

Standard Operating Procedures: Scope Database	Title: Endoscope and Ultrasound Probe	
Implementation Date: 03/01/17	Owner Department: HEIP	HEIP Contact: Carolyn Caughell- Infection Preventionist (Carolyn.Caughell@ucsf.edu)
	SPD	Rebecca Alvino-System Director SPD (Rebecca.Alvino@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:

The ultimate goal of the recommendations for disinfection and sterilization in health care facilities is to reduce rates of health-care-associated infections through the appropriate use of both disinfection and sterilization. HEIP created the Endoscope and Ultrasound Probe order to implement a standardized process for maintaining the correct inventory and current IFU's for FDA-cleared and semi-critical devices across all UCSF locations.

Endoscopes have been implicated in a number of infections on a wide scale. 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 the current inventory of devices, manufacturers' instructions (IFU) for reprocessing, and how they are reprocessed at UCSF. With the support of the Sterilization Subcommittee, HEIP created the Endoscope and Ultrasound Probe to provide a centralized repository for device owners to maintain inventory and device information. This database can assist with compliance to device IFUs, as well as operational and strategic planning.



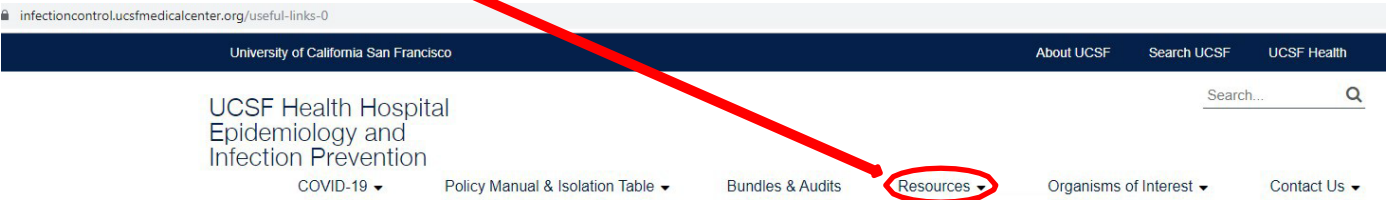
Instructions:

Step 1: Go to UCSF CareLinks home page (<https://carelinks.ucsfmedicalcenter.org/>) Click on Infection Control-Main link under **UCSF pages column** (see below).

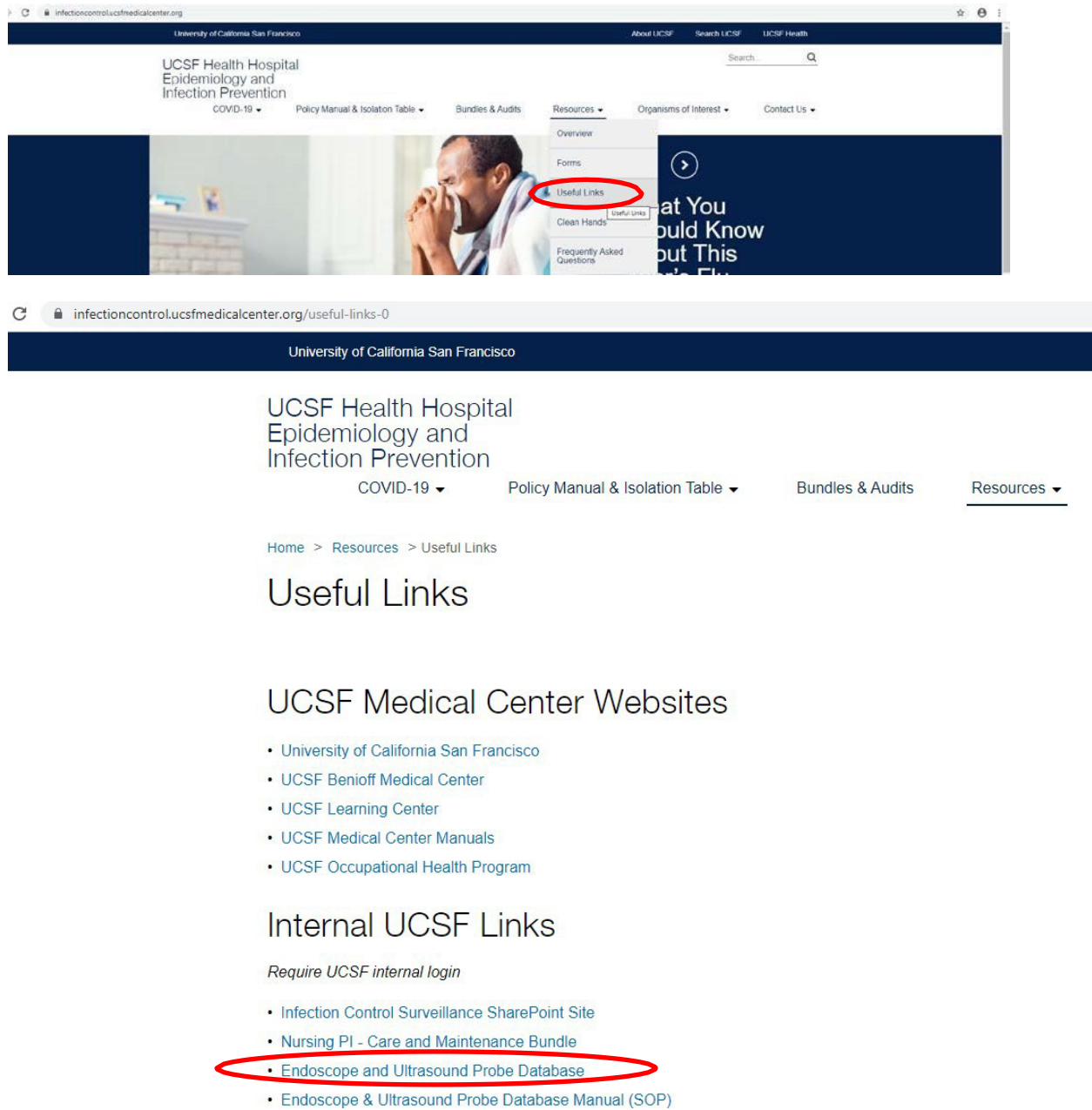
*Note: This database can only be accessed from the UCSF network.



Step 2: Click on Resources tab



Step 3: Click on “Useful Link” from the dropdown menu. From here, you will be directed to the “Useful Links” landing page. On this landing page, under “Internal UCSF Links”, hover over and select “Endoscope and Ultrasound Probe Database”.



University of California San Francisco

UCSF Health Hospital
Epidemiology and
Infection Prevention

COVID-19 Policy Manual & Isolation Table Bundles & Audits Resources Organisms of Interest Contact Us

Overview
Forms
Useful Links
Clean Hands
Frequently Asked Questions

at You
ould Know
ut This

infectioncontrol.ucsfmedicalcenter.org/useful-links-0

University of California San Francisco

UCSF Health Hospital
Epidemiology and
Infection Prevention

COVID-19 Policy Manual & Isolation Table Bundles & Audits Resources

Home > Resources > Useful Links

Useful Links

UCSF Medical Center Websites

- [University of California San Francisco](#)
- [UCSF Benioff Medical Center](#)
- [UCSF Learning Center](#)
- [UCSF Medical Center Manuals](#)
- [UCSF Occupational Health Program](#)

Internal UCSF Links

Require UCSF internal login

- [Infection Control Surveillance SharePoint Site](#)
- [Nursing PI - Care and Maintenance Bundle](#)
- [Endoscope and Ultrasound Probe Database](#)
- [Endoscope & Ultrasound Probe Database Manual \(SOP\)](#)



Step 4: Under the “My Devices” use drop-down menu select your clinic/unit (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-Daly City OB/Gyn
- Ambulatory Head and Neck MB
- Ambulatory-Marin Prenatal Diagnostic
- Ambulatory-Monterey Prenatal Diagnostic
- Ambulatory-OB/Gyn: OB Services & Fibroid/Pelvic Med/Gyn Surg Specialists
- Ambulatory-OB/Gyn: PDC
- Ambulatory-Obstetrics and Gynecology
- Ambulatory-Otolaryngology
- Ambulatory-Pied 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.

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 processes	UCSF employed terminal process
8	20165C30	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1370K	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
4	20165C31	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB 1970K	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
2	20165C32	Flexible scope	Ultrasound bronchoscopes	Olympus	Bronchoscope	BP-UC180F	Yes	First step pre-cleaning solution	Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
2	20165C46	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1330T	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
2	20165C47	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1330T3	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER

Helpful tip: If you are using Chrome- excel report will show up on the bottom of your screen for download, double click on report.

My DEVICES

Please select your unit/clinic:

Adult Pulmonary Function Laboratory

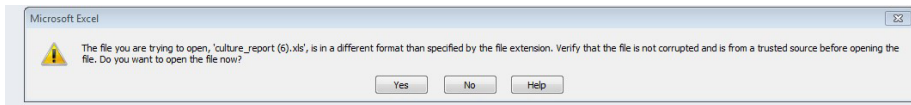
Export to excel

Quantity	ID	Type	Clinical Use	Manufacturer	Make	Model #	Channelled	ucsf_pre_clean	Manufacturer approved terminal processes	UCSF employed terminal process
8	20165C30	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1370K	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
4	20165C31	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB 1970K	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
2	20165C32	Flexible scope	Ultrasound bronchoscopes	Olympus	Bronchoscope	BP-UC180F	Yes	First step pre-cleaning solution	Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
2	20165C46	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1330T	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER
2	20165C47	Flexible scope	Video bronchoscopes	Pentax	Bronchoscope	EB1330T3	Yes	First step pre-cleaning solution	HLD: Cides OPA (ortho-phthaldehyde)***, HLD: Glutaraldehyde, Sterilization: Ethylene Oxide	HLD: Peracetic Acid via Steris Reliance (MB only), HI Cides OPA via Custom Ultrasonics AER

Copyright © 2017 UCSF Medical Center

Export_report_05.xls

Microsoft Excel message will appear, click “Yes”



Final Steps:

1. Please verify 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. You can add/delete/update all necessary information into the Excel report at any time.
3. Please, if you are updating the Scope Excel report, type all your new updated information in **Red Font**.
4. Save your final Excel report.
5. Send updated copy to Carolyn Caughell, Infection Preventionist (Carolyn.caughell@ucsf.edu) and Rebecca Alvino, System Director SPD (Rebecca.alvino@ucsf.edu).