# OnTrack Reprocessing In-Service/Customer Competency for Video Bronchoscopes

THIS CHECKLIST IS DESIGNED FOR USE SOLELY AS A CUSTOMER EDUCATIONAL TOOL AND IS NOT INTENDED TO REPLACE OR IN ANY WAY MODIFY THE OLYMPUS INSTRUCTION MANUAL/REPROCESSING MANUAL. BE SURE TO FOLLOW THE DETAILED STEPS OUTLINED IN THE REPROCESSING MANUAL THAT WAS INCLUDED WITH YOUR OLYMPUS EQUIPMENT WHEN PURCHASED. WHILE OLYMPUS' TRAINING MAY BE USED IN SUPPORT OF A FACILITY'S OVERALL COMPETENCY PROGRAM, IT SHALL NOT CONSTITUTE CERTIFICATION OF THE FACILITY'S CDS PROTOCOL. OLYMPUS SHALL IN NO EVENT BE HELD RESPONSIBLE FOR A FACILITY'S PROPER PERFORMANCE OF CDS PROTOCOL NOR FOR A FACILITY STAYING CURRENT WITH ONGOING CDS INSTRUCTIONAL CHANGES AND CORRESPONDING TRAINING UPDATES. FACILITY OWNERS OF OLYMPUS EQUIPMENT ARE FULLY RESPONSIBLE FOR COMPLYING WITH INDUSTRY CDS STANDARDS AND MANUFACTURER'S PROPER USE AND CDS INSTRUCTIONS.

☐ **Olympus In-Service** (For In-Service, the Olympus Field Employee must complete the Facility Information below and the **FM-SOP-020-02: OnTrack In-Service Attendance Sheet**)

## Facility Information

**Facility Name:** _____ **Date of Training:** _____

**Facility Address:** _____ **City:** _____ **State:** ____ **Zip Code:** _____

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☐ **Facility-Verified Customer Competency** (For Competency, the facility staff must complete both Facility Attendee and Verifier information below)

## Facility Attendee

**Print Name** _____ **Signature** _____ **Date:** _____

**Title** _____ **Email** _____

## Facility Verifier

**Print Name** _____ **Signature** _____ **Date:** _____

**Title** _____ **Email** _____

For assistance call the Technical Assistance Center (TAC) at 1-800-848-9024, or go to **www.olympusconnect.com**.

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## Regarding Non-Olympus Repair and Servicing

Instructions provided in this document are not valid for Olympus devices repaired by a non-Olympus facility. The Olympus-recommended reprocessing procedures have not been validated for reprocessing devices repaired by a non-Olympus facility. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding reprocessing.

Instructions provided in this document regarding material compatibility are not valid for Olympus devices repaired by a non-Olympus facility. Olympus repairs devices to manufacturer's specifications by using original equipment manufacturer's (OEM) materials. The use of non-OEM materials to repair an Olympus device may affect the material compatibility of the device with certain reprocessing chemicals or methods. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding material compatibility.

**Endoscope Models:** Check each model reviewed during this session. Any additional scope models reviewed that are not listed below can be typed into the Comments field.

**BF**

- ☐ BF-P180
- ☐ BF-Q180
- ☐ BF-1T180
- ☐ BF-1TQ180
- ☐ BF-Q180AC
- ☐ BF-160
- ☐ BF-1T160
- ☐ BF-XT160
- ☐ BF-3C160
- ☐ BF-MP160F
- ☐ BF-XP160F
- ☐ BF-P160
- ☐ BF-H190
- ☐ BF-P190
- ☐ BF-Q190
- ☐ BF-1TH190
- ☐ BF-XP190
- ☐ BF-240
- ☐ BF-P240
- ☐ BF-1T240
- ☐ BF-6C240

**Comments:** **If a No box is checked above, please document the reason for it here.**

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**Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.**

| Precleaning | Demonstrated | |
|---|---|---|
| | Yes | No |
| 1. For the BF-190 endoscopes, ensure that the rotary function is returned to the neutral position prior to reprocessing. | ☐ | ☐ |
| 2. Turn OFF the video system center and light source. | ☐ | ☐ |
| 3. Wipe the insertion tube with a detergent-soaked, lint-free cloth. A water-soaked, lint-free cloth can be used for the BF-190 scopes. | ☐ | ☐ |
| 4. Turn ON the suction source. | ☐ | ☐ |
| 5. Immerse the distal end in detergent, and depress the suction valve to aspirate detergent for 30 seconds. For the BF-190 endoscopes, aspirate with water for at least 10 seconds. | ☐ | ☐ |
| 6. Remove the distal end from the detergent or water, and depress the suction valve to aspirate air for 10 seconds. | ☐ | ☐ |
| 7. Turn OFF the suction source, and disconnect the suction tube from the bronchoscope. | ☐ | ☐ |
| 8. Remove and discard the suction and biopsy valves. | ☐ | ☐ |
| 9. Disconnect the videoscope connector from the bronchoscope and the endoscope connector from the light source. | ☐ | ☐ |
| 10. Inspect and attach the water-resistant cap to the electrical connector. **NOTE:** The BF-190 endoscopes do not have a water-resistant cap. | ☐ | ☐ |
| 11. Place the bronchoscope in a covered container, and transport it to the reprocessing area. | ☐ | ☐ |

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**Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.**

| Leakage Testing | Demonstrated | |
|---|---|---|
| | Yes | No |
| 1. Fill basin or sink (min. 16" x 16") with clean water. | ☐ | ☐ |
| 2. Connect the leakage tester to the MU-1 or light source. | ☐ | ☐ |
| 3. Turn ON the air source.<br>**NOTE:** If you use a light source, set the airflow to HIGH. | ☐ | ☐ |
| 4. Confirm that the leakage tester is emitting air. Ensure that both the venting connector on the endoscope and the leakage tester connector cap of the MB-155 are dry prior to attaching. | ☐ | ☐ |
| 5. Attach the leakage tester's connector to the venting connector on the water-resistant cap. | ☐ | ☐ |
| 6. Immerse the entire bronchoscope in water, and observe it for 30 seconds. | ☐ | ☐ |
| 7. Manipulate the angulation lever and video switches. | ☐ | ☐ |
| 8. Confirm that there is no location where a continuous series of air bubbles emerges. | ☐ | ☐ |
| 9. Remove the bronchoscope from the water, and then turn OFF the air source. | ☐ | ☐ |
| 10. Disconnect the leakage tester from the air source, and allow the bronchoscope to depressurize; then disconnect the leakage tester from the bronchoscope. | ☐ | ☐ |
| 11. Thoroughly dry the leakage tester using clean lint-free cloths. | ☐ | ☐ |

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| Manual Cleaning | Demonstrated | |
|---|---|---|
| | Yes | No |
| 1. Immerse the entire bronchoscope in freshly prepared detergent solution. | ☐ | ☐ |
| 2. Verify that the angulation is in the *free/neutral* position. | ☐ | ☐ |
| 3. Use a soft brush or lint-free cloth to thoroughly clean all external surfaces of the bronchoscope, including the distal tip. | ☐ | ☐ |
| 4. Brush the instrument/suction channel, suction cylinder, and instrument channel port: | | |
| a. Brush the suction channel by inserting the channel-cleaning brush into the opening of the suction cylinder and advancing the brush until it emerges from the distal end. Clean the bristles, and pull the brush back through the channel until it emerges from the suction cylinder. Clean the bristles and repeat until all debris is removed. | ☐ | ☐ |
| b. Brush the instrument channel by inserting the channel-cleaning brush into the opening of the instrument port and advancing the brush until it emerges from the distal end. Clean the bristles, and pull the brush back through the channel until it emerges from the instrument port. Clean the bristles and repeat until all debris is removed. | ☐ | ☐ |
| c. Brush the suction cylinder and instrument channel port by inserting the channel-opening cleaning brush into the opening, turning the brush once, and pulling the brush out of the opening. Clean the bristles and repeat until all debris is removed. | ☐ | ☐ |
| 5. Remove the bronchoscope from the detergent solution. | ☐ | ☐ |
| 6. Attach the suction-cleaning adapter to the instrument port and suction cylinder. | ☐ | ☐ |
| 7. Connect the suction tube to the suction-cleaning adapter. | ☐ | ☐ |
| 8. Turn ON the suction source, immerse the distal end in detergent, and aspirate detergent for 30 seconds. | ☐ | ☐ |
| 9. Turn OFF the suction source, and disconnect the suction tube from the suction-cleaning adapter. | ☐ | ☐ |
| 10. Completely immerse the bronchoscope and suction-cleaning adapter in detergent. | ☐ | ☐ |
| 11. Attach the 30 cc syringe to the suction-cleaning adapter. | ☐ | ☐ |

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| **Manual Cleaning** (continued) | **Demonstrated** | |
|---|---|---|
| | Yes | No |
| 12. Withdraw the plunger of the syringe to fill the instrument/suction channels and suction cleaning adapter with the detergent solution. | ☐ | ☐ |
| 13. Disconnect the suction-cleaning adapter. | ☐ | ☐ |
| 14. Use a lint-free cloth to wipe debris from the bronchoscope's external surface. | ☐ | ☐ |
| 15. Soak the bronchoscope and adapter in the detergent solution for the time and temperature recommended by the detergent manufacturer. | ☐ | ☐ |
| 16. Remove the bronchoscope and suction-cleaning adapter from the detergent solution, immerse them in clean water, and agitate to rinse. | ☐ | ☐ |
| 17. Attach the suction-cleaning adapter to the bronchoscope and then attach the suction tube to the suction-cleaning adapter. | ☐ | ☐ |
| 18. Turn ON the suction source, and aspirate clean water for 30 seconds. | ☐ | ☐ |
| 19. Remove the bronchoscope and suction-cleaning adapter from the water, and aspirate air for 20 seconds. | ☐ | ☐ |
| 20. Turn OFF the suction source, and disconnect the suction tube from the suction-cleaning adapter. | ☐ | ☐ |
| 21. Use a clean, lint-free cloth to thoroughly dry the exterior of the bronchoscope and suction-cleaning adapter. | ☐ | ☐ |
| 22. Inspect the bronchoscope for residual debris, and repeat the manual cleaning process if debris remains. | ☐ | ☐ |

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**Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.**

| Automated Endoscope Reprocessor (AER) High-Level Disinfection | Demonstrated | |
|---|---|---|
| **High-Level Disinfectant Type:** **AER Type:** | | |
| | Yes | No |
| 1. Test disinfectant concentration (i.e., MRC) according to the manufacturer's instructions. | ☐ | ☐ |
| 2. Inspect the bronchoscope connectors/adapters according to the AER manufacturer's instructions. Properly place the bronchoscope in the basin. | ☐ | ☐ |
| 3. Attach the scope connectors/adapters according to the AER manufacturer's instructions. | ☐ | ☐ |
| 4. Operate the AER according to the AER manufacturer's instructions. | ☐ | ☐ |
| 5. Remove the bronchoscope promptly after the reprocessing cycle has been completed. | ☐ | ☐ |
| 6. Perform the terminal steps that the AER does not perform (e.g., alcohol and air purge). | ☐ | ☐ |
| **FOR FACILITY INTERNAL USE ONLY!** Olympus personnel are unable to demonstrate use of individual manufacturer's AER. | | |

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| Manual High-Level Disinfection | Demonstrated | |
|---|---|---|
| | Yes | No |
| 1. Fill a large sterile basin with disinfectant solution recommended by the manufacturer. | ☐ | ☐ |
| 2. Test the disinfectant concentration (i.e., MRC) according to the manufacturer's instructions. | ☐ | ☐ |
| 3. Attach the suction-cleaning adapter to the bronchoscope, and attach the 30 cc syringe to the suction-cleaning adapter. | ☐ | ☐ |
| 4. Immerse the bronchoscope and all equipment in the disinfectant solution. | ☐ | ☐ |
| 5. Pull the plunger of the syringe to fill the channels and the suction-cleaning adapter with disinfectant solution. | ☐ | ☐ |
| 6. With the bronchoscope and suction-cleaning adapter completely immersed, disconnect the suction-cleaning adapter from the endoscope. Leave the endoscopes and all reprocessing equipment immersed in the disinfectant solution. | ☐ | ☐ |
| 7. If air bubbles adhere to the surfaces, remove them by using a clean, lint-free cloth. | ☐ | ☐ |
| 8. Cover the basin with a tight-fitting lid to minimize the release of disinfectant vapors. | ☐ | ☐ |
| 9. Soak the bronchoscope and the suction-cleaning adapter for the time and at the temperature recommended by the disinfectant manufacturer. | ☐ | ☐ |
| 10. Before removing the bronchoscope from the disinfectant solution, attach the suction-cleaning adapter to the bronchoscope. | ☐ | ☐ |
| 11. Remove the bronchoscope and the suction-cleaning adapter from the disinfectant solution. | ☐ | ☐ |
| 12. Using a 30 cc syringe, flush 90 ml of air (for 160 & 180 series bronchoscopes) or 30 ml of air (for 190 & 240 series bronchoscopes) into the channels through the suction-cleaning adapter. | ☐ | ☐ |
| 13. Disconnect the suction-cleaning adapter from the bronchoscope. | ☐ | ☐ |

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| Rinsing | Demonstrated | |
|---|---|---|
| | Yes | No |
| 1. Fill a basin with sterile water. | ☐ | ☐ |
| 2. Completely immerse the bronchoscope and suction-cleaning adapter in the water. | ☐ | ☐ |
| 3. Wipe all external surfaces with a sterile, lint-free cloth. | ☐ | ☐ |
| 4. Connect the suction-cleaning adapter and suction source to the bronchoscope. | ☐ | ☐ |
| 5. Turn ON the suction pump. | ☐ | ☐ |
| 6. Aspirate sterile water for 30 seconds. | ☐ | ☐ |
| 7. Remove the bronchoscope from the water, and aspirate air for 60 seconds. | ☐ | ☐ |
| 8. Turn OFF the suction source. | ☐ | ☐ |
| 9. Place the bronchoscope and suction-cleaning adapter in the sterile large basin. | ☐ | ☐ |
| 10. Hold the control section with the instrument channel port pointing down, and disconnect the suction-cleaning adapter from the bronchoscope. | ☐ | ☐ |
| 11. Use a sterile, lint-free cloth to thoroughly wipe and dry the external surfaces of the bronchoscope and suction-cleaning adapter. | ☐ | ☐ |

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**Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.**

| Alcohol Flush | Demonstrated | |
|---|---|---|
| | Yes | No |
| 1. Connect the suction cleaning adapter and suction source to the bronchoscope. | ☐ | ☐ |
| 2. Turn ON the suction source. | ☐ | ☐ |
| 3. Immerse the distal end of the bronchoscope in 70% ethyl or isopropyl alcohol. | ☐ | ☐ |
| 4. Aspirate alcohol for 5 seconds. | ☐ | ☐ |
| 5. Remove the distal end of the bronchoscope from the alcohol, and aspirate air for 20 seconds. | ☐ | ☐ |
| 6. Turn OFF the suction source. | ☐ | ☐ |
| 7. Using a sterile, lint-free cloth moistened with alcohol, thoroughly wipe the external surfaces of the bronchoscope and suction-cleaning adapter. | ☐ | ☐ |
| 8. Using sterile cotton swabs, dry the inside of the suction cylinder and instrument channel port. | ☐ | ☐ |
| 9. Dry the bronchoscope and suction-cleaning adapter. | ☐ | ☐ |

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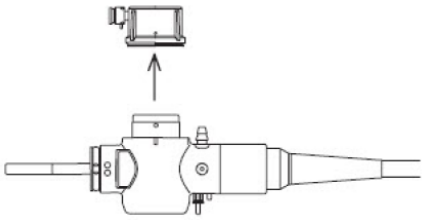
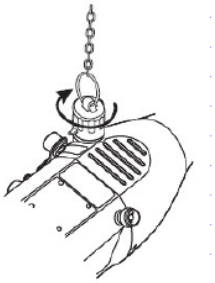
| Sterilization with Ethylene Oxide Gas | Demonstrated | |
|---|---|---|
| | Yes | No |
| After performing precleaning, leakage testing, and manual cleaning, perform the following: | | |
| 1. Dry all external and internal surfaces of the endoscope before ethylene oxide (ETO) gas sterilization. | ☐ | ☐ |
| 2. For BF-160, BF-180, and BF-240 endoscopes, disconnect the water-resistant cap (MH-553) from the endoscope connector before ethylene oxide gas sterilization.  | ☐ | ☐ |
| 3. For the BF-1TH190, BF-H190, and BF-Q190 endoscopes, ensure that the correct sterilization cap is attached prior to sterilization. Use the black tagged sterilization cap (MAJ-1538) only.  | ☐ | ☐ |
| 4. Seal the instrument in a package appropriate for sterilization according to your hospital's protocol. | ☐ | ☐ |
| 5. Sterilize the package according to the recommended ETO gas exposure parameters described in the endoscope instruction manual and the sterilizer manufacturer's instructions. | ☐ | ☐ |
| 6. Aerate the components following the minimum aeration parameters specified in endoscope instruction/reprocessing manual. | ☐ | ☐ |

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| Endoscope Storage | Demonstrated | |
|---|---|---|
| | Yes | No |
| 1. Detach all equipment from the bronchoscope. | ☐ | ☐ |
| 2. Ensure that angulation locks are in the free position. | ☐ | ☐ |
| 3. Confirm that all surfaces of the bronchoscope are completely dry. | ☐ | ☐ |
| 4. Store the bronchoscope in a well-ventilated cabinet. | ☐ | ☐ |
| 5. Hang the bronchoscope so that the universal cord and insertion tube are hanging vertically and the distal tip of the insertion tube is hanging freely. | ☐ | ☐ |

**Important:**

Sample Olympus cleaning brushes used must be properly disposed of at the end of the In-Service training.

Sample cleaning brushes are NOT to be provided for customer use.

Customers may contact their Olympus Sales Representative to order cleaning brushes.

**Comments:** **If a No box is checked above, please document the reason for it here.**