

***Learn the Management skill: Top Ten Tips**

Endoscope Decontamination*

1. **Quality** – Ensure that all processes are controlled using an appropriate quality system eg **BS EN ISO 13485:2012** 'Medical devices. Quality management systems. Requirements for regulatory purposes' and that all equipment is operated and controlled in accordance with the manufacturer's instructions.
2. **Staff training** – Ensure all staff, including new staff, involved in the decontamination process are fully trained and that this training is regularly updated as appropriate. Staff working within devolved administrations should consider the relevant documentation for their country.
3. **Compatibility** – Ensure compatibility with the existing hospital decontamination processes, including compatibility with the decontamination equipment. Do not reprocess single-use devices. Use pre-purchase questionnaires that require input and acceptance from decontamination and/or infection control teams prior to purchase.
4. **Identification** – Identify all endoscopes and decontamination equipment used in the hospital to ensure they are being maintained and that the correct decontamination process is being used. **Ensure endoscopes can be tracked throughout** the decontamination process and traced to the patients on which they were used.
5. **Channel connection** – Check the number of channels in each endoscope and ensure that they can all be connected to the automated endoscope reprocessor using the correct connectors/ connection sets provided by the manufacturer.
6. **Manual cleaning** – Ensure endoscopes and accessories are manually cleaned prior to processing in an automated endoscope reprocessor or washer disinfectant, including the flushing of all channels even if they have not been used during the procedure.

7. **Chemical compatibility** – Use only chemicals compatible with the endoscope, its accessories and the automated endoscope reprocessor. Chemicals must be used at the correct concentration, temperature and contact times as recommended by the manufacturer throughout the decontamination process.
8. **Process validation** – Use only validated processes following the manufacturer's instructions and the appropriate standards e.g. the BS EN ISO 15883 series 'Washer-disinfectors'.
9. **Preventative maintenance** – Have regular, planned preventative maintenance in place with records kept for all endoscopes and decontamination equipment.
10. **Incident reporting** – Report any problems relating to endoscope decontamination equipment or associated chemicals to the company . Report identified problems with any decontamination process to your biomedical engg.

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