
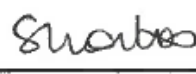





PROCEDURE FOR LOADING AND UNLOADING ENDOSCOPES FROM EXTENDED STORAGE CABINET	
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Date of Issue	January 2020
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New HSE Standards	To bring in line with new standards
Update to: Purpose, Guideline, Procedure & References	

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1.0 Purpose

The air filtered Endoscope storage cabinet should maintain the microbiological quality of the reprocessed flexible Endoscope for a predetermined period validated by and in accordance with the manufacturers' recommendations. The Extended Storage Cabinet is used to store Bronchoscopes for use up to 336 hours (14 days) after decontamination in the Endoscope Washer Disinfector (EWS) Cabinet door is locked and for authorized access only.

2.0 Responsibility

It is the responsibility of each member of staff using endoscopes to adhere to this procedure.

3.0 Guideline


All staff must adhere to this procedure to ensure that the flexible endoscope is retained and used in the optimum condition after decontamination.

The decontaminated Endoscope must be loaded into the washer / disinfectant immediately after cycle is complete to commence the drying phase.

4.0 Procedure

4.1 To load endoscope into extended storage cabinet after successful decontamination in the Wassenburg washer / disinfectant:


- Key in your user code and open door on the clean side of washer / disinfectant once cycle is complete. Use **sterile gloves** to disconnect all connectors from Endoscope. Attach relevant channel blocker if applicable. **Remove gloves**. Check Endoscope barcode and serial number on printout from washer / disinfectant and that it has passed the decontamination process;
- Touch left top part of control panel (decontamination room 6) and for **OPD** – touch the centre control panel on the Extended Storage Cabinet to illuminate screen;
- Use cursor to select correct empty slot to load endoscope;
- Select "Load";

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- Barcode your user barcode followed by the scope barcode with barcode gun attached to the extended storage cabinet;
- Open sterile gloves and sterile gauze;
- Use gauze to press start and open cabinet door then discard gauze (as this is no longer sterile);
 1. Remove Endoscope from washer / disinfector **using sterile gloves** (from decontamination room 6);
 2. For **OPD** – the decontaminated endoscopes will have been removed (sterile technique) from the washer / disinfector and placed in sterile lined clean a scope box covered with a green liner and brought to the Medical Equipment Room;
- Dry scope with remainder of sterile gauze and hang in appropriate slot number. Connect relevant channels to connectors hanging inside cabinet (biopsy, and / or suction channels and ensure that the suction blockers are attached to the relevant Endoscope);
- Close door gently;
- Check control panel has registered the correct details of the endoscope;
- Place printout in **relevant** plastic pocket on front of cabinet

4.2 To unload endoscope from extended storage cabinet

- Wash hands;
- Use appropriate Personal Protective Equipment; head cap, gloves, long sleeve apron;
- Touch left top part of control panel on cabinet to illuminate screen;
- Use cursor to select **correct slot** to unload chosen endoscope;
- Select “Unload”;
- Scan your user barcode with barcode gun attached to the extended storage cabinet;
- Prepare endoscope box by covering with the sterile clean a scope liners;
- Open sterile gloves with sterile drape and gauze;

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- Press “start “on panel, light will be illuminated, you can then don sterile gloves and use gauze to open door. Discard sterile gauze as this is now contaminated;
- Unload **correct** scope by disconnecting the tubing from the connectors and place in the sterile lined box, cover with green liner;
- Close door;
- Double printout will be issued by cabinet; check that storage parameters have passed on this printout, **sign** and add these to the original washer decontamination printouts stored in plastic pockets attached to the storage cabinet (Ensure the correct washer / disinfectant traceability printout is selected) and record in patient notes and bronchoscope traceability book;
- Do not use the endoscope if the rectangular bar allocated to its slot is coloured red as this indicates that the 336 hours limit of storage has been exceeded. If this has occurred, then the Endoscope must be reprocessed again in the washer / disinfectant.
- Minimize the amount of time that the door is open.

Note: If alarm goes off after 2 minutes;

- Close doors
- Press “alarm”
- Then “acknowledge”
- Return to menu

5.0 References

- HSE Standards & Recommended Practices for Operational Management of Endoscope Decontamination Facilities 2019
- LTE endoscope extended storage cabinet user manual 2013

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