

Endoscopes for Repair and Service

1. Purpose

This procedure details the process for sending an endoscope for repair or scheduled servicing.

2. Responsibilities

This activity is carried out by staff trained and competent in the inspection 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

If a full decontamination cycle has been completed, pack the endoscope into the manufacturers transport case. If the endoscope was not fully decontaminated, place the endoscope into a plastic pouch and then into the manufacturer's transport case:

- complete a decontamination status certificate and include with the endoscope;
- complete the endoscope repair log (PRO 179-515R) and retain;
- contact the relevant department to arrange for transportation to the manufacturer for repair or scheduled service;
- inform the relevant clinical staff that the endoscope has been sent for repair/scheduled service;
- if a loan endoscope is required, contact the manufacturer and/or Medical Physics to arrange.

When the endoscope is returned from repair/scheduled service:

- complete the endoscope repair log and retain (PRO 179-515R);
- retain the supplier certificate of repair received;
- inspect the endoscope following agreed local process (PRO 179-90);
- process the endoscope fully before use or storage;
- inform clinical staff that the endoscope has been returned;
- if the endoscope fails inspection or processing, inform the manager following

local policy (Refer to PRO 179-200).