# **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]** |
| --- | --- | --- |
| Precleaning  1. 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 |  |
| Transporting  1. 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 Testing  1. 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 Cleaning  1. 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 |  |
| Inspecting  1. 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 Sterilization  1. 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 methods  1. 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 methods  1. 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 methods  1. 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 |  |
| Sterilization  1. 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 |  |
| Storing  1. 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 |  |
| Recording  1. 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>