

National credentialing tool to assess competence in the reprocessing of flexible endoscopes and accessories

This document is intended to be used as a yearly competence check and the candidate needs to be assessed by a senior team member with relevant training and experience with reprocessing. The assessor needs to have current credentialing by another senior team member with similar experience before they can credential anyone else in the team.

| Competency Assessment | PASS (Tick) |
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| <p>The candidate has read and is familiar with Infection control in Endoscopy (GENCA:2019) and SNZ HB 8149:2001 Microbiological surveillance of flexible endoscopes.</p> <p>The candidate has reviewed the online GENCA Endoscope Reprocessing modules on the GENCA website and completed the self-assessment tool (printed certificate as evidence).</p> <p>The candidate is able to locate the unit copy of AS/NZS4187:2014 (plus amendments). Reprocessing of reusable medical devices in health service organizations.</p> <p>The candidate has watched the GENCA video</p> <p>The candidate has attended the Olympus ERST training day (3yearly)</p> <p>The candidate has attended the GENCA fundamentals course (3 yearly)</p> | |
| <p>The candidate has knowledge of and knows where the local hospital protocols and manufacturers manuals for endoscope care and reprocessing are held.</p> | |
| <p>The candidate is familiar with occupational health and safety and infection control guidelines including but not restricted to:</p> <ul style="list-style-type: none"> • Hand Washing • PPE • Disinfectant/sterilant policies • Chemical spill policies and risk register • Health and Safety at Work Act 2020 • Routine staff screening – OCC Health, TB screening- for bronchoscopy centres. <p>The candidate is aware of their local organisational training requirement for hand hygiene and OSH.</p> | |
| <p>Bedside cleaning:</p> <p>The candidate can demonstrate the importance of the bedside cleaning procedure including but not restricted to:</p> <ul style="list-style-type: none"> • Use of the appropriate PPE • Naming the equipment required to complete bedside clean • Naming the channels of the endoscope • Describing how to clean/flush each of the channels • Name and concentration of enzymatic biofilm remover used • Reusable or disposable buttons | |

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| <p>Leak testing:</p> <p>The candidate can explain the importance of the leak testing procedure and demonstrate it on all endoscopes used in the unit, including but not limited to:</p> <ul style="list-style-type: none"> • Correct and safe connection to the leak tester • Removes all valves before leak test • Level of water to immerse scope • Angulating the bending rubber • Correct and safe disconnection from the leak tester | |
| <p>The candidate can explain the local organisational procedure and manufacturers recommendations if there is a failed leak test.</p> | |

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| <p>Manual cleaning:</p> <p>The candidate is capable to complete the manual cleaning of the endoscope prior to disinfection, including but not restricted to:</p> <ul style="list-style-type: none"> • Use of appropriate PPE • Identify all necessary equipment needed and demonstrate knowledge of validation of equipment • Fully immerses scopes/accessories in correct concentration of enzymatic biofilm remover • Describe the correct use of enzymatic biofilm remover • Wipes outside of scope in the correct manner • Brushes all channels, bridges, button seats and dials appropriately • Fills all channels completely and leaves to soak for the required time • Flushes all channels appropriately with fresh water • Dries all channels and components <p><i>If any steps are not performed the candidate must demonstrate knowledge verbally</i></p> | |
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| <p>Automated endoscope reprocessor (AER):</p> <p>The candidate is capable to complete the high-level decontamination of the endoscope using an automated reprocessor, including but not restricted to:</p> <ul style="list-style-type: none"> • Use of appropriate PPE • Identify all connections between the endoscope and the machine • Identify the type of chemicals used in the machine • Can correctly connect the endoscope to the machine • Can identify the different cycles offered by the machine and select the correct cycle for the context • Can identify when a cycle is successfully completed • Demonstrates where to find trouble shooting information for the machine • Can complete all manufacturers recommended quality checks and tests (eg: dipstick and cleaning) • Completes all required documentation | |
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| <p>Manual disinfection: <i>Do not complete if not relevant</i></p> <p>The candidate is capable to complete high-level decontamination of the endoscope using manual disinfection including but not restricted to:</p> <ul style="list-style-type: none"> • Use of appropriate PPE • The container and lid meet the safety requirements • An appropriate high-level disinfectant is used • The disinfectant is used within the safety parameters e.g., strength, re-use, timing • Can complete all manufacturer's recommended quality check and tests • The endoscopes and accessories are fully immersed during disinfection and all channels flushed • Appropriate rinsing and drying techniques are followed • completes all required documentation <p><i>The candidate must be able to explain this process even if it is not routinely performed</i></p> | |
| <p>Reprocessing re-useable accessories and cleaning adapters:</p> <p>The candidate is able to complete reprocessing of accessories and cleaning adapters including but not restricted to:</p> <ul style="list-style-type: none"> • Use of appropriate PPE • Brushes all valves, buttons and removable attachments • Flushes and immerses accessories and adapters for the required time in the correct solution • Water is at the chemical manufacturers recommended temperature • Rinses accessories and adapters and processes the appropriate equipment in the ultrasonic cleaner for the correct amount of time. <ul style="list-style-type: none"> • <i>The candidate must be able to explain how the ultrasonic machine works and time frames for different equipment</i> • Rinses and dries the equipment ready for steam sterilisation, as per local policy • Is able to identify equipment that is suitable for steam sterilisation. | |
| <p>Alcohol flush and storage:</p> <p>The candidate is able to:</p> <ul style="list-style-type: none"> • Identify if the automated reprocessor they are using is able to do the final alcohol flush and dry • Complete a manual alcohol flush and forced air drying • Describe why alcohol and drying is necessary • Identify the correct storage techniques for the endoscopes and accessories, including the correct storage time for all the endoscopes in their unit before they require reprocessing for the next case • Demonstrate the manufacturers quality checks and tests for storage drying cabinets | |
| <p>Microtesting:</p> <p>The candidate has an understanding of the microbiological testing process including:</p> <ul style="list-style-type: none"> • Local guidelines about performing microbiological testing of endoscopes • Manufacturers guidelines for microbiological testing of AER • Monitoring of laboratory results of microtesting • Recommended actions for identification of contaminated endoscope | |

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| <p>The candidate has an awareness of the monthly and yearly water quality requirements in the department according to AS/NZS 4187 2019 amendment.</p> | |
| <p>Traceability:</p> <p>The candidate is capable to complete traceability using software available including but not restricted to:</p> <ul style="list-style-type: none"> • Understanding the print out from the AER and drying cabinet (if relevant) • Scope use history • Scanning checks- right scope, right patient (if applicable) | |
| <p>The candidate is familiar with the paperwork and biomonitoring process when sending or receiving an endoscope from outside the unit and complies with the unit procedures and the NZ MOH standards for "Microbiological Surveillance of Flexible Hollow Endoscopes" SNZ HB 8149:2001.</p> | |

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| Staff Member Signature: | Date: |
| Assessor Signature | Date: |

Date of Next Assessment: _____