



Nursing Service Guidelines Endoscopy Department

- Title:** **REPROCESSING FLEXIBLE ENDOSCOPES:
MANUAL CLEANING**
- Responsibility:** Endoscopy Staff (RN, LPN & Endo Techs)
- Purpose of Guidelines:** Provide standardization for manual cleaning of endoscopes prior to high level disinfection
- Supplies needed:**
1. Clean basin or sink
 2. Low foaming neutral pH detergent
 3. Brushes (per manufacturer instructions)
 4. Lint free cloth or sponge
 5. Adapters (if indicated)
 6. 30 or 5 ml syringe (if indicated)
 7. Suction tubing and pump (if indicated)
 8. Scope Buddy Plus and accessories
 9. Channel Check test strips and bags
 10. Personal protective equipment
 11. Lighted Magnification

Following point-of-use cleaning and leak testing, manual cleaning (brushing of channels) is done in the scope room before the endoscope is placed in the Automated Endoscope Reprocessor (AER). Pictures and reference guides for adapters are kept in the scope room for ease of identification. Always follow the manufacturer's recommendations for cleaning and disinfecting scopes. Refer to Olympus reprocessing manual if AER is not available and manual processing including high level disinfection is necessary.

- Wear appropriate personal protective equipment: heavy duty gloves, waterproof gown, full-length face shield or goggles, hair covering and fluid-resistant face mask.
- Fill clean basin/sink with appropriate amount of clean water and prepare fresh detergent solution per manufacturer recommendations using Scope Buddy Plus for every device cleaned.

GIF, PCF, CF, & SIF MANUAL CLEANING

1. Completely immerse scope and accessories in detergent solution.
2. Use brush, lint free cloth or sponge to thoroughly clean all external surfaces until free of debris.

3. Brush channel 1(straight in) and channel 2 (45⁰ angle downward) with appropriate channel cleaning brush to distal end until clear of debris.
4. Brush instrument channel port and suction cylinder with channel-opening cleaning brush until free of debris.
5. Rinse, wipe dry, and inspect with lighted magnification; if no issues place into AER and attach to connection block.

BRONCHOSCOPE MANUAL CLEANING

1. Completely immerse scope and accessories in detergent solution.
2. Verify that angulation is in the neutral position.
3. Use brush, lint free cloth or sponge to thoroughly clean all external surfaces until free of debris.
4. Brush suction and instrument channels with appropriate channel cleaning brush to the distal end until free of debris.
5. Brush suction cylinder and instrument channel port with channel opening brush until free of debris.
6. Rinse, wipe dry, and inspect with lighted magnification; if no issues place into AER and attach to connection block.

EBUS MANUAL CLEANING

1. Completely immerse scope and accessories in detergent solution.
2. Use brush, lint free cloth or sponge to thoroughly clean all external surfaces, make sure bending section is straightened, until free of debris.
3. Brush suction and instrument channels with appropriate channel cleaning brush to distal end until free of debris.
4. Brush suction cylinder and instrument channel port with channel opening brush until free of debris.
4. Brush balloon channel with appropriate brush, then brush irrigation port & balloon grooves with channel opening brush until free of debris.
5. Rinse, wipe dry, and inspect with lighted magnification; if no issues place into AER and attach to connection block.

RADIAL EUS MANUAL CLEANING

1. Completely immerse scope and accessories in detergent solution.
2. Use brush, lint free cloth or sponge to thoroughly clean all external surfaces, make sure bending section is straightened, until free of debris.
3. Brush suction and instrument channels with appropriate channel cleaning brush to distal end until free of debris.
4. Brush balloon channel with appropriate brush (will not exit), until free of debris.
5. Brush instrument channel port, suction port, distal end, balloon grooves and all buttons with channel opening brush until free of debris.
6. Rinse, wipe dry, and inspect with lighted magnification; if no issues place into AER and attach to connection block.

LINEAR EUS MANUAL CLEANING

1. Ensure all caps are seated securely. Completely immerse scope and accessories in detergent solution.
2. Use soft brush, lint free cloth or sponge to thoroughly clean all external surfaces until free of debris, make sure bending section is straightened.
3. With forceps in lowered position, brush groove of the interior of the forceps elevator and both sides of the instrument channel opening with cleaning brush until free of debris.
4. With forceps elevator raised, brush both sides of forceps elevator and the opposite side of the groove with cleaning brush until free of debris.
5. Brush distal end with cleaning brush.
6. Lower forceps elevator. Immerse the distal tip in detergent solution and raise and lower forceps elevator 3 times.
7. Raise forceps elevator and flush interior of forceps elevator with 30 ml detergent.
8. Brush suction channel both directions with appropriate channel cleaning brush until clear of debris.
9. Brush balloon channel with appropriate brush (will not exit) until free of debris.
10. Brush instrument channel port, suction cylinder, balloon grooves and all buttons with channel opening brush until free of debris.
11. Attach Scope Buddy Plus tubing. Leave suction valve in place.
12. Immerse in detergent. Aspirate detergent with valve depressed halfway for 30 seconds, then remove from detergent and aspirate air while continuing to depress halfway for another 30 seconds.
13. Immerse in detergent. Aspirate detergent with valve depressed fully for 30 seconds, then remove from detergent and aspirate air while continuing to depress fully for another 30 seconds.
14. Remove suction valve and reprocess per guidelines. Attach channel plug to continue with flushing using Scope Buddy Plus.
15. Follow Scope Buddy Plus on-screen guide to complete flushing of channels with detergent. Pause for 1 minute soak in detergent, then move scope and all attachments and accessories to sink with clean water.
16. Follow Scope Buddy Plus on-screen guide to complete air purge, flush with water, and final air purge. Disconnect Scope Buddy Plus tubing.
17. Rinse, wipe dry, and inspect with lighted magnification; if no problems found place into AER and attach to connection block.

TJF 190 ERCP MANUAL CLEANING

1. Completely immerse scope and accessories in detergent solution.
2. Use brush, lint free cloth or sponge to thoroughly clean all external surfaces including insertion section, control section, and endoscope connector until free of debris.
3. Straighten bending section, open instrument channel outlet, and insert appropriate large brush into instrument channel outlet x3, keeping distal

- end submersed in detergent. Clean bristles to remove debris.
4. With instrument channel open, insert brush and rotate 360 degrees in each direction. Clean bristles to remove debris. Visually inspect front of forceps elevator for debris; repeat step 4 until free of debris.
 5. Close instrument channel outlet, insert large brush along back of forceps elevator, remove and clean bristles. Inspect back of forceps elevator and repeat until free of debris.
 6. With distal end submersed, brush bottom of forceps elevator x3, clean bristles, then brush back of the forceps elevator through the groove x3, clean bristles. Also brush forceps elevator recess and clean bristles. Immerse the distal tip in detergent solution and raise and lower forceps elevator 3 times. Visually inspect back, bottom, and recess of forceps elevator, repeat step 6 until free of debris.
 7. Brush the five external surfaces of the distal end and the distal ring per manufacturer instructions, keeping the distal end submersed. Clean bristles between surfaces and inspect for debris; repeat steps as needed.
 8. Ensure instrument channel outlet fully open, keep scope completely submersed. Brush suction channels with appropriate brush; clean bristles and repeat until bristles emerge free of debris.
 9. Brush suction cylinder and instrument channel port with larger brush, turning 360 degrees: clean bristles and repeat until bristles emerge free of debris.
 10. Ensure instrument channel outlet is fully open. Assemble, submerge, and attach distal-end flushing adapter. Fill a clean 30ml syringe with detergent solution then submerge and attach to white flushing port on adapter. Forcefully flush distal end with 30 ml detergent. Leave syringe attached and repeat fill and flush x5. Repeat above steps using the green port.
 11. Remove distal-end flushing adapter and disassemble; leave submersed in detergent. Raise and lower forceps elevator x3. Leave channel open.
 12. Attach Scope Buddy Plus tubing, channel plug, and connector plug. Aspirate detergent solution for 30 seconds or more while raising and lowering forceps elevator 3 times.
 13. Follow instructions on Scope Buddy Plus screen to continue with flushing of detergent. Pause to allow recommended contact time of detergent. After time is completed, visually inspect for debris; repeat entire manual cleaning if debris remains.
 14. Move scope, adapter, and accessories to sink or basin filled with clean water, rinse external surfaces. Ensure instrument channel is fully open.
 15. Assemble, submerge, and attach distal-end flushing adapter. Fill a clean 30ml syringe with water then submerge and attach to white flushing port on adapter. Forcefully flush distal end with 30 ml water. Leave syringe attached and repeat fill and flush x2. Repeat above steps using the green port, then remove, disassemble and submerge distal-end adaptor in water.
 16. Continue to air purge then flushing with water using Scope Buddy Plus. Detach all tubing and plugs from scope. Flush distal-end adapter ports with 30ml air and follow IFU to complete manual HLD.

17. Rinse, pat dry, and inspect endoscope and accessories with lighted magnification; if no damage or debris, place endoscope into AER and attach to connection block.

Reviewed by: Danielle Crosby, RN, Operations Supervisor, Endoscopy

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