OLYMPUS

OnTrack Reprocessing In-Service/Customer Competency for Ultrasonic Gastrovideoscopes

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.

☐ GF-UC140P-AL5 ☐ GF-UCT140-AL5 ☐ GF-UM160 ☐ GF-UE160-AL5 ☐ GF-UCT180

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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. Turn OFF the video processor, light source, and ultrasound system.	☐	☐
2. Remove and discard the balloon if attached.	☐	☐
3. Using a detergent-soaked cloth, wipe down the insertion tube, and gently wipe the ultrasonic transducer.	☐	☐
4. Turn ON the suction source.	☐	☐
5. Attach the biopsy valve cap.	☐	☐
6. Immerse the distal tip in detergent, and depress the suction valve to 1st stage to aspirate the detergent for 30 seconds.	☐	☐
7. Depress the suction valve completely to aspirate detergent for 30 seconds.	☐	☐
8. Remove the distal tip from detergent solution, and depress the suction valve to 1st stage to aspirate air for 10 seconds.	☐	☐
9. Depress the suction valve completely to aspirate air for 10 seconds.	☐	☐
10. Turn OFF the suction source and turn ON the light source.	☐	☐
11. Depress the air/water valve completely.	☐	☐
12. Switch OFF the airflow regulator on the light source.	☐	☐

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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 (continued)	**Demonstrated**	
	Yes	No
13. Remove the air/water valve.	☐	☐
14. Attach the air/water channel cleaning adapter, and set the airflow to HIGH.	☐	☐
15. Immerse the distal end of the insertion tube in water.	☐	☐
16. Depress the air/water channel cleaning adapter for 30 seconds.	☐	☐
17. Release the air/water channel cleaning adapter for 10 seconds or more.	☐	☐
18. Turn OFF the light source.	☐	☐
19. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes:		
a. Attach the washing tube to the elevator channel plug.	☐	☐
b. Using the 5 ml (5 cm^3) syringe, slowly flush detergent solution through the elevator wire channel several times until no bubbles exit the distal end.	☐	☐
c. Using the 5 ml (5 cm^3) syringe, slowly flush water through the elevator wire channel several times.	☐	☐
d. Using the 5 ml (5 cm^3) syringe, slowly flush air through the elevator wire channel several times until a steady stream of bubbles exits the distal end.	☐	☐
20. Disconnect the endoscope and accessories; attach the water-resistant caps.	☐	☐
21. Transport to reprocessing area.	☐	☐

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Leakage Testing	Demonstrated	
	Yes	No
1. Fill an appropriately sized basin with clean water.	☐	☐
2. Connect the leakage tester to the air source, turn the air source on, and confirm that air is being emitted.	☐	☐
3. Connect the leakage tester to the endoscope.	☐	☐
4. Completely immerse the endoscope in water.	☐	☐
5. Observe for 30 seconds while angulating the bending section, and confirm that there is no location on the endoscope from which a continuous series of bubbles emerges.	☐	☐
6. Remove the endoscope from water, and turn OFF the air source.	☐	☐
7. Disconnect the leakage tester from the air source.	☐	☐
8. Wait 30 seconds or until the bending section contracts to its pre-expansion size.	☐	☐
9. Disconnect the leakage tester connector cap from the venting connector.	☐	☐

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Manual Cleaning	Demonstrated	
	Yes	No
1. Prepare a compatible detergent solution at the temperature and concentration recommended by the detergent manufacturer in an appropriately sized basin. Refer to the endoscope reprocessing manual or instruction manual for detergent specifications.	☐	☐
2. Completely immerse the endoscope in detergent solution.	☐	☐
3. Use a brush or lint-free cloth to thoroughly clean all external surfaces.	☐	☐
4. Turn the elevator control lever all the way in the opposite direction of the "◀U" direction.	☐	☐
Follow Steps 5 through 9 for the GF-UCT180 endoscopes only. For all other scope models, skip to Step 10.		
5. Perform the following brushing in the detergent solution.		
a. While holding the distal end, brush the groove of the interior of the forceps elevator with the cleaning brush (MAJ-1534) until all debris is removed.	☐	☐
b. Look at the left side of the instrument channel opening from the distal end. Brush the interior of this part with the cleaning brush (MAJ-1534) until all debris is removed.	☐	☐
c. Look at the right side of the instrument channel opening from the distal end. Brush the interior of this part with the cleaning brush (MAJ-1534) until all debris is removed.	☐	☐
6. Move the elevator control lever in the "◀U" direction to raise the forceps elevator.	☐	☐
7. While holding the distal end, brush both sides of the forceps elevator and the opposite side of the groove of the forceps elevator with the cleaning brush (MAJ-1534) until all debris is removed.	☐	☐
8. Brush the distal end of the endoscope by using the cleaning brush (MAJ-1534).	☐	☐
9. Move the elevator control lever all the way in the opposite direction of the "◀U" direction to lower the forceps elevator.	☐	☐
10. Immerse the distal end in detergent solution. Operate the elevator control lever to raise and lower the forceps elevator 3 times.	☐	☐
11. With the forceps elevator raised, flush the interior of the forceps elevator with detergent solution using the 30 cc syringe.	☐	☐

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Manual Cleaning (continued)	**Demonstrated**	
	Yes	No
12. Brush the indicated channels/cylinders/ports until no visible debris remains.		
a. Use the channel-cleaning brush to brush the suction channel in the insertion tube.	☐	☐
b. Use the channel-cleaning brush to brush the suction channel in the universal cord.	☐	☐
c. Use the BW-7L to brush the balloon channel.	☐	☐
d. Use the channel-opening cleaning brush to brush the suction cylinder.	☐	☐
e. Use the channel-opening cleaning brush to brush the instrument channel port.	☐	☐
13. Attach the suction cleaning adapter to the instrument channel port.	☐	☐
14. Attach the suction valve to the endoscope.	☐	☐
15. Attach a source of suction to the suction connector.	☐	☐
16. Immerse the distal end and weighted end of suction cleaning adapter in detergent.	☐	☐
17. Turn ON the suction source, and depress the suction valve to the 1st stage for 30 seconds.	☐	☐
18. Remove the distal tip and suction/channel cleaning adapter from the detergent solution, and then depress the suction valve to 1st stage to aspirate air for 30 seconds.	☐	☐
19. Immerse the distal end and the weighted end of the suction cleaning adapter in detergent.	☐	☐
20. Depress the suction valve completely, and aspirate detergent for 30 seconds.	☐	☐
21. Remove the distal tip and the suction/channel cleaning adapter from the detergent solution; then depress the suction valve completely to aspirate air for 30 seconds.	☐	☐
22. Turn OFF the suction source, and disconnect the suction tube.	☐	☐

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Manual Cleaning (continued)	**Demonstrated**	
	Yes	No
23. Disconnect the suction valve and the suction-cleaning adapter. Reprocess them as described in Section 7.9, Cleaning, disinfection and Sterilization Procedures for Removable Parts and Cleaning/ Reprocessing Equipment.	☐	☐
24. Attach the channel plug and injection tube to the endoscope.	☐	☐
25. Immerse the suction port of the injection tube in the detergent solution.	☐	☐
26. Attach a 30 cc syringe to the air/water channel port on the injection tube, and inject 150 ml of detergent into the air/water and balloon channels.	☐	☐
27. Detach the injection tube and channel plug, and leave all items immersed.	☐	☐
28. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes:		
a. Attach the washing tube to the elevator channel plug.	☐	☐
b. Using the 5 cc syringe, inject 15 ml of detergent solution.	☐	☐
c. Disconnect the washing tube from the endoscope, and immerse it in detergent solution.	☐	☐
29. Wipe all external surfaces with a lint-free cloth.	☐	☐
30. Soak for the time and at the temperature specified by the detergent manufacturer.	☐	☐
31. Remove the endoscope and equipment from the detergent solution.	☐	☐
32. Inspect all reprocessing equipment. If debris remains on reprocessing equipment, ultrasonically clean at 33—48 kHz for 5 minutes.	☐	☐

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Manual Cleaning (continued)	**Demonstrated**	
	Yes	No
33. Immerse endoscope and equipment in clean water, and gently agitate to rinse.	☐	☐
34. Attach the channel plug and injection tube to the endoscope.	☐	☐
35. Attach a 30 cc syringe to the suction port on the injection tube, and inject 150 ml of water into the suction and balloon channels.	☐	☐
36. Attach a 30 cc syringe to the air/water channel port on the injection tube, and inject 150 ml of water into the air/water and balloon channels.	☐	☐
37. Remove the endoscope with all the equipment from the water.	☐	☐
38. Cover the distal end and control section of the endoscope with a clean, lint-free cloth.	☐	☐
39. Use a 30 cc syringe to inject 150 ml of air into each port on the injection tube.	☐	☐
40. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes:		
a. Attach the washing tube to the elevator channel plug.	☐	☐
b. Using the 5 cc syringe, inject 5 ml of clean water and then 10 ml of air.	☐	☐
c. Disconnect the washing tube from the endoscope.	☐	☐
41. Disconnect the channel plug and injection tube.	☐	☐
42. Use a clean, lint-free cloth to thoroughly wipe and dry the external surfaces of the endoscope and reprocessing equipment.	☐	☐
43. Inspect for visible debris; if debris remains, repeat manual cleaning procedure.	☐	☐

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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 the potency of the disinfectant solution according to the manufacturer's instructions.	☐	☐
2. Inspect the connections according to the AER manufacturer's instructions.	☐	☐
3. Verify that the proper connector is being used for the endoscope being reprocessed.	☐	☐
4. Attach the endoscope connectors/adapters to the AER and endoscope according to the AER manufacturer's instructions.	☐	☐
5. Operate the AER according to the AER manufacturer's instructions.	☐	☐
6. Ensure the endoscope is soaked in disinfectant solution according to the disinfectant manufacturer's recommendations for time and temperature.	☐	☐
7. Remove the endoscope promptly after the AER cycle is completed.	☐	☐
8. 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 an appropriately sized basin with disinfectant solution.	☐	☐
2. Test the compatible disinfectant concentration (i.e., MEC) according to the manufacturer's instructions. Refer to the endoscope reprocessing manual or instruction manual for disinfectant specifications.	☐	☐
3. Attach the channel plug and injection tube to the endoscope.	☐	☐
4. Completely immerse the endoscope and equipment in disinfectant solution.	☐	☐
5. Attach a 30 cc syringe to each port on the injection tube, and inject at least 150 ml of disinfectant into the air/water, suction, and balloon channels.	☐	☐
6. Confirm that no bubbles exit the distal tip.	☐	☐
7. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes:		
a. Using the washing tube and the 5 cc syringe, flush 15 ml of disinfectant solution through the elevator wire channel.	☐	☐
b. Confirm that no bubbles exit the distal end of the endoscope.	☐	☐
c. While the scope is immersed in disinfectant solution, raise the forceps elevator and flush the vicinity of the forceps elevator with disinfectant solution by using the 5 cc syringe.	☐	☐
8. Disconnect all equipment from the endoscope.	☐	☐
9. Remove any bubbles that adhere to the surfaces with a clean lint-free cloth.	☐	☐
10. Soak the endoscope and all equipment for the time and at the temperature recommended by the disinfectant manufacturer.	☐	☐
11. Re-attach the channel plug and injection tube to the endoscope.	☐	☐
12. Remove the injection tube's suction port from the disinfectant.	☐	☐
13. Attach a 30 cc syringe to each port on the injection tube, and inject 150 ml of air.	☐	☐
14. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes, attach the 5 cc syringe to the washing tube, and flush the elevator wire channel with 15 ml of air.	☐	☐
15. Remove the endoscope and equipment from the disinfectant solution.	☐	☐
16. Disconnect all equipment from the endoscope.	☐	☐

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Rinsing	Demonstrated	
	Yes	No
1. Fill a basin with clean water.	☐	☐
2. Completely immerse the endoscope and equipment in the water.	☐	☐
3. Wipe all external surfaces with a lint-free cloth.	☐	☐
4. Attach the channel plug and injection tube to the endoscope.	☐	☐
5. Attach a 30 cc syringe to each port on the injection tube, and inject 150 ml of water.	☐	☐
6. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes:		
a. Attach the washing tube to the elevator channel plug.	☐	☐
b. Using the 5 cc syringe, inject 15 ml of sterile water into the elevator wire channel.	☐	☐
7. Remove the endoscope and equipment from the water.	☐	☐
8. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes:		
a. Using the 30 cc syringe, flush the air/water and suction channels with 150 ml of air.	☐	☐
b. Using the 5 cc syringe, flush the elevator wire channel with 15 ml of air.	☐	☐
c. Disconnect the injection tube only. Connect a sterile suction tube from the suction pump to the suction connector on the endoscope. Turn the suction pump ON and aspirate air for at least 15 seconds.	☐	☐
d. Turn the suction pump OFF and disconnect all equipment from the endoscope.	☐	☐
e. Use a sterile, lint-free cloth to thoroughly wipe and dry the external surfaces of the endoscope and all equipment.	☐	☐

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Alcohol Flush	Demonstrated	
	Yes	No
1. Attach a reprocessed channel plug and injection tube to the endoscope.	☐	☐
2. Immerse the injection tube's suction port in 70% isopropyl or ethyl alcohol.	☐	☐
3. Attach a 30 cc syringe to each port of the injection tube, and inject 150 ml of alcohol.	☐	☐
4. Remove the suction port from the alcohol.	☐	☐
5. Use a 30 cc syringe to flush through each port of the injection tube with 150 ml of air.	☐	☐
6. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes:		
a. Using the 5 cc syringe, flush the washing tube with 15 ml of alcohol through the elevator wire channel.	☐	☐
b. Using the 5 cc syringe, flush the washing tube with 15 ml of air through the elevator wire channel.	☐	☐
7. Disconnect all equipment from the endoscope.	☐	☐
8. Wipe all external surfaces with a lint-free cloth moistened in alcohol.	☐	☐
9. Attach a reprocessed channel plug and injection tube to the endoscope.	☐	☐
10. Attach a 30 cc syringe to inject 150 ml of air into the air/water and balloon channels.	☐	☐
11. For the GF-UC140P-AL5, GF-UCT140-AL5, and GF-UCT180 scopes: Using the washing tube and the 5 cc syringe, flush 15 ml of air through the elevator wire channel.	☐	☐
12. Disconnect the injection tube, and connect a clean suction tube to the suction connector.	☐	☐
13. Aspirate air for 15 seconds.	☐	☐
14. Disconnect all equipment from the endoscope.	☐	☐
15. Wipe all external surfaces with a sterile, lint-free cloth.	☐	☐
16. Use sterile cotton swabs to dry the inside of the air/water and suction cylinders and instrument channel port.	☐	☐

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Endoscope Storage	Demonstrated	
	Yes	No
1. Remove all valves and removable parts from the endoscope.	☐	☐
2. Ensure that angulation locks are in the free position.	☐	☐
3. Store the endoscope in a well-ventilated cabinet.	☐	☐
4. Hang the endoscope so that the universal cord and insertion tube are hanging vertically and the distal tip of insertion tube is hanging freely.	☐	☐

Important:

Sample Olympus cleaning brushes used must be properly disposed, or reprocessed (if appropriate), 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.

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