

# Transport of Processed Endoscopes to the Clinical Area

## 1. Purpose

This procedure details the transport of processed endoscopes from the EDU to the clinical area. Note: this includes transporting to satellite storage cabinets followed by transport to the clinical area. This process is applicable to processed endoscopes intended for:

- immediate use;
- endoscopes that are transported to and from endoscope storage cabinets;
- endoscopes that are packaged in a packaging system.

Refer to SOP (PRO 179-80) for more details on the various packaging systems.

## 2. Responsibilities

This activity is carried out by staff trained and competent in the transportation 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 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/](http://www.nipcm.hps.scot.nhs.uk/)

## 3. Procedure

**Note:** Processed endoscopes should not be transferred on the same trolley at the same time as contaminated endoscopes.

- if applicable transfer processed endoscopes and their accessories in endoscope trays lined with a clean/sterile tray liner and with a cover labelled with "clean/decontaminated" and the expiry time;
- if applicable transfer to remote Endoscope Storage Cabinet (ESC) as soon as possible after processing if applicable;
- track/record the endoscope out of the EDU and where applicable place any tracking documentation in the dedicated clean and disinfected holder;
- transfer processed endoscopes in dedicated trolleys to the dedicated drop-off point and update the track/record system;

- if transported outwith the building protect the processed endoscopes from sources of water, contamination and mechanical damage.

