

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

THIS CHECKLIST IS DESIGNED FOR USE SOLELY AS A CUSTOMER EDUCATIONAL TOOL AND IS NOT INTENDED TO REPLACE OR IN ANY WAY MODIFY THE OLYMPUS INSTRUCTION MANUAL/REPROCESSING MANUAL. BE SURE TO FOLLOW THE DETAILED STEPS OUTLINED IN THE REPROCESSING MANUAL THAT WAS INCLUDED WITH YOUR OLYMPUS EQUIPMENT WHEN PURCHASED. WHILE OLYMPUS' TRAINING MAY BE USED IN SUPPORT OF A FACILITY'S OVERALL COMPETENCY PROGRAM, IT SHALL NOT CONSTITUTE CERTIFICATION OF THE FACILITY'S CDS PROTOCOL. OLYMPUS SHALL IN NO EVENT BE HELD RESPONSIBLE FOR A FACILITY'S PROPER PERFORMANCE OF CDS PROTOCOL NOR FOR A FACILITY STAYING CURRENT WITH ONGOING CDS INSTRUCTIONAL CHANGES AND CORRESPONDING TRAINING UPDATES. FACILITY OWNERS OF OLYMPUS EQUIPMENT ARE FULLY RESPONSIBLE FOR COMPLYING WITH INDUSTRY CDS STANDARDS AND MANUFACTURER'S PROPER USE AND CDS INSTRUCTIONS.

Check one of the following:

- Olympus In-Service**
- Facility-Verified Competency**

Print Name	Signature
Title	Email

Facility Name: _____ **Date(s) of Training:** _____ **to** _____

Facility Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Endoscope Models: Check each model reviewed during this session.

JF	<input type="checkbox"/> JF-140F	TJF	<input type="checkbox"/> TJF-140F	<input type="checkbox"/> TJF-160VF	PJF	<input type="checkbox"/> PJF-160
			<input type="checkbox"/> TJF-145	<input type="checkbox"/> TJF-Q180V		
			<input type="checkbox"/> TJF-160 F			

NOTE: Instructions provided in this document are not valid for Olympus devices repaired by a non-Olympus facility. The Olympus-recommended reprocessing procedures have not been validated for reprocessing devices repaired by a non-Olympus facility. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding reprocessing.

Instructions provided in this document regarding material compatibility are not valid for Olympus devices repaired by a non-Olympus facility. Olympus repairs devices to manufacturer's specifications by using original equipment manufacturer's (OEM) materials. The use of non-OEM materials to repair an Olympus device may affect the material compatibility of the device with certain reprocessing chemicals or methods. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding material compatibility.

For assistance with JF, TJF, or PJF endoscopes, call the Technical Assistance Center (TAC) at 1-800-848-9024, or go to www.olympusconnect.com online.

Olympus In-Service

Facility-Verified Competency

**OnTrack Reprocessing In-Service/Competency for
JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)**

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OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Precleaning	Demonstrated		
	Yes	No	N/A
1. Refer to the reprocessing manual to determine if the instructions specify the use of water or detergent for precleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wear appropriate personal protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Turn OFF the video processor and light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Wipe down the insertion tube with a detergent- or water-soaked lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Turn ON the suction pump and close the biopsy valve cap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Immerse the distal end of the insertion section in detergent solution or water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Depress the suction valve, and aspirate detergent solution or water into the channel for 30 sec.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remove distal tip from detergent solution or water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Depress the suction valve, and aspirate air for 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Turn OFF the suction pump.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Turn the light source ON and switch airflow to HIGH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Switch OFF the airflow regulator on the light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Detach the air/water valve from the endoscope, and place it in the detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Attach air/water channel cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Immerse the distal tip in clean water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Depress air/water channel cleaning adapter, and feed water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Release the air/water channel cleaning adapter to flush air for 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Turn OFF the light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

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Precleaning	Demonstrated		
	Yes	No	N/A
<p>19. For JF/TJF model duodenoscopes and other model endoscopes with an open elevator wire channel:</p> <p>NOTE: The elevator wire channel of the TJF-Q180V is sealed and therefore does not get flushed during precleaning. As with other models, brushing and flushing with detergent solution around the forceps elevator riser at the distal end during manual cleaning is required.</p> <p>a. Attach the washing tube (MH-974) to the elevator channel plug.</p> <p>b. Use a 5 cm³ syringe to flush detergent solution through the elevator wire until no bubbles exit the distal tip.</p> <p>c. Use a 5 cm³ syringe to flush water through elevator wire channel several times.</p> <p>d. Use a 5 cm³ syringe to flush air through elevator wire channel until a steady stream of bubbles exits the distal tip.</p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Disconnect all removable and reusable parts from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Confirm that the water-resistant cap is dry and free of debris, and attach the water-resistant cap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Transport to reprocessing area in covered container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Place valves and AW channel cleaning adapter in detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Leakage Testing	Demonstrated		
	Yes	No	N/A
1. Fill an appropriately-sized basin with clean water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Confirm that there is no water inside the leakage tester's connector cap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Connect the leakage tester to the maintenance unit (MU-1) or light source, and confirm that air is being emitted by gently depressing the pin located inside the leakage tester connector cap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Connect the leakage tester to the endoscope, and confirm bending section inflation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Completely immerse the endoscope in water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Observe for 30 seconds while angulating the bending section and while raising and lowering the forceps elevator by moving the endoscope's elevator control lever.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Confirm that there is no location on the endoscope from which a continuous series of air bubbles emerges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remove the endoscope from water, and turn OFF the air source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Disconnect the leakage tester from the air source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Wait 30 seconds or until the bending section contracts to its pre-expansion size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Detach the leakage tester from the water-resistant cap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Manual Cleaning	Demonstrated			
	Yes	No	N/A	
1. Fill an appropriately-sized basin with fresh detergent solution prepared as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Completely immerse the endoscope in detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Use a soft brush, lint-free cloth, or sponge to thoroughly clean all external surfaces, paying particular attention to the distal end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “ U” direction until it stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Straighten the bending section of the endoscope. Brush the forceps elevator including the guidewire-locking groove, two side grooves, and the forceps elevator recess with the single-use channel-opening cleaning brush (MAJ-1339) as follows:				
	a. Insert the brush into the forceps elevator recess along the forceps elevator until the brush handle touches the distal end of the endoscope, and pull the brush out of the forceps elevator recess.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Brush the guidewire-locking groove.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Brush both grooves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Raise the forceps elevator by turning the elevator control lever in the “ U”direction until the operator feels heavy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. While holding the distal end, brush the forceps elevator and the forceps elevator recess with the single-use channel-opening cleaning brush as follows:				
	a. Insert the brush into the forceps elevator recess along the back of the forceps elevator until the distal end of the brush touches the bottom of the forceps elevator recess.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Insert the brush into the forceps elevator recess, and rotate the brush one full revolution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Brush both sides of the forceps elevator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Manual Cleaning	Demonstrated		
	Yes	No	N/A
8. Operate the elevator control lever to raise and lower the forceps elevator in the detergent solution at least three times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Inspect whether there is debris on the forceps elevator and in the forceps elevator recess.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Repeat Steps 4 through 9 until no debris is observed upon inspection of the forceps elevator and the forceps elevator recess.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Lower the forceps elevator by turning the elevator control lever in the opposite direction of the "U" direction until it stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Brush the distal end of the endoscope, except the forceps elevator and the forceps elevator recess, using the single use channel-opening cleaning brush, until no debris is observed upon inspection of the brush.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Use endoscope model-specific brushes to brush channels/cylinders/ports until no visible debris remains.			
a. Brush the suction channel in the insertion tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Brush the suction channel in the universal cord to the endoscope connector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Brush the suction cylinder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Brush the instrument channel port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Attach the suction cleaning adapter to the instrument channel port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Connect the suction tube from the suction source to the suction connector on the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Turn the suction pump ON.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Immerse the distal end and weighted end of suction cleaning adapter in detergent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Manual Cleaning	Demonstrated		
	Yes	No	N/A
18. Ensure distal end of endoscope and distal end of suction cleaning adapter remain in detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Cover the suction cylinder, and aspirate detergent solution for approximately 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Turn OFF the suction source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Detach the suction tube and the suction cleaning adapter. Reprocess them as described in Olympus instructions, <i>Cleaning, Disinfection and Sterilization Procedures for Removable Parts and Cleaning/Reprocessing Equipment</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Immerse the distal tip in detergent solution, and raise and lower forceps elevator at least 3 times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. With forceps elevator raised, use a syringe to flush interior of forceps elevator with 30 cm ³ of detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Lower the forceps elevator by turning the elevator control lever in the opposite direction of the "U" direction until it stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Attach the channel plug.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Manual Cleaning	Demonstrated		
	Yes	No	N/A
Facilities Manually Flushing With a Syringe			
1. Attach the injection tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Immerse the suction port of the injection tube into the detergent solution prepared as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Attach a 30 cm ³ syringe to the injection tube. Inject 90 cm ³ detergent solution into the air/water port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For JF/TJF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Attach the washing (MH-974) tube to the elevator channel plug.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to inject 15 cm ³ of detergent solution into the elevator wire channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Disconnect washing tube from endoscope, and immerse it in detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Detach cleaning equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. While the endoscope is immersed in detergent solution, wipe down the endoscope with a lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Soak the endoscope in detergent solution for the time and temperature specified by the detergent manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remove the endoscope and equipment from the detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Immerse endoscope and equipment in clean water, and gently agitate to rinse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Reconnect the channel plug and injection tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Remove the endoscope from the water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Place the endoscope in a clean bin and cover the distal end and control section with a clean, lint-free cloth to prevent splashing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Inject 90 cm ³ of water through each side of the injection tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Manual Cleaning	Demonstrated		
	Yes	No	N/A
Facilities Manually Flushing With a Syringe			
14. For JF/TJF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Attach a 5 cm ³ syringe to the washing tube (MH-974), and flush the elevator wire channel with 5 cm ³ of clean water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to flush 10 cm ³ of air through the elevator wire channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Remove the cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Disconnect the cleaning equipment. Reprocess as described in Olympus instructions <i>Cleaning, Disinfection and Sterilization Procedures for Removable Parts and Cleaning/Reprocessing Equipment</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Use a lint-free cloth to dry all external surfaces, channel plug, and injection tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Inspect all items for residual debris. If any debris remains, repeat the entire cleaning process until it is removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

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Manual Cleaning	Demonstrated		
	Yes	No	N/A
Facilities Using the EFP250 Endoscope Flushing Pump to Replace Manual Flushing See the EFP instruction manual for decontamination and flow verification instructions.			
1. Fill a two-liter container with detergent solution, prepared as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Connect inlet hose to EFP250.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Connect main channel assembly (BLUE) to the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Connect Special Channel Assembly (PURPLE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Press the BLUE START/STOP button.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Press the PURPLE START/STOP button.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Discard used detergent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Rinse and fill containers and endoscope basin with clean water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Press BLUE and PURPLE (if applicable) START/STOP button(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Place screened end of inlet hose in an empty container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Press BLUE and PURPLE (if applicable) START/STOP button(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use a clean, lint-free cloth to thoroughly wipe and dry the external surfaces of the endoscope and reprocessing equipment, and continue reprocessing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Manual Cleaning			
Automated Flushing of Endoscope Channels by Using the EFP500 See the EFP instruction manual for decontamination and flow verification instructions.	Explained	Demonstrated	N/A
1. Fill a two-liter container and a sink/basin with fresh detergent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Connect the Main Channel Assembly to the appropriate connections on the endoscope. Plug the other end of the Assembly into the left quick-disconnect on the EFP-500. Make sure all hoses and fittings are connected to the proper channels. CAUTION: To prevent detachment of these connections from the endoscope during operation, make sure the connections are dry before you connect them. If wet, spray isopropyl alcohol on both connections and connectors and air-dry them before connection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If the endoscope has an elevator wire or auxiliary water channel, connect the Special Channel Assembly (Auxiliary-Water or Elevator Wire) to the endoscope and the EFP-500.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Push the Detergent Start button. The pump will start and the detergent LED flashes as the scope is being flushed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. When the lights stops flashing and stays lit, the cycle is complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Discard the used detergent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Rinse and fill the containers with clean water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do NOT disconnect any hoses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Push the Water Start button. The pump will start, and the water LED will flash as the scope is being flushed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Automated Endoscope Reprocessor (AER) High-Level Disinfection	Demonstrated		
AER Type: _____ High-Level Disinfectant Type: _____	Yes	No	N/A
NOTE: Prior to disinfection in the AER, raise the forceps elevator to the intermediate position.			
1. Test the potency of the disinfectant solution according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Inspect the connections according to the AER manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Verify that the proper connector is being used for the endoscope being reprocessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attach the endoscope connectors/adapters to the AER and endoscope as per the AER manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Operate the AER according to the AER manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ensure the endoscope is soaked in disinfectant solution according to the liquid chemical germicide manufacturer's recommendations for time and temperature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remove the endoscope promptly after the AER cycle is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform the terminal steps that the AER does not perform (e.g., alcohol and air purge).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOR FACILITY INTERNAL USE ONLY! Olympus personnel are unable to demonstrate use of individual manufacturer's AER.			

Comments: If an N/A box is checked above, the reason for it must be explained here.

This checklist is for Competency training only and not for In-Service training done by an Olympus trainer.

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Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Manual High-Level Disinfection	Demonstrated		
	Yes	No	N/A
NOTE: Prior to manual disinfection, raise the forceps elevator to the intermediate position.			
1. Fill a basin with disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Test the potency of the disinfectant solution according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Completely immerse the endoscope and equipment in disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attach the channel plug and injection tube to the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use a 30 cm ³ syringe to inject 90 cm ³ of disinfectant into each side of the injection tube, and confirm that no bubbles exit the distal tip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. For JF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Attach the washing tube (MH-974).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to flush 10 cm ³ of disinfectant solution through the elevator wire channel via the washing tube. Confirm that no bubbles exit the distal tip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. While the scope is immersed in disinfectant solution, raise the forceps elevator, and flush with disinfectant by using a 5 cm ³ syringe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. For the TJF-Q180V, which has a sealed elevator wire channel, perform the following:			
a. Raise the forceps elevator by turning the elevator control lever in the "U" direction until the operator feels heavy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Insert the distal end of a clean 30 ml syringe into the forceps elevator recess, and flush the interior of the forceps elevator recess with 30 ml of the disinfectant solution by pumping the syringe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Lower the forceps elevator by turning the elevator control lever in the opposite direction of the "U" direction to put the forceps elevator in the intermediate position of the range of movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Disconnect all equipment from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Remove any bubbles that adhere to the surfaces with a clean lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Cover the basin of disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Soak endoscope and equipment for the time and at the temperature recommended by the disinfectant manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

Olympus In-Service

Facility-Verified Competency

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Manual High-Level Disinfection	Demonstrated		
	Yes	No	N/A
12. Reconnect the channel plug and injection tube to the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Attach a 30 cm ³ syringe to each port on the injection tube, and inject 90 cm ³ of air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. For JF/TJF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Re-attach the washing tube (MH-974).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to flush 10 cm ³ of air through the elevator wire channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Remove the endoscope and equipment from the disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Disconnect all equipment from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Rinsing	Demonstrated		
	Yes	No	N/A
1. Fill a basin with sterile water, filtered water, or tap water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Completely immerse the endoscope and equipment in the water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Wipe all external surfaces with a lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attach the channel plug and injection tube to the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use a 30 cm ³ syringe to inject 90 cm ³ of water through each side of the injection tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. For JF/TJF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Attach the washing tube (MH-974).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to flush 15 cm ³ of water through the elevator wire channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. For the TJF-Q180V, which has a sealed elevator wire channel, perform the following:			
a. Raise the forceps elevator by turning the elevator control lever in the “U” direction until the operator feels heavy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Insert the distal end of a clean 30 ml syringe into the forceps elevator recess, and flush the interior of the forceps elevator recess with 30 ml of the rinse water by pumping the syringe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “U” direction to put the forceps elevator in intermediate position of the range of movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remove the endoscope and equipment from the water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Cover the distal tip with a lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use a 30 cm ³ syringe to inject 90 cm ³ of air through each side of the injection tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Rinsing	Demonstrated		
	Yes	No	N/A
11. For JF/TJF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Attach the auxiliary water tube (MAJ-855).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to flush 15 cm ³ of air through the elevator wire channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Remove the cloth from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. For the TJF-Q180V, perform the following:			
a. Detach only the injection tube from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Attach a sterile suction tube from the suction pump to the suction connector on the endoscope connector. Turn the suction pump ON and aspirate air for at least 15 seconds. Air will flow through the instrument channel and the suction channel of the endoscope. Turn the suction pump OFF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Detach the suction tube and the channel plug from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Disconnect all equipment from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Wipe all external surfaces with a lint-free cloth to thoroughly dry the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Using sterile cotton swabs, dry the inside of the suction cylinder, air air/water cylinder, the instrument channel port, and the forceps elevator recess.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Alcohol Flush	Demonstrated		
	Yes	No	N/A
1. Attach a reprocessed channel plug and injection tube to the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Immerse suction port of injection tube in 70% isopropyl or ethyl alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cover the distal end and control section with a sterile lint-free cloth to prevent splashing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attach a 30 cm ³ syringe to each port of the injection tube, and inject 90 cm ³ of alcohol through each side of the injection port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Remove the suction port from the alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. For JF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Attach a reprocessed washing tube (MH-974).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to flush 10 cm ³ of alcohol through the elevator wire channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. For the TJF-Q180V, perform the following:			
a. Raise the forceps elevator by turning the elevator control lever in the “U” direction until the operator feels heavy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Insert the distal end of a clean 30 ml syringe into the forceps elevator recess, and flush the interior of the forceps elevator recess with 30 ml of the alcohol by pumping the syringe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “U” direction to put the forceps elevator in intermediate position of the range of movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use a 30 cm ³ syringe to inject 90 cm ³ of air through each side of the injection tube.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

Olympus In-Service

Facility-Verified Competency

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Alcohol Flush	Demonstrated		
	Yes	No	N/A
9. For JF model duodenoscopes and other model endoscopes with an open elevator wire channel:			
a. Attach a reprocessed washing tube (MH-974).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a 5 cm ³ syringe to flush 15 cm ³ of air through the elevator wire channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Remove the cloth(s) from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Disconnect all equipment from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Thoroughly dry the external surfaces of the endoscope, the channel plug, and the injection tube, by wiping with a sterile, lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Use sterile cotton swabs to dry the inside of the air/water and suction cylinders, forceps recess, and instrument channel port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

Olympus In-Service

Facility-Verified Competency

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Sterilization	Demonstrated		
	Yes	No	N/A
1. Flush and dry all channels of the endoscope, the channel plug, and the injection tube, according to the "Alcohol Flush" instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wipe and dry all external surfaces of the endoscope and accessories, using a sterile, lint-free cloth(s) moistened with alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Thoroughly dry the inside of the suction cylinder, the air/water cylinder, and the instrument channel port of the endoscope by using a sterile cotton swab(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Detach the water-resistant cap from the electrical connector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Seal the endoscope and accessories in individual packaging appropriate for ethylene oxide gas sterilization, according to your institution's protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sterilize and aerate the packaged endoscope and accessories according to the parameters described in the reprocessing manual. In addition, always comply with the instructions of the sterilizer manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.

Olympus In-Service

Facility-Verified Competency

OnTrack Reprocessing In-Service/Competency for JF/TJF/PJF Endoscopes (EVIS, EXERA, EXERA II)

Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Endoscope Storage	Demonstrated		
	Yes	No	N/A
1. For a disinfected endoscope, perform the following:			
a. Remove all valves and removable parts from the endoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Ensure that angulation locks are in the free position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Store the endoscope in a well-ventilated cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Hang the endoscope so that the universal cord and insertion tube are hanging vertically and the distal tip of insertion tube is hanging freely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If storing an endoscope that has been sterilized, record the sterile expiration date on the sterile packaging. Do not damage the packaging.			
a. Store the sterilized endoscope and accessories in a proper storage cabinet, following your institutional guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Sterile endoscopes may be stored flat in their sterile packaging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: If an N/A box is checked above, the reason for it must be explained here.