

Standard Operating Procedures: Scope Database	Title: Endoscope and Ultrasound Probe	
Implementation Date: 03/01/17	Owner Department: HEIC	HEIC Contacts: <ol style="list-style-type: none"> 1. Rebecca Alvino- Infection Control Practitioner (Rebecca.Alvino@ucsf.edu) 2. Carolyn Caughell- Infection Control Practitioner (Carolyn.Caughell@ucsf.edu) 3. Yuliya Koskov-DMU, Surveillance Support Analyst (Yuliya.Koskov@ucsf.edu)
Reference: CDC database: https://www.cdc.gov/hicpac/disinfection_sterilization/17_00recommendations.html UCSF Policy: Management of Sterile and High Level Disinfected Instruments, Scopes, and Probes link		

Purpose:

Endoscopes have been implicated in a number of infection transmissions nationwide. Scrutiny on effective cleaning and reprocessing of these devices is a significant regulatory and accreditation focus. After a large-scale exposure involving endoscopes locally, it was realized through investigation that no centralized system existed for stakeholders and key partners to identify current inventory of devices, manufacturer’s instructions (IFU) for reprocessing, and how they are reprocessed at UCSF. With the support of the Sterilization Subcommittee, HEIC created the Endoscope and Ultrasound Probe Database to provide a centralized repository for device owners to maintain inventory and device information. This database can assist with assessing compliance with device IFUs, as well as providing inventory data for operational and strategic planning.

Instructions:

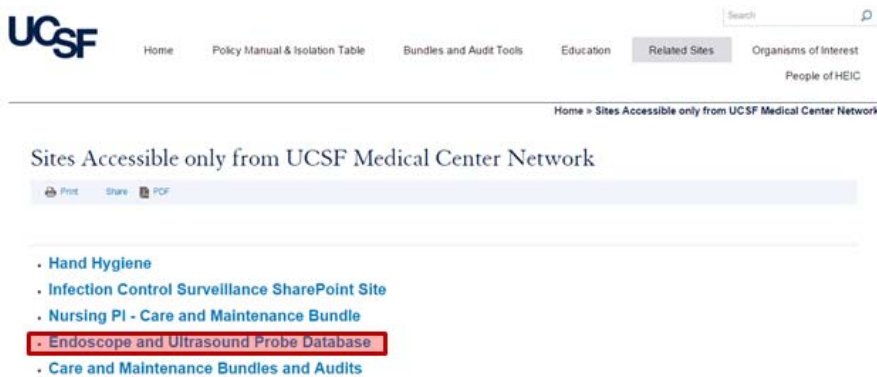
Step 1: From UCSF CareLinks home page (<https://carelinks.ucsfmedicalcenter.org/>), click on Infection Control-Main link under **UCSF pages** column.

*Note: This database can only be accessed from the UCSF network.



Step 2: Click on Related Sites

Step 3: Click on Endoscope and Ultrasound Probe



Step 4: Select your clinic/unit from the “My Devices” drop down menu. Only one location can be selected at a time.

UCSF SCOPES MANAGEMENT
My Devices All Devices Inventory Administrator

My Devices

Please select your unit/clinic

Select

- Select
- Adult Pulmonary Function Laboratory
- Ambulatory-CC Head and Neck Surg
- Ambulatory-CC Urological Surg
- Ambulatory-CC Urological Surg/Colorectal Surg/Pelvic Phys
- Ambulatory-Day City OBGyn
- Ambulatory-Head and Neck MB
- Ambulatory-Marin Prenatal Diagnostic
- Ambulatory-Montevideo Prenatal Diagnostic
- Ambulatory-OB/Gyn-OB Services & Fibroid/Pelvic Med/Gyn Surg Specialties
- Ambulatory-OB/Gyn-PDC
- Ambulatory-Obstetrics and Gynecology
- Ambulatory-Otolaryngology
- Ambulatory-Ped Surg Spec. Otolaryngology Head/Neck Surg
- Ambulatory-Peds Otolaryngology - Marin
- Ambulatory-SACC/OHNS
- Ambulatory-Santa Rosa Prenatal Diagnostic
- Ambulatory-Urology Procedure
- Ambulatory-Voice & Swallowing/Facial Plastics & Aesthetics
- Ambulatory-WH GYN 6th

Step 5: Click "Export to excel" button at the top of your screen.

a. "Export to Excel" using CHROME

Note: If you have CHROME on your computer, we would recommend using this browser.

My Devices

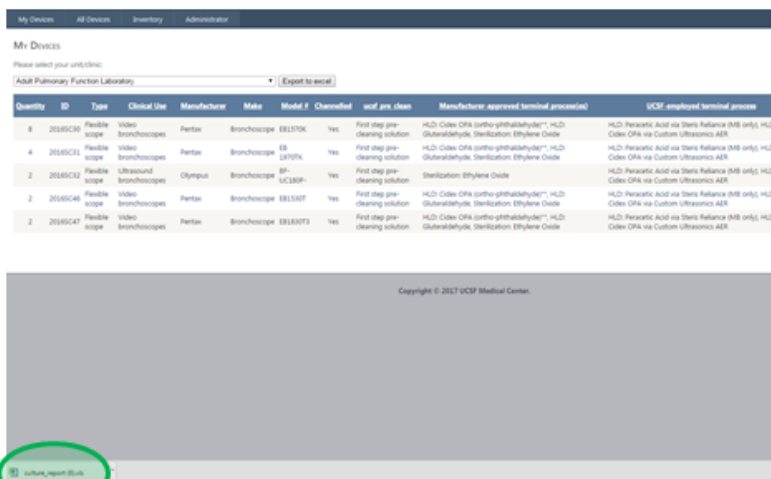
Please select your unit/clinic

Adult Pulmonary Function Laboratory

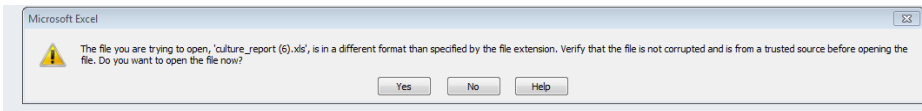
Export to excel

Quantity	ID	Type	Clinical Use	Manufacturer	Make	Model #	Channelled	ucsf_pre_clean	Manufacturer approved terminal process(es)	UCSF employed terminal process
8	20165C30	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1570K	Yes	First step pre-cleaning solution	HLD: Cidex OPA (ortho-phthaldehyde)**; HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only); HLD: Cidex OPA via Custom Ultrasonics AER
4	20165C31	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB 1970TK	Yes	First step pre-cleaning solution	HLD: Cidex OPA (ortho-phthaldehyde)**; HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only); HLD: Cidex OPA via Custom Ultrasonics AER
2	20165C32	Flexible scope	Ultrasound bronchoscopes	Olympus	Bronchoscope	BF-UC180F-	Yes	First step pre-cleaning solution	Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only); HLD: Cidex OPA via Custom Ultrasonics AER
2	20165C46	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1530T	Yes	First step pre-cleaning solution	HLD: Cidex OPA (ortho-phthaldehyde)**; HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only); HLD: Cidex OPA via Custom Ultrasonics AER
2	20165C47	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1830T3	Yes	First step pre-cleaning solution	HLD: Cidex OPA (ortho-phthaldehyde)**; HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only); HLD: Cidex OPA via Custom Ultrasonics AER

Helpful tip: Exported file may appear at the bottom of your screen, or may be indicated by a flashing Excel icon if you have Excel open. Example:



Microsoft Excel message will appear, click "Yes"



b. "Export to Excel" using "Internet Explorer"

My Devices

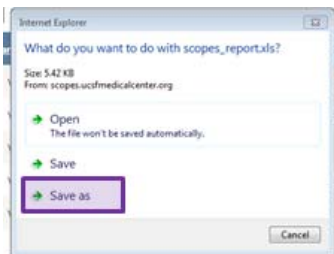
Please select your unit/clinic:

Adult Pulmonary Function Laboratory Export to excel

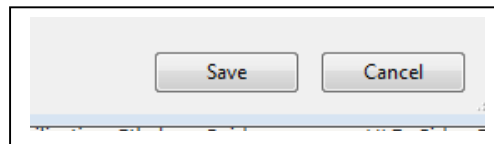
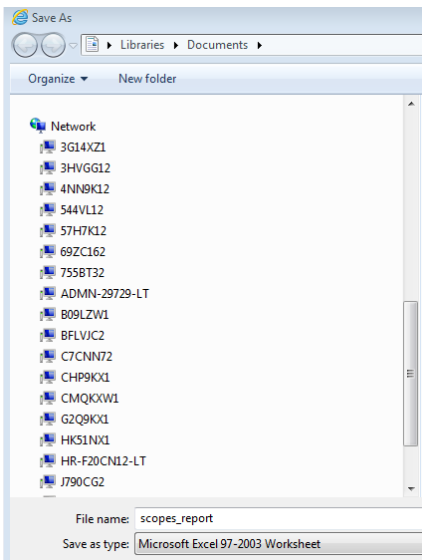
Quantity	ID	Type	Clinical Use	Manufacturer	Make	Model #	Channelled	ucsf_pre_clean	Manufacturer approved terminal process(es)	UCSF employed terminal process
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a. You have two ways to open (download) your report: Click "Open" or "Save as"

Click "Save as"



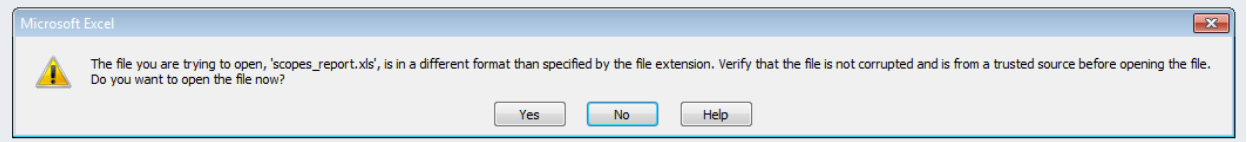
Go to "File Name", name your report (make sure that "Save as type" is Microsoft Excel..")
Click "Save" button.



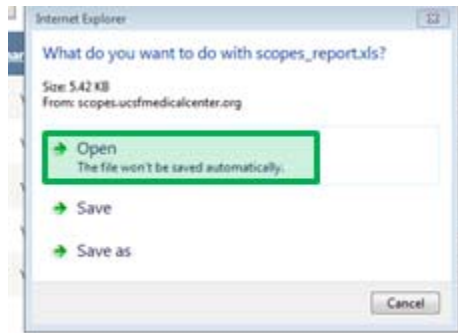
On the bottom of your screen message will appear "The scope_report.xls download has completed".. Click "Open"



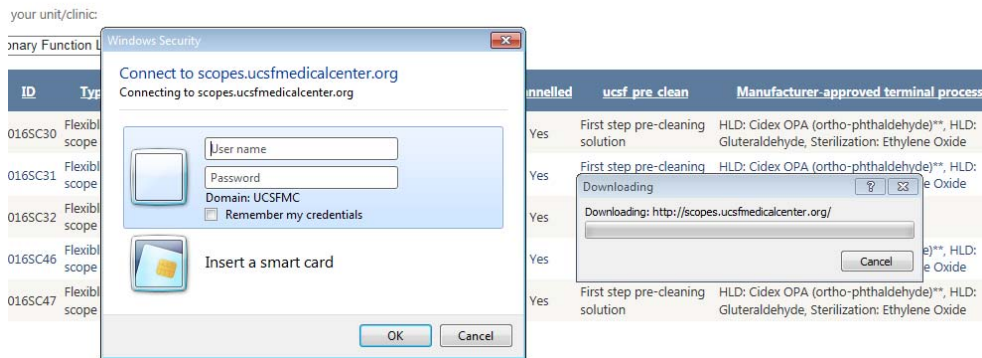
"Windows Security" Connect to scope.ucsfmedicalcenter.org message will appear. Microsoft Excel warning will show up. Click "yes"



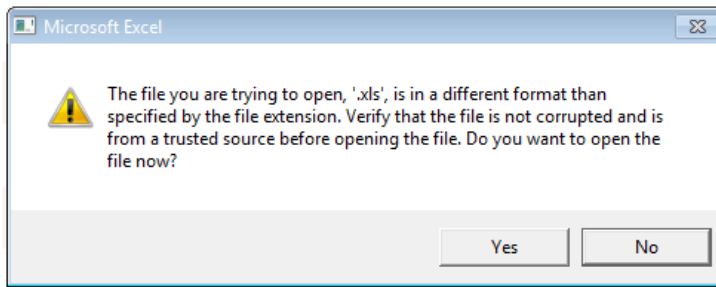
If you click "Open"



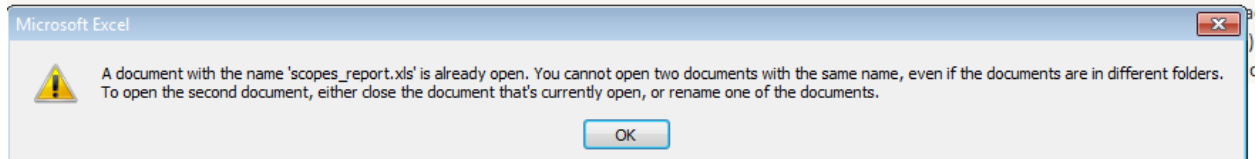
Windows Security window will appear. Click "Cancel"



Click "Yes"



Click "OK"



Final Steps:

1. Please verify accuracy of ALL information listed (Quantity, ID, Type, Clinic Use, Manufacturer, Make, Model #, Channeled (y/n), UCSF pre clean, Manufacturer-approved terminal process(es), UCSF-employed terminal process, 21-day hang time applicable (y/n) and ENSURE that the link provided for the IFU is the most up-to-date IFU for the device)
2. Enter new or revised information on the Excel report in **Red Font**.
3. Indicate items to be deleted using ~~striketrough~~ font.
4. Save your final excel report.
5. Send updated copy to Yuliya Koskov, IC Surveillance Support Analyst (Yuliya.Koskov@ucsf.edu)
6. If you have any technical Excel issues, please contact Yuliya (46643) (Monday-Friday; 6am-2:30pm)

oneSOURCE (document site)

About oneSOURCE website : World's most complete database service of manufacturers' IFU documents.

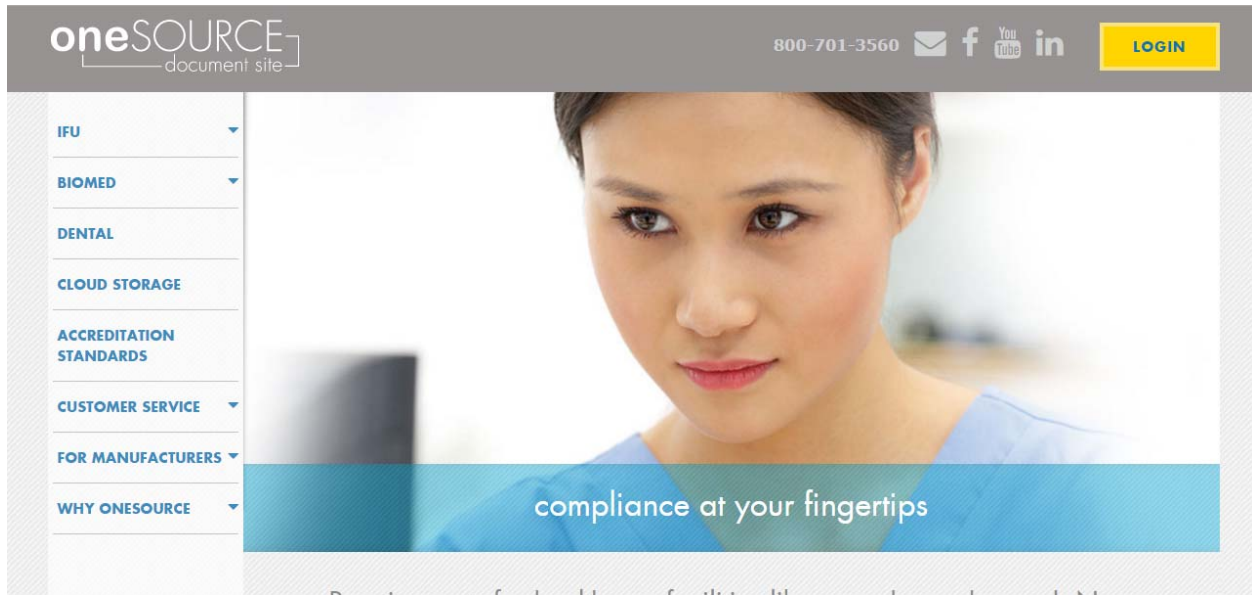
oneSOURCE gives your entire facility access to the world's most complete online database service of manufacturers' validated (IFUs). This means you can easily reduce errors in sterile processing – for both surgical instruments and equipment – and improve patient safety by subscribing to oneSOURCE.

Following the FDA regulated manufacturers' validated IFU document is essential for meeting AAMI Standards as well as CMS, Joint Commission & AAAHC accreditation requirements. Subscribing to oneSOURCE makes compliance practical and easy with value-added features like the one-page Tech

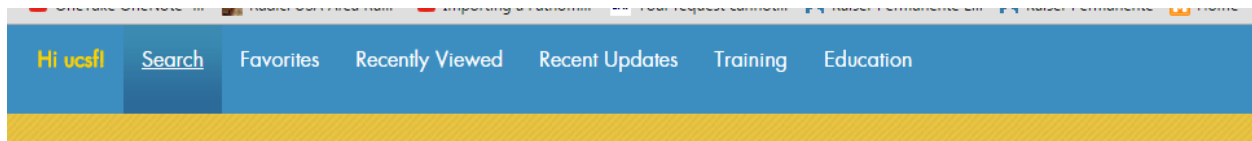
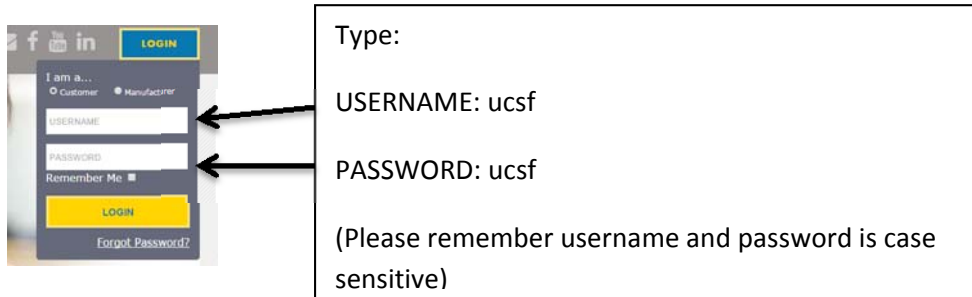
Ready document that gives you the information you really need without scrolling through hundreds of pages.

Checking/Updating IFUs

Go to: <http://www.onesourcedocs.com/>



Click **"LOGIN"** (yellow button on the right top corner)



Click "Search"

DATABASE SEARCH

Select your database(s):
 Surgical Instruments Equipment

You can search by Instrument Catalog / Model Number or by Manufacturer Name

Standard Search

Instrument Catalog Model Number

--All Manufacturers--

Description

Dropdown Search

--All Manufacturers--

Select a Manufacturer to see available Categories

Document Search Page Instructions

Type "Instrument Catalog Model Number" for example Model number "ENF-VH", click **SEARCH DOCS** button. You will see all multiple options with desirable model number. Also, you can search by **Manufacturers** as by using pull down menu.

Standard Search

ENF-VH

--All Manufacturers--

Description

Document Search Page Instructions

Standard Search

Instrument Catalog Model Number

--All Manufacturers--

--All Manufacturers--

3D Systems Inc

3M

4Web, Inc

A&D Medical

A&E Medical

A-M Systems

A.Titan

AADCO Medical Inc

Aaronia

Abatement Technologies, Inc.

Abbott

YOUR E-BINDER RESULTS: The current version of Adobe Reader is required to view oneSOURCE documents. Download your FREE Upgrade.

Your search resulted in: **2 RESULTS**

Manufacturer	Instrument Catalog #	Description	Database(s)	View Document	Add to Favorites
Olympus	ENF-VH	300 mm Rhino-Laryngo Videoscope, 110 Degree	Surgical Instruments, Equipment	<input type="button" value="SHOW DOCUMENT"/>	<input type="button" value="♥"/>
Olympus	ENF-VH	Rhino-Laryngo Videoscope	Surgical Instruments, Equipment	<input type="button" value="SHOW DOCUMENT"/>	<input type="button" value="♥"/>