



## Out of Hours – Use of OPD ENT FLEXIBLE BRONCHOSCOPES SOP


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### Document Review History

Review Date	Reviewed By	Signature


### Document Change History

Change to Document	Reason for Change
New HSE Standards	To bring in line with new standards

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## 1.0 Purpose

In order to fully comply with the Health Service Executive (HSE) Standards in relation to flexible endoscope reprocessing, it is necessary to have an efficient and effective system in place to ensure patient safety at all times. The hospital has approved the purchase of an extended storage endoscope cabinet, which will ensure maintenance of a high level of disinfection and will enhance and improve on current process in scope retrieval and follow up in the “Out of Hours” setting.

## 2.0 Definition of Standard Operating Procedure

The term “Standard Operating Procedure” is a way of carrying out a particular course of action and includes operations, investigations, pharm

## 3.0 Applicable to

All staff who have responsibility in dealing with Reusable Invasive Medical Devices (RIMDs). The Departments include theatre, OPD, ED and clinical ward areas where the procedures may be carried out in the “Out of Hours” setting.

## 4.0 Objectives of Standard Operating Policy

That there is:

- Decontaminated endoscope available at all times particularly when OPD staff are not in house;
- Traceability system in place thus complying with the HSE standards;
- Clearly outlined process in place outlining where bronchoscope was used and on who and decontamination follow up.


## 5.0 Responsibility

It is the responsibility of all staff who are in contact with an a flexible bronchoscope, doing the procedure, decontaminating after use etc. in line with all aspects of RIMDs’. The Consultant ENT Surgeon, ENT Registrar, ENT SHO, Nurse and ED HCA have a responsibility in following the process.

## 6.0 Definitions

RIMD: Reusable Invasive Medical Devices


Endoscope: In this context will be an un-channelled bronchoscope

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OPD:	Out-Patients Department
ED:	Emergency Department
HCA:	Health Care Assistant
HSSD:	Health Sterile Services Department
ENT:	Ear, Nose, Throat

## 7.0 Procedures

1. Request scope by contacting Nursing Administration – Bleep #8327 and arrange to collect the bronchoscope from HSSD Sterile Room (out).
2. Process to be followed when collecting an bronchoscope if OPD staff are not on duty as follows: -
  - a. Decontaminate hands (Hand Hygiene Policy GHH-03-2017-IPCT-V4) and put on sterile gloves;
  - b. Remove bronchoscope from the cabinet in the Cabinet Room in HSSD Sterile Room (out) – Please follow SOP on Removing Scope from Drying Cabinet. Training will have been provided on this;
  - c. Place it in the lined clean-a-scope box
  - d. Cover with the green plastic cover to indicate it has been decontaminated;
  - e. Replace the lid;
  - f. Collect the light source, 4 x traceability slips and the associated traceability dairy located in the Cabinet Room (Medical Equipment Out Clean Area);
  - g. Decontaminate hands (Hand Hygiene Policy GHH-03-2017-IPCT-V4).
3. After the Procedure:
  - a. Wipe the external tip of the bronchoscope with gauze and water;
  - b. Place the bronchoscope back in its box handling with extreme care. Make sure the tip of the camera is inside the rigid box and not outside the box as it can damage or break the camera while closing the lid;
  - c. Cover with the red plastic cover to indicate it has been used;
  - d. Remove gloves, decontaminate hands and replace the lid;
  - e. Ensure addressograph (patient's label) with bar code is place on the lid of the box. Note any Infection Control Alerts (ICA) on box;
  - f. Traceability; the bronchoscope from the extended storage cabinet will have 4 x traceability slips; 2 from the Wassenburg processor and 2 from the extended storage cabinet.

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- g. Place one of each in the patient chart and in the traceability diary book with addressograph on date / page the endoscope was carried out. Sign the book with grade and contact number.
4. The used bronchoscope should be brought to the ED immediately along with the light source and traceability diary.
5. The bronchoscope should be transported by the ED HCA to the Wassenburg wash room (beside St. Anne's dressing clinic). The light source and traceability diary returned to the HSSD room (equipment room out).
6. After the ED HCA has washed the bronchoscope immediately as per SOP for washing a scope, the scope is put into the rigid box with a clean liner and covered with a **RED plastic cover** and a lid is applied post wash. Sign the processing traceability book with the following information:
  - Washed
  - Inspected
  - Scope number
  - Patient addressograph
  - ICA if any
7. The scope is decontaminated by the OPD HCA when next on duty

## 8.0 Implementation Plan

September 2015


## 9.0 Evaluation and Audit

- Audits (Appendix 3) will be performed monthly by CNM I in OPD
- See Appendix 11.2: Use of ENT Endoscopy Scope Storage Cabinet and ENT Endoscopes (both in and out of hours) Self Audit Tool

## 10.0 References

- HSE Standards & Recommended Practices for Operational Management of Endoscope Decontamination Facilities 2019
- Our Lady's Children's Hospital Hand Hygiene Policy GHH-03-2017-IPCT-V4

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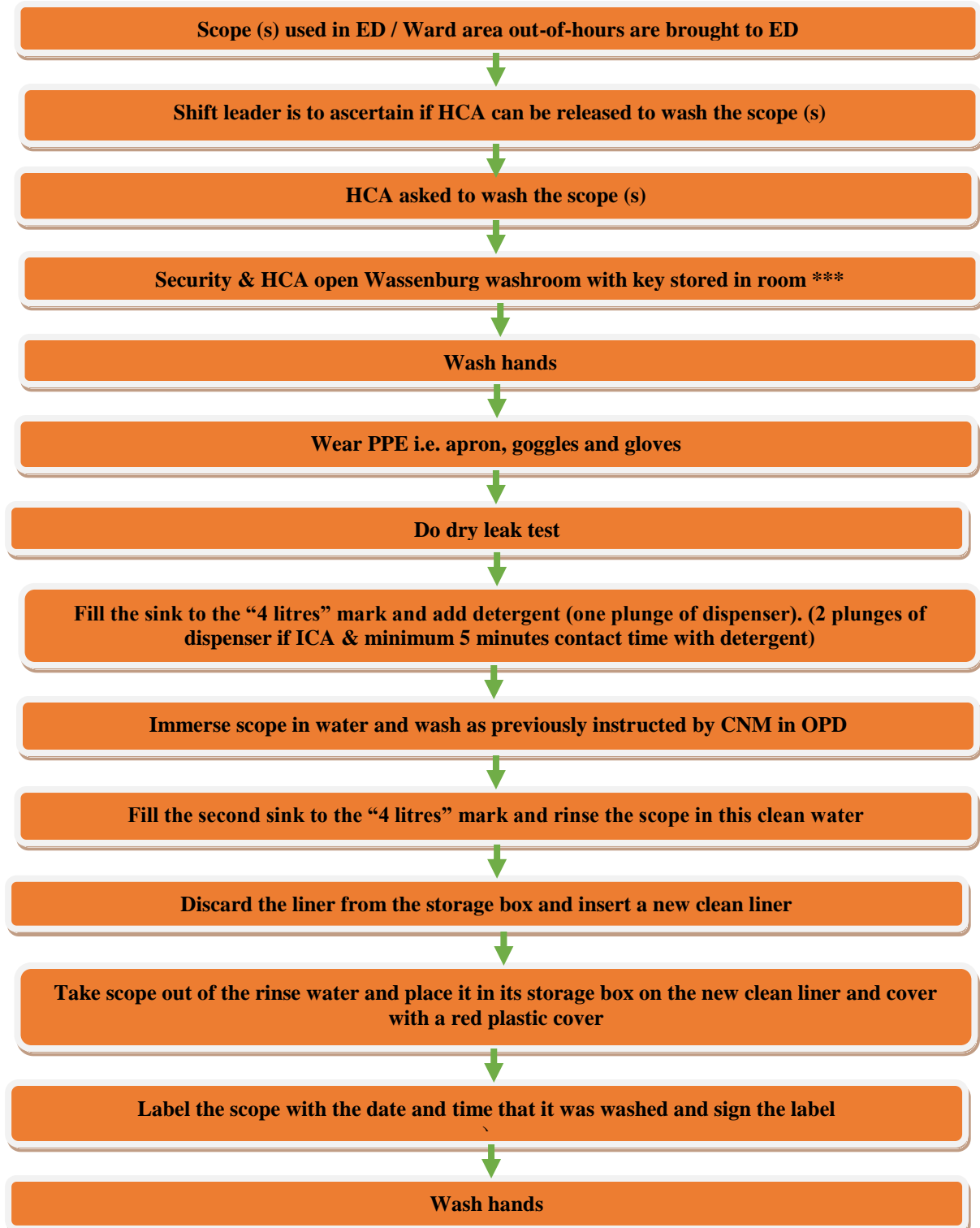
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## 11.0 Appendices

### **Appendix 1:** Education Programme for Safe use of ENT Endoscopy Storage Cabinet and OPD Endoscopes

<b>Education Programme</b>	
<b>Education Plan Title:</b>	Education Plan for Safe Use of the Endoscopy Storage Cabinet and OPD Endoscopes
<b>Date:</b>	April – May 2013
<b>Facilitator:</b>	Stella Santiago (CNM ENT)
<b>Target Audience:</b>	<ul style="list-style-type: none"> <li>• HCA's in OPD and ED</li> <li>• Nursing staff in OPD and ED</li> <li>• Site managers in Nursing Administration</li> </ul>
<b>Length:</b>	15 minutes sessions
<b>Location &amp; Type of Session:</b>	<ul style="list-style-type: none"> <li>• Clinical setting (Cabinet Room in HSSD Sterile Room)</li> <li>• Group Session (2-4 personnel at a time)</li> </ul>
<b>Education Method:</b>	Demonstration – 6 monthly
<b>Content:</b>	<ul style="list-style-type: none"> <li>• Principles of safe access to the endoscopy cabinet</li> <li>• How to safely remove and return the endoscope to the cabinet</li> <li>• How to record the removal and return of the endoscope to the Endoscopy Storage Cabinet in the appropriate ENT Diary in the Cabinet room in HSSD Sterile Room</li> </ul>
<b>Aim:</b>	<p>Personnel who received the education sessions are competent and confident to:</p> <ul style="list-style-type: none"> <li>• Safely access the ENT Endoscopy storage cabinet</li> <li>• Safely remove and return an endoscope to the endoscopy cabinet</li> <li>• Record the removal and return of an endoscope the ENT endoscopy storage cabinet in the appropriate ENT diary in the cabinet room in HSSD sterile room</li> <li>• Aware of what to do and who to call if any problems arise</li> </ul>
<b>Outcome:</b>	<ul style="list-style-type: none"> <li>• Develop an understanding of principles of using the ENT endoscopy storage cabinet</li> <li>• Safely remove and return the endoscope to the Ent endoscopy storage cabinet</li> <li>• Aware of what to do and who to call if any problems arise</li> </ul>

**Appendix 2:** Procedure for Washing Scopes Used Out of Hours



Challenges in relation to following procedure to be discussed and monitored by CNM III ED and CNM I ENT OPD

### **Appendix 3: Self Audit Tool**

#### **Use of ENT Endoscopy Scope Storage Cabinet and ENT Endoscopes (both in and out of hours) Self Audit Tool**

**Date of Audit:** \_\_ / \_\_ / 20 \_\_

**Audit Completed by:** \_\_\_\_\_

Tick the relevant Yes / No box. One answer for each question. To score the self-audit, the answer **YES = 1**, the answer **NO = 0** and the total number of criteria the equals to 7. No. = the number of times the answer is Yes or No. Yes % or No% = the percentage of Yes or No answers per question. The score equals the number of yes answers divided by the number of criterial (7) x 100%.

<b>Audit #</b>	<b>Criteria</b>	<b>No.</b>				<b>Comment</b>
<b>“Out of Hours” Audit (between 17:00 – 09:00 hours)</b>						
1.	How many ENT Endoscopes were used during “out of hours” service between 17:00 – 09:00 hours?	No.				
		<b>Yes &amp; Number</b>	<b>Yes %</b>	<b>No &amp; Number</b>	<b>No %</b>	<b>Comment</b>
2.	Were traceability slips placed in the diary correctly?					
3.	Was the patient's addressograph placed in the diary correctly?					
4.	Were the used ENT Endoscopes returned to the ED following their use?					
5.	Were the ENT endoscopes covered with a red cover following use?					
6.	Was the diary and light source returned to HSSD?					

**Quality Improvement:**

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**Signature of Auditor:** \_\_\_\_\_

**Date:** \_\_ / \_\_ / 20 \_\_