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Reprocessing Rigid Endoscopes
Competency Verification Checklist

A Surgical Device Management & Clinical Consulting Company
Integrated Medical Systems International, Inc.
www.imsready.com : 800.783.9251

Employee Name / Title _____

Territory/Region _____

Validator's Name _____

Skills Evaluation	Compliant w/Policy	Needs Assistance	Correction Plan
Establishes appropriate work area with appropriate tools	❒	❒	
Wears personal protection/scrubs	❒	❒	
Follows OEM guidelines for reprocessing	❒	❒	
Handles scope with two hands	❒	❒	
Isolates scope from other instruments	❒	❒	
Carefully removes camera & other scope accessories	❒	❒	
Follows OEM guidelines for use of enzymatic detergent	❒	❒	
Removes blood & gross debris from scope using lint free towel and mild enzymatic detergent	❒	❒	
Gently dries scope with lint free towel	❒	❒	
Transports scope carefully & protected from other instruments	❒	❒	
Inspects exterior for nicks, dents, shaved/burned distal end	❒	❒	
Inspects shaft for straightness	❒	❒	
Inspects eyepiece exterior & window for damage	❒	❒	
Inspects light fibers with a light source (when available)	❒	❒	
Inspects light cord when available	❒	❒	
Inspects image with reflected (not direct) light	❒	❒	
Inspects lens system by viewing through eyepiece from 8-12 inches away	❒	❒	
Tests focus when applicable	❒	❒	
Clean distal end with alcohol pad if needed	❒	❒	
Carefully inserts scope into sterilization container - **DO NOT PRESS DOWN ON SHAFT**	❒	❒	
Follows OEM guidelines for Sterilization	❒	❒	
Identify and/or set aside scopes in need of repair	❒	❒	

Action Plan: _____

_____

Performer's Signature _____ Today's Date _____

Validator's Signature _____ Expiration Date _____

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