Endoscope Product Release

1. Purpose

This procedure details the process for verifying that an endoscope has been satisfactorily processed.

2. Responsibilities

This activity is carried out by staff trained and competent in the processing of endoscopes.

Management should ensure that the endoscope manufacturer's instructions and this procedure are available and followed. Management should ensure that staff are trained on this procedure.

Management take any required action when a non-conformance is confirmed (PRO 179-200).

All staff shall adhere to Standard infection control precautions listed in **National Infection Prevention and Control Manual (NIPCM)** Health Protection Scotland www.nipcm.hps.scot.nhs.uk/

3. Procedure

3.1 Immediate use of the endoscope

- check all maintenance and periodic test records were satisfactory for all the decontamination equipment used in processing the endoscope;
- verify all stages of the decontamination process have been completed successfully and recorded, including:
  - the endoscope has been leak tested appropriately (wet/dry), refer to example record form PRO 179-580R;
  - a manual clean has been carried out;
  - the EWD display/print out indicates a passed cycle;
  - the EWD cycle shows all required conditions were met;
  - all endoscope channels were identified, connected and monitored during the EWD decontamination cycle;
  - verify the endoscope was inspected for obvious damage, contamination and dryness;
- check that the endoscope was processed within the last three hours and if beyond this time do not release but arrange to reprocess the endoscope;
- verify decontamination documentation has been kept with the endoscope if required;

- update the electronic tracking system to indicate product release for the endoscope when applicable or complete a manual record for product release when required (179-550R);
- log any non-conformance found in accordance with SOP (PRO 179-200).

3.2 Endoscope release from extended storage in a storage cabinet:

- verify that all stages of the decontamination process (as section 3.1) were completed satisfactorily;
- verify that the endoscope is still within its validated storage period;
- confirm that there is no visible sign of damage or contamination to the endoscope in accordance with SOP (PRO 179-90);
- update the electronic tracking system to indicate product release for the endoscope when applicable or complete a manual record for product release when required (179-550R).

When an endoscope is found to be beyond its maximum storage period in the cabinet, return it for processing, ensuring that all tracking records are completed.

If an endoscope is found to be damaged, send for repair following (PRO 179-60) and log any non-conformance found in accordance with SOP (PRO 179-200).

3.3 Endoscope product release when a packaging system is used:

- verify that all stages of the decontamination process (as section 3.1) were completed satisfactorily.

For processed endoscopes placed into sterile bags/pouches, follow (PRO 179-255) and confirm product details on the packaging label are legible and correct.

For processed endoscopes placed into packaging under vacuum, follow SOP (PRO 179-230) and confirm product details on the packaging label are legible and correct.

For sterile processed endoscopes, confirm product details on the packaging label are legible and correct.

Once confirmed release the product by updating the electronic tracking system as applicable or complete a manual record for product release when required (PRO 179-550R).

If an endoscope is found to be damaged, send for repair following (PRO 179-60) and log any non-conformance found in accordance with SOP (PRO 179-200).