

Manual Cleaning of Endoscopes

1. Purpose

This procedure details the process for manual cleaning of endoscopes and their accessories, prior to processing in an Endoscope Washer Disinfector (EWD).

2. Responsibilities

This activity is carried out by staff trained and competent in the manual cleaning 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/

3. Procedure

- fill the wash sink with water to the level indicator on the upstand overflow tube or sink;
- add the required volume of manual cleaning detergent;
- verify temperature, where required;
- clean the exterior of the endoscope with a lint free cloth wiping from the handle to the tip;
- select the correct size of single use cleaning brush (which may be a pull through brush if appropriate);
- brush (or pull through if appropriate) all accessible lumens (as specified by manufacturer's instructions) until visibly clean paying special attention to any razorbridge components if present;
- clean and inspect the brush each time after passing through the lumen; if damage to the brush is discovered, discard it and check for blockages of the endoscope;
- brush all surfaces of endoscope accessories;
- if installed connect the flushing unit to the endoscope and operate it in accordance with the unit manufacturer's instructions (PRO 179-240);
- fill the rinse sink with clean water;
- drain the endoscope and accessories of excess detergent before placing in the rinse sink;

- rinse each channel of the endoscope and accessories;
- transfer to the EWD (PRO-179-110);
- enter operator ID and scope details into the tracking system;
- clean all sinks before reuse;
- in the event of a blockage of the endoscope, follow the manufacturer's instructions to clear the blockage. If unsuccessful, inform the manager and send the endoscope for repair (PRO-179-60).