

OnTrack Reprocessing In-Service/Competency for OER-Pro Automated Endoscope Reprocessor

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: _____

- ☐ **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.

Important Information

Always wear appropriate personal protective equipment when reprocessing an endoscope.

Refer to the specific endoscope reprocessing manual if any issues are encountered.

Endoscope Models: Check each model reviewed during this session. Any additional scope models reviewed that are not listed below can be typed into the Comment field (with the exception of duodenoscopes, which have dedicated OnTrack forms).

CF

- | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> CF-H180AL/I | <input type="checkbox"/> CF-Q160AL/I | <input type="checkbox"/> CF-Q180AL/I | <input type="checkbox"/> CF-Q160S |
| <input type="checkbox"/> CF-H180DL/I | <input type="checkbox"/> CF-Q160L/I | <input type="checkbox"/> CF-HQ190L/I | |

PCF

- | | | |
|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> PCF-160AL/I | <input type="checkbox"/> PCF-H180AL/I | <input type="checkbox"/> PCF-Q180AL/I |
| <input type="checkbox"/> PCF-H190L/I | <input type="checkbox"/> PCF-H190DL/I | <input type="checkbox"/> PCF-PH190L/I |

GIF

- | | | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> GIF-160 | <input type="checkbox"/> GIF-1TQ160 | <input type="checkbox"/> GIF-Q160 | <input type="checkbox"/> GIF-XP160 | <input type="checkbox"/> GIF-XTQ160 |
| <input type="checkbox"/> GIF-H180 | <input type="checkbox"/> GIF-H180J | <input type="checkbox"/> GIF-N180 | <input type="checkbox"/> GIF-Q180 | |
| <input type="checkbox"/> GIF-H190 | <input type="checkbox"/> GIF-HQ190 | <input type="checkbox"/> GIF-1TH190 | <input type="checkbox"/> GIF-XP190N | |

SIF

- ☐ SIF-Q180

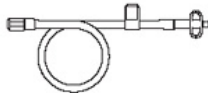
Comments:

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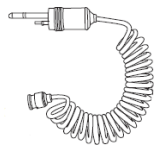
Parts Included in this OnTrack



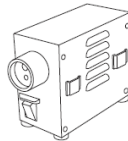
MAJ-443: Suction Valve



MAJ-855: Auxiliary Water Tube



MB-155: Leakage Tester



MU-1: Maintenance Unit



MH-438: Air/Water Valve



MH-358: Biopsy Valve Cap



MH-948: Air/Water Channel Cleaning Adapter



ALT-Pro: Automated Endoscope Leak Tester

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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. Prepare a 500 ml basin of water solution.	<input type="checkbox"/>	<input type="checkbox"/>
2. Turn OFF the video processor and light source.	<input type="checkbox"/>	<input type="checkbox"/>
3. Using a lint-free cloth soaked in detergent solution or clean water, wipe down the entire insertion section, from the boot at the control section to the distal end.	<input type="checkbox"/>	<input type="checkbox"/>
4. Turn ON the suction source (e.g., KV-4, KV-5, KV-6). Set the vacuum regulator to Max.	<input type="checkbox"/>	<input type="checkbox"/>
5. Close the biopsy valve cap (e.g., MH-358).	<input type="checkbox"/>	<input type="checkbox"/>
6. Immerse the distal end of the insertion tube in detergent solution or clean water.	<input type="checkbox"/>	<input type="checkbox"/>
7. Depress the suction valve, and aspirate detergent solution or water: <ul style="list-style-type: none"> For 190 endoscopes, aspirate for 10 seconds. For all other scope models, aspirate for 30 seconds 	<input type="checkbox"/>	<input type="checkbox"/>
8. Remove the distal end from the detergent solution or water, and depress the suction valve to aspirate air for 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>
9. Turn OFF the suction source.	<input type="checkbox"/>	<input type="checkbox"/>
10. Turn ON the light source.	<input type="checkbox"/>	<input type="checkbox"/>
11. Switch OFF the airflow regulator on the light source.	<input type="checkbox"/>	<input type="checkbox"/>
12. Detach the air/water valve (e.g., MH-438) from the endoscope, and place it in the detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>
13. Attach the air/water channel-cleaning adapter (e.g., MH-948).	<input type="checkbox"/>	<input type="checkbox"/>
14. Immerse the distal end of the insertion section in clean water.	<input type="checkbox"/>	<input type="checkbox"/>
15. Turn on the airflow regulator and set the maximum output (3 or HIGH).	<input type="checkbox"/>	<input type="checkbox"/>
16. Depress the button on the air/water channel-cleaning adapter, and flush water for: <ul style="list-style-type: none"> For 190 endoscopes, flush for 10 seconds. For all other scope models, flush for 30 seconds 	<input type="checkbox"/>	<input type="checkbox"/>

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

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Precleaning	Demonstrated	
	Yes	No
17. Release the air/water channel-cleaning adapter to flush air for 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>
18. Turn OFF the light source.	<input type="checkbox"/>	<input type="checkbox"/>
19. For endoscopes with an auxiliary water channel perform the following, for other scope models skip to step 20:	<input type="checkbox"/>	<input type="checkbox"/>
a. For manual flushing of the auxiliary water channel (e.g., MAJ-855):	<input type="checkbox"/>	<input type="checkbox"/>
(1) If an auxiliary water tube was not used during the patient procedure, attach a clean auxiliary water tube to the auxiliary water inlet.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Immerse the distal end of the insertion section in water.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Fill a 30 cc syringe with water, attach it to the auxiliary water tube, and flush 30 ml of water.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Fill a 30 cc syringe with air, attach it to the auxiliary water tube, and flush 30 ml of air. For 190 endoscopes, omit this step.	<input type="checkbox"/>	<input type="checkbox"/>
(5) Detach the syringe, but leave the auxiliary water tube attached to the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>
b. For automated flushing of the auxiliary water channel by using the OFP:	<input type="checkbox"/>	<input type="checkbox"/>
(1) Confirm the proper attachment of the auxiliary water tube and irrigation tubing.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Immerse the distal end of the insertion section in water.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Activate the OFP pump, at the highest flow rate, for 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Detach the tubing from the auxiliary water tube.	<input type="checkbox"/>	<input type="checkbox"/>
20. Disconnect all removable and reusable parts from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>
21. Confirm that the water-resistant cap is dry and free of debris, and attach the water-resistant cap. For 190 endoscopes, omit this step because there is no water-resistant cap.	<input type="checkbox"/>	<input type="checkbox"/>
22. Transport to reprocessing area in a covered container.	<input type="checkbox"/>	<input type="checkbox"/>

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.

Leakage Testing	Demonstrated	
	Yes	No
1. Fill a clean, large basin, deep enough to completely immerse the endoscope, with clean water.	<input type="checkbox"/>	<input type="checkbox"/>
2. Confirm the air/water channel-cleaning adapter (e.g., MH-948), suction valve (e.g., MAJ-443), air/water valve (MH-438), and biopsy valve cap (e.g., MH-358) from the endoscope are detached. Confirm the water resistant cap is positioned properly on the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>
3. Detach the auxiliary water tube (e.g., MAJ-855) from the auxiliary water inlet.	<input type="checkbox"/>	<input type="checkbox"/>
4. Connect the leakage tester to the air source (e.g., ALT-Pro or MU-1 Maintenance Unit). Note: If using the ALT-Pro, follow the instructions in the ALT-Pro Instruction Manual.	<input type="checkbox"/>	<input type="checkbox"/>
5. Turn ON the air source, if you are using a light source set the airflow regulator to HIGH.	<input type="checkbox"/>	<input type="checkbox"/>
6. Depress the pin inside the leakage tester (e.g., MB-155) connector cap to confirm that air is being emitted.	<input type="checkbox"/>	<input type="checkbox"/>
7. Confirm that the leakage tester connector cap and the endoscope venting connector are dry, then connect the leakage tester connector cap to the endoscope venting connector.	<input type="checkbox"/>	<input type="checkbox"/>
8. Completely immerse the endoscope in water and observe for 30 seconds while angulating the bending section in all directions.	<input type="checkbox"/>	<input type="checkbox"/>
9. If a continuous series of bubbles emerges from any location, leave the leakage tester connected to the scope, remove from the water and follow your procedures for reprocessing a leaking endoscope. Contact Olympus for assistance, if required. Caution: Not following the procedures for reprocessing a leaking endoscope can result in a major fluid invasion and damage the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>
10. If no leak is detected, remove the endoscope from the water and turn OFF the air source.	<input type="checkbox"/>	<input type="checkbox"/>
11. Disconnect the leakage tester from the air source.	<input type="checkbox"/>	<input type="checkbox"/>
12. Wait 30 seconds or until the bending section contracts to its pre-expansion size.	<input type="checkbox"/>	<input type="checkbox"/>
13. Disconnect the leakage tester connector cap from the endoscope venting connector.	<input type="checkbox"/>	<input type="checkbox"/>
14. Thoroughly dry the leakage tester using a clean, lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>

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.

Manual Cleaning	Demonstrated	
	Yes	No
1. Fill a basin with fresh detergent solution prepared as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
2. Completely immerse the endoscope and accessories in detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use a brush, lint-free cloth, or sponge to thoroughly clean all external surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
4. Use endoscope model-specific brushes to brush channels/cylinders/ports until no visible debris remains.	<input type="checkbox"/>	<input type="checkbox"/>
a. Brush the insertion section of the suction channel by inserting the channel-cleaning brush into the opening in 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.	<input type="checkbox"/>	<input type="checkbox"/>
b. Brush the universal cord section of the suction channel by inserting the channel-cleaning brush into the opening in the suction cylinder and advancing the brush until it emerges from the suction connector. 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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
5. Manually clean all reusable parts according to the instructions provided in the endoscope manual.	<input type="checkbox"/>	<input type="checkbox"/>
6. Discard any single-use items.	<input type="checkbox"/>	<input type="checkbox"/>
7. Carefully lift the endoscope out of the detergent solution, allowing excess fluid to drain into the basin, and transport the endoscope to the OER-Pro unit.	<input type="checkbox"/>	<input type="checkbox"/>

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OER-Pro Reprocessing	Demonstrated	
	Yes	No
1. Refer to the OER-Pro List of Compatible Endoscopes and Connecting Tubes to determine endoscopes that are compatible with OER-Pro reprocessing, and identify the specified connecting tubes for each endoscope model.	<input type="checkbox"/>	<input type="checkbox"/>
2. Routinely monitor the disinfectant's MRC (Manufacturer's Recommended Concentration) prior to the start of each cycle.	<input type="checkbox"/>	<input type="checkbox"/>
3. Before placing an endoscope in the OER-Pro, confirm that the water-resistant cap(s) is properly attached.	<input type="checkbox"/>	<input type="checkbox"/>
4. Swipe the endoscope ID and the operator's user ID card over the RFID reader, and confirm that the ID indicators light up on the main control panel.	<input type="checkbox"/>	<input type="checkbox"/>
5. Place the endoscope(s) in the OER-Pro basin (refer to the OER-Pro instruction manuals and the Quick Reference Guide):		
a. Gently place the control section in the basin.	<input type="checkbox"/>	<input type="checkbox"/>
b. Wrap the insertion tube clockwise around the outer section of the retaining rack.	<input type="checkbox"/>	<input type="checkbox"/>
c. Wrap the universal cord counterclockwise around the inner section of the retaining rack.	<input type="checkbox"/>	<input type="checkbox"/>
d. Gently place the endoscope connector in the right-rear section of the basin.	<input type="checkbox"/>	<input type="checkbox"/>
e. Repeat if loading a second endoscope.	<input type="checkbox"/>	<input type="checkbox"/>
6. Connect the correct connecting tube(s) to the endoscope and the OER-Pro as specified in the connecting tube's instruction manual.	<input type="checkbox"/>	<input type="checkbox"/>
7. Gently tug on the connecting tube to confirm that it is firmly attached.	<input type="checkbox"/>	<input type="checkbox"/>
8. Confirm that the connecting tube is not kinked.	<input type="checkbox"/>	<input type="checkbox"/>
9. Confirm that the endoscope is located below the pin indicating the disinfectant liquid level.	<input type="checkbox"/>	<input type="checkbox"/>

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OER-Pro Reprocessing (continued)	Demonstrated	
	Yes	No
10. Place valves in the washing case and replace the cover.	<input type="checkbox"/>	<input type="checkbox"/>
11. Close the lid and confirm that the endoscope(s) is not contacting the lid.	<input type="checkbox"/>	<input type="checkbox"/>
12. Press the PROG button on main control panel to select the cycle.	<input type="checkbox"/>	<input type="checkbox"/>
13. Press START.	<input type="checkbox"/>	<input type="checkbox"/>
14. Confirm that fluid exits the holes on the top of all connecting tubes.	<input type="checkbox"/>	<input type="checkbox"/>
15. Confirm that water exits the water supply/circulation nozzle onto the dome of the lid.	<input type="checkbox"/>	<input type="checkbox"/>
16. When the cycle is completed, step on the foot pedal to open the lid.	<input type="checkbox"/>	<input type="checkbox"/>
17. Confirm that the connecting tubes are properly connected.	<input type="checkbox"/>	<input type="checkbox"/>
18. Check for any irregularities in the use of the connecting tubes (improper connecting, kinking, accidental detachment, or use of the wrong connecting tube). Any irregularity will cause the OER-Pro reprocessing cycle to be ineffective. The irregularity must be corrected, and the endoscope must be reprocessed again under correct conditions.	<input type="checkbox"/>	<input type="checkbox"/>
19. Disconnect the connecting tubes.	<input type="checkbox"/>	<input type="checkbox"/>
20. Remove the endoscope(s) and all accessories, and dry them with a sterile, lint-free cloth or gauze to remove residual water.	<input type="checkbox"/>	<input type="checkbox"/>
21. Thoroughly dry the inside of the suction cylinder, the air/water cylinder, and the instrument channel port of the endoscope by using a sterile cotton swab(s).	<input type="checkbox"/>	<input type="checkbox"/>
22. Manually disinfect or sterilize all reusable parts not reprocessed in the OER-Pro.	<input type="checkbox"/>	<input type="checkbox"/>

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Endoscope Storage	Demonstrated	
	Yes	No
1. Detach all accessories.	<input type="checkbox"/>	<input type="checkbox"/>
2. Confirm that all external surfaces, ports, cylinders, and accessories are dry.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure that the flexibility adjustment mechanism is set to the most flexible condition.	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensure all angulation locks are in the free position.	<input type="checkbox"/>	<input type="checkbox"/>
5. Store the endoscope in a well-ventilated cabinet.	<input type="checkbox"/>	<input type="checkbox"/>
6. Hang the endoscope so that the universal cord and insertion tube are hanging vertically.	<input type="checkbox"/>	<input type="checkbox"/>

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.