning solution through the suction and biopsy channels;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. placing the distal end of the endoscope in the cleaning solution and suctioning the solution through the endoscope;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. flushing the air, water, and other channels of the endoscope alternately with the cleaning solution and air, finishing with air;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. visually inspecting the endoscope for damage;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. discarding the cleaning solution and cleaning cloth or sponge after use.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Transporting1. Transports the flexible endoscope and accessories to the endoscopy processing room as soon as possible after use.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Keeps the endoscope wet or damp, but not submerged in liquid, during transport.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Transports contaminated endoscopes and accessories to the decontamination area in a closed container or closed transport cart.
	1. Uses a container that is leak proof, puncture resistant, and large enough to contain all contents.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Uses a container that is of sufficient size to accommodate the endoscope when the endoscope is coiled in large loops.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Labels the transport cart or container with a biohazard legend.
	1. Securely affixes the biohazard label to the cart or container.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Transports the accessories with the endoscope but contains them separately from the endoscope.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Begins to process flexible endoscopes and accessories as soon as possible after transport to the endoscopy processing room or within the manufacturer’s recommended time to processing.
	1. When it is not possible to initiate the cleaning process within the endoscope manufacturer’s recommended time to cleaning, follows the manufacturer’s IFU for delayed processing.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Does not leave flexible endoscopes soaking in enzymatic cleaning solutions beyond the endoscope manufacturer’s designated contact time unless this is recommended in the manufacturer’s IFU for delayed processing.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Leak Testing1. Performs leak testing before manual cleaning and before the endoscope is placed into cleaning solutions.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Performs leak testing in accordance with the endoscope and leak-testing equipment manufacturers’ IFU and by
	1. removing all port covers and function valves;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. placing the endoscope in a loose configuration;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. pressurizing the endoscope to the recommended pressure;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. manipulating all moving parts, including the elevator, and angulating the bending section of the distal end;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. actuating video switches;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. maintaining pressure and inspection for a minimum of 30 seconds.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. When an endoscope fails a leak test, removes it from service and sends for repair or replacement per facility policy and procedure.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Manual Cleaning1. Performs manual cleaning in accordance with the endoscope manufacturer’s IFU.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Performs manual cleaning using the type of water and cleaning solution recommended by the endoscope manufacturer.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Performs manual cleaning using a freshly prepared cleaning solution.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Follows the cleaning solution manufacturer’s IFU for
	1. water quality, hardness, and pH;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. concentration and dilution;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. water temperature;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. contact time;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. conditions of storage;
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. use life and shelf life.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Completely submerges the endoscope in the cleaning solution during the cleaning process.
	1. Detaches removable parts (e.g., valves, buttons, caps) from the endoscope and submerges them if recommended by the endoscope manufacturer’s IFU.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Cleans all exterior surfaces of the endoscope with a soft, lint-free cloth or sponge saturated with the cleaning solution.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Cleans all accessible channels and the distal end of the endoscope with a cleaning brush of the length, width, and material recommended by the endoscope manufacturer.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Manually actuates the endoscope valves while cleaning.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Cleans and brushes the elevator mechanism (if present) and the recesses surrounding it with a cleaning brush of the length, width, and material recommended by the endoscope manufacturer.
	1. Raises and lowers the elevator mechanism throughout the manual cleaning process.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Uses a clean brush for each endoscope cleaning.
	1. Visually inspects brushes and other items used to clean endoscope channels before use and does not use them if the integrity of the brush or other cleaning item is in question.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Brushes the accessible channels of the endoscope multiple times until no debris appears on the brush.
	1. Removes debris from the brush before the brush is retracted back through the channel and after each pass by swirling the brush in the cleaning solution and rinsing it.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Flushes the channels of the endoscope with cleaning solution.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Flushes and rinses the exterior surfaces of the endoscope with tap water until all cleaning solution and residual debris is removed.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Dries the exterior surfaces of the endoscope with a soft, lint-free cloth or sponge and purges all channels with air.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Cleans, brushes, rinses, dries, and high-level disinfects or sterilizes all reusable parts (e.g., valves, buttons, port covers, tubing, water bottles), accessories (e.g., forceps) and cleaning implements (e.g., brushes, channel cleaning adapters).
	1. High-level disinfects or sterilizes water and irrigation bottles at least daily.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Does not allow any residual water or moisture to remain in the water bottle assembly.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Uses sterile water to fill water and irrigation bottles.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Discards single-use parts, accessories, and cleaning implements after each use and does not reprocess them.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Inspecting1. Visually inspects and evaluates endoscopes, accessories, and equipment for
	1. cleanliness,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. missing parts,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. clarity of lenses,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. integrity of seals and gaskets,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. moisture,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. physical or chemical damage,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. function.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Uses lighted magnification to inspect endoscopes and accessories for cleanliness and damage, as needed.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Removes defective endoscopes, accessories, and equipment from service and sends for repair or replacement per facility policy and procedure.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| High-Level Disinfection or Sterilization1. Conducts mechanical or manual high-level disinfection or sterilization following mechanical cleaning as detailed in items 12-27 above .
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Mechanical methods1. Checks the expiration date of the high-level disinfectant or liquid chemical sterilant before each use.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Uses a test strip or other FDA-cleared testing device specific to the disinfectant or liquid chemical sterilant and minimum effective concentration of the active ingredient for monitoring solution potency before each use.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Performs mechanical processing in accordance with the endoscope manufacturer’s IFU and the mechanical processor manufacturer’s IFU.
	1. Verifies compatibility between the endoscope and the mechanical processor before processing.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Positions the endoscope and accessories within the mechanical processor in a manner that ensures contact of the processing solutions with all surfaces of the endoscope.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Ensures all connectors between the endoscope and the mechanical processor are connected correctly.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Monitors the mechanical processing cycle to verify it is completed as programmed.
		+ Repeats the entire mechanical cycle if interrupted or not completed as programmed.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Performs mechanical processing using the cleaning, disinfectant, and sterilant solutions and chemicals recommended by the endoscope manufacturer and the mechanical processor manufacturer.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Handles chemicals and solutions used for cleaning and processing flexible endoscopes and endoscope accessories in accordance with local, state, and federal regulations and the manufacturer’s IFU.
	1. Verbalizes the location of the safety data sheets for chemicals used for cleaning and processing flexible endoscopes.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Verbalizes the location of the chemical spill kit.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Manual methods1. Checks the expiration date of the high-level disinfectant before each use.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Uses a test strip or other FDA-cleared testing device specific to the disinfectant and minimum effective concentration of the active ingredient for monitoring solution potency before each use.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Completely immerses the endoscope in the high-level disinfectant solution for the designated time according to the device and high-level disinfectant manufacturer’s IFU.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Flushes and fills lumens and ports with the high-level disinfectant, then completely immerses the items in the disinfectant solution for the designated time.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Thoroughly rinses the endoscope and all of its channels and ports with water that meets the manufacturer’s specifications or as recommended by professional organizations after disinfection.
	1. Rinses all removable parts and endoscope accessories.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| May be required for both mechanical and manual methods1. Flushes endoscope lumens with 70% to 90% ethyl or isopropyl alcohol according to the endoscope manufacturer’s IFU.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Dries the exterior surfaces of the endoscope with a soft, lint-free cloth or sponge.
	1. Purges the endoscope channels with air.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Dries all removable parts and endoscope accessories.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Sterilization1. Packages and sterilizes endoscopes and endoscope accessories in accordance with the manufacturers’ IFU.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Storing1. Stores flexible endoscopes in accordance with the endoscope and storage cabinet manufacturers’ IFU.
	1. Does not store flexible endoscopes in their original shipment cases.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. Stores flexible endoscopes with all valves open and removable parts detached, but stored with the endoscope.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Wears clean, low-protein, powder-free, natural rubber latex gloves or latex-free gloves when handling processed endoscopes and when transporting them to and from the storage cabinet.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Verbalizes facility-specific visual cue for identifying processed endoscopes.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Visually inspects endoscopes and storage cabinets for cleanliness before placing endoscopes into or removing them from the cabinet.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Stores sterile items in a sterile storage area per facility policy and procedure.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| Recording1. Records the following processing information:
	1. date and time,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. identity of endoscope and endoscope accessories,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. method and verification of cleaning and results of cleaning verification testing,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. number or identifier of the mechanical processor or sterilizer and results of process efficacy testing,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. identity of the persons performing the processing,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. lot numbers of the processing solutions,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. disposition of defective items or equipment,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. maintenance of water systems, endoscopes and endoscope accessories, and processing equipment.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| 1. Records the following procedural information:
	1. date and time,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. identity of the patient,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. procedure,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. identity of the licensed independent practitioner performing the procedure,
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |
| * 1. identity of the endoscope and endoscope accessories used during the procedure.
 | [ ] DEM [ ] S [ ] RWM [ ] V[ ] DO [ ] SBT [ ] P&P [ ] Other[ ] DA [ ] CS [ ] KAT |  |

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| **This section to be completed by manager:**The employee named below has completed facility-required competency verification activities related to reprocessing flexible endoscopes.**Action Plan:****Employee Name:**   **Employee Signature:**   **Date:**  **Evaluator Name:**   **Evaluator Signature:**   **Date:**  **Manager Name:**   **Manager Signature:**   **Date:**   |

Available from: <https://www.cdc.gov/hicpac/recommendations/flexible-endoscope-reprocessing.html>