

Storage of Endoscopes in Endoscope Storage Cabinets

1. Purpose

This procedure details the process for loading and unloading of horizontal or vertical Endoscope Storage Cabinets (ESC) with/without a drying function. The ESC is a controlled environment storage cabinet for processed thermolabile endoscopes for the storage of endoscope(s) (with or without channels) and, if necessary, drying of the endoscope(s) including the endoscope(s) channels.

2. Responsibilities

This activity is carried out by staff trained and competent in the use of ESCs.

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 there is a non-conformance 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

Avoid contact with other endoscopes stored in the cabinet during loading and unloading.

Loading the endoscope storage cabinet

- ensure the external surface of the endoscope is dried (PRO-179-130);
- place the endoscope in the ESC as soon as possible after drying/inspection, unless the endoscope is required for immediate use on a patient;
- use your personal identification number/tag to unlock the drying cabinet;
- enter/ scan the unique endoscope code;
- connect all working channels of the endoscope to the connectors and check all caps are in place;
- place the endoscope accessories in the dedicated holder (keep tracking record/tickets and accessories with the endoscope);
- check air is flowing from the distal end of the endoscope;
- do not coil the endoscope tightly;

- avoid contact of the endoscope with the internal cabinet surface or other endoscopes already stored in the cabinet;
- record the time in the endoscope tracking record/system.

Unloading the endoscope storage cabinet

Before removing endoscopes for use:

- confirm that the endoscope is stored in the ESC for no longer than the validated time stated by the ESC manufacturer;
- where practicable, ensure that the endoscope closest to expiry time is used first;
- ensure the storage cabinet door is open for the minimum time required to unload the endoscope;
- use your personal identification number/tag to unlock the drying cabinet;
- enter/ scan the unique code for the endoscope to record its removal from the cabinet;
- confirm all connectors have not become disconnected during storage;
- remove the endoscope and its associated accessories and place into a clean endoscope tray, prepared with a single use tray liner;
- cover tray and clearly mark as 'Clean' and with the expiry time of the endoscope;
- follow the relevant part of the endoscope product release SOP (PRO 179-80) and update the tracking system as applicable;
- log any non-conformances found in accordance with SOP (PRO 179-200);
- transfer the endoscope adhering to transportation SOP (PRO-179-110).