



Guidelines for the Endoscopy Unit

Title: **REPROCESSING AND HIGH LEVEL DISINFECTION (HLD) OF THE TRANSVAGINAL ULTRASOUND PROBE FOR THE OB/GYN CLINIC and RECTAL PROSTATE PROBE FROM THE DANA CANCER CENTER CLINIC**

Responsibility: Endoscopy Staff (RN, LPN, or Endoscopy Tech) in cooperation with clinic staff

Purpose of Guideline: To establish a consistent method for high level disinfection of ultrasound probes used in departments who do not routinely perform high level disinfection.

Supplies needed:

1. Clean-a-scope bin and liners
2. Patient information/identification label (sticker)

The ultrasound probe used in either the OB/GYN Clinic or Dana Cancer Center clinic will be high level disinfected by the Endoscopy department prior to its use on all patients.

The “Clean-a-Scope” transport system will be used to transport the probe between the Clinic and the Endoscopy Department.

After each use the probe will be hand washed by clinic personnel. The probe will be placed in the “Clean-a-Scope” tray, covered with the red “Clean-a-Scope” tray cover, and transported by clinic personnel to the Endoscopy Department.

A patient label will be placed in the tray and sent along with the scope (for tracking purposes.) Endoscopy will maintain all HLD records for this device.

Endoscopy reprocessing personnel will wash the probe and High Level Disinfect it in accordance with the UTMC HLD procedure. When it is completely dry a yellow “HLD Complete” tag will be filled out and attached, the probe will then be placed into a “Clean-a-Scope” tray and covered with a Green “Clean-a-Scope” Liner. The scope will be considered high level disinfected for 90 days. If the scope is not used within the 90-day period, the clinic will take it to Endoscopy for reprocessing.

Clinic personnel will pick up the high-level disinfected scope when it is ready and will store it in their respective department.

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