



## Nursing Service Guidelines Endoscopy Department

<b><u>Title:</u></b>	<b>HANDLING DAMAGED ENDOSCOPE EQUIPMENT: OLYMPUS</b>
<b><u>Responsibility:</u></b>	Endoscopy Staff/Biomedical Engineering Staff
<b><u>Purpose of Guidelines:</u></b>	The purpose is to explain how to safely prepare and send damaged Olympus endoscopes and equipment to service centers for repair.
<b><u>Procedure:</u></b>	Damaged endoscopes must be cleaned AND high-level disinfected prior to shipment, and the process must be verified.

### **ELECTRONIC EQUIPMENT**

Damaged Olympus endoscopic electronic equipment must be wiped completely with a compatible disinfectant solution for the contact time indicated by the manufacturer IFU.

### **FLEXIBLE ENDOSCOPES**

Damaged flexible endoscopes that are still watertight should be reprocessed according to the manufacturer's IFU that accompanies each endoscope model.

### **GUIDELINES FOR CLEANING FLEXIBLE ENDOSCOPES THAT HAVE FAILED THE LEAK TEST**

1. Keep endoscope connected to leak tester to maintain pressurization and prevent fluid from entering.
2. Before removing the endoscope from water, identify and make note of the leak location.
3. With the leak tester connected, remove endoscope from water.

#### ***A. Leaks in the Covering of Insertion Tube***

- a. Turn off leak tester and wait 30 seconds for the endoscope to depressurize. Thoroughly dry the endoscope at the leak location using alcohol and a lint-free cloth. Apply water-proof tape over the leak location. Do not wrap tape so tightly as to cause damage.
- b. Immerse endoscope in fresh detergent solution at recommended temperature and continue with manual cleaning process.

#### ***B. Leaks Detected in Other Parts of Scope***

- a. Fill sink basin with fresh detergent solution.
- b. With the leak tester connected and turned on, fully immerse the endoscope.
- c. Perform manual cleaning according to manufacturer's instructions for use.

d. Minimize unnecessary manipulation of scope.

## **GUIDELINES FOR MANUAL HIGH-LEVEL DISINFECTION OF FLEXIBLE ENDOSCOPES THAT HAVE FAILED THE LEAK TEST**

1. Fill a basin deep enough to fully immerse endoscope with Recert disinfectant solution according to the Recert manufacturer's IFU.
2. Turn on leak tester and connect to the venting connector of the water-resistant cap.
3. Immerse endoscope in Recert disinfectant solution for eight minutes according to manufacturer's IFU.
4. Perform manual high-level disinfection according to instruction sheet provided with the endoscope.
5. Minimize unnecessary flexion of the insertion tube.

After cleaning and high-level disinfection is complete, keep damaged endoscope apart from operational endoscopes to prevent reuse before repair.

Biomed personnel assigned to the Endoscopy department will be notified (383-4899) to initiate return for repair. Biomed will complete documentation, packaging, and shipping of damaged item.

For additional questions, call Olympus Technical Assistance Center at 1-800-848-9024 or contact your local Olympus rep.  
[www.olympusamerican.com/serviceportal](http://www.olympusamerican.com/serviceportal)

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