

## Preliminary Cleaning of Flexible and Intubating Endoscopes

| Issue Date | Review Date | Version |
|------------|-------------|---------|
| March 2021 | March 2023  | 5       |

### Purpose

To ensure that endoscopes receive a preliminary clean prior to transportation to the Sterilisation and Disinfection Unit (SDU) for manual cleaning and Automatic Endoscopic Reprocessing.

### Who should read this document?

These guidelines are applicable to all staff, to include Ministry of Defence (MOD) personnel; contractors, those employed on a fixed term contract; honorary contract; agency or locum staff, and students affiliated to educational establishments and volunteers.

### Key Messages

The aim of pre-cleaning is to remove microbial bio-burden from an endoscope prior to high level disinfection in the Sterilisation and Disinfection Unit.

This SOP refers to after patient use preliminary cleaning of flexible endoscopes using a bedside cleaning kit when used in any part of the hospital by staff who have had the required training.

This SOP applies to all channelled and non-channelled endoscopes, including flexible endoscopes, intubating bronchoscopes, gastroscopes and Transoesophageal Echocardiography probes.

### Core accountabilities

|  |   |
|--|---|
| <b>Owner</b>                             | Mr Mark Lavery, Manager, SDU and Decontamination Lead |
| <b>Review</b>                            | Decontamination Action Group                          |
| <b>Ratification</b>                      | Chief Nurse – Lenny Byrne                             |
| <b>Dissemination (Raising Awareness)</b> | Decontamination Action Group                          |
| <b>Compliance</b>                        | Decontamination Action Group                          |

### Links to other policies and procedures

### Version History

|   |                |                   |
|---|----------------|-------------------|
| 1 | September 2011 | Initial document  |
| 2 | September 2012 | Document reviewed |
| 3 | September 2013 | Document Updated  |
| 4 | May 2017       | Document Updated  |
| 5 | March 2021     | Document Updated  |

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*equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.*

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Larger text, Braille and Audio versions can be made available upon  
request.**

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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## Standard Operating Procedure (SOP)

### Preliminary Cleaning of Flexible and Intubating Endoscopes

#### 1 Introduction

This document should be read in conjunction with MDA Device Bulletin 2002(05) Decontamination of Endoscopes, MDA Microbiology Advisory Committee. 'Sterilization, Disinfection, and Cleaning of Medical Equipment: Guidance on Decontamination, Hospital Technical Memorandum (HTM) 0106, Management and Decontamination of Flexible Endoscopes 2016, BSG Guidelines for Decontamination of Equipment for Gastrointestinal Endoscopy 2008, PHNT Policies and Guidelines and manufacturers' recommendations for equipment and products used to ensure compatibility and prevent damage to scopes.

#### 2 Definitions

- SDU – Sterilisation and Disinfection Unit
- Decontamination – A general term used to describe the destruction or removal of microbial contamination to render an item or the environment safe. The term decontamination includes sterilisation, disinfection and cleaning.
- Cleaning - A process that removes dirt, dust, large numbers of microorganisms and the organic matter, such as blood or faeces that protects them. Cleaning is a prerequisite to disinfection or sterilisation.
- Disinfection - This is a process of removing or killing most, but not all, viable organisms. The aim of disinfection is to reduce the number of microorganisms to a level at which they are not harmful. Spores are not destroyed.

#### 3 Regulatory Background

HTM 01-06

#### 4 Key Duties

Only staff trained and competent in carrying out the preliminary cleaning of endoscopes should perform the procedure. An up-to-date list of authorised persons responsible for the cleaning should be kept in the department.

## 5 Procedure to Follow

Decontamination should begin as soon as the endoscope has been removed from the patient. Before the endoscope is detached from the light source/video processor a *preliminary cleaning* routine using either 'Ruhof Endozime SLR' or 'Ruhof Bio-Clean' endoscopy bedside cleaning kits should be undertaken as follows:

- Put on apron and gloves and visor
- Prior to use, check the expiry date on the bedside cleaning kit container.
- Immediately after a procedure, wipe the insertion tube with the cleaning kit sponge soaked in prepared enzymatic solution.
- Place the distal end of the endoscope into the Phase One canister and suction the bedside cleaning kit solution through the biopsy channel for 30 seconds.
- Flush water and air into the air/water channel in accordance with the endoscope manufacturer's instructions.
- The sponge should be discarded in the waste container. Empty containers should be discarded in a waste container or offered for recycling if possible. Do not use empty containers for other purposes.
- The scope should then be placed back in its transport tray with a red 'contaminated' cover
- Gloves, aprons and visor should be removed and hands washed
- The scope and transport tray should immediately be transported to the SDU to allow for full decontamination to take place

## 6 Document Ratification Process

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of three years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be reviewed by the Decontamination Action Group and ratified by the Director or senior manager

Non-significant amendments to this document may be made, under delegated authority from the Director or senior manager, by the nominated author. These must be ratified by the Director or senior manager and should be reported, retrospectively, to the Decontamination Action Group.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

## 7 Dissemination and Implementation

Following approval and ratification, this Standard Operating Procedure will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Director and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

## 8 Monitoring and Assurance

Monitoring of this procedure is by department audits

The main outcome measures that need to be achieved in order for the procedures to deliver the required contribution to the policy it supports by observation of the procedure.

The Monitoring by unit auditing will be annually

Any shortfalls are to be reported to Decontamination Action Group and an action plan formulated

The resulting action plan is to be monitored by the audit staff within two months

Staff learning is to be checked annually

## 9 Reference Material

- BSG Guidelines for Decontamination of Equipment for Gastrointestinal Endoscopy 2020 (<https://www.bsg.org.uk/clinical-resource/guidance-on-decontamination-of-equipment-for-gastrointestinal-endoscopy/>)
- Hospital Technical Memorandum (HTM) 0106 - Management and Decontamination of Flexible Endoscopes (<https://www.gov.uk/government/publications/management-and-decontamination-of-flexible-endoscopes>)
- IPCT PHNT Aug 2017 Decontamination Guidelines and Procedures
- MDA Device Bulletin 2002(05). Decontamination of Endoscopes ([http://www.mhra.gov.uk/home/idcplg?IdcService=GET\\_FILE&dDocName=CO N007330&RevisionSelectionMethod=LatestReleased](http://www.mhra.gov.uk/home/idcplg?IdcService=GET_FILE&dDocName=CO N007330&RevisionSelectionMethod=LatestReleased))