

<b>Standard Operating Procedures:</b> <b>Scope Database</b>	<b>Title:</b> Endoscope and Ultrasound Probe	
<b>Implementation Date:</b> 03/01/17	<b>Owner Department:</b> HEIP	<b>HEIP Contacts:</b> <ol style="list-style-type: none"> <li>1. Rebecca Alvino- Infection Preventionist (<a href="mailto:Rebecca.Alvino@ucsf.edu">Rebecca.Alvino@ucsf.edu</a>)</li> <li>2. Carolyn Caughell- Infection Preventionist (<a href="mailto:Carolyn.Caughell@ucsf.edu">Carolyn.Caughell@ucsf.edu</a>)</li> </ol>
<b>Reference:</b> CDC database: <a href="https://www.cdc.gov/hicpac/disinfection_sterilization/17_00recommendations.html">https://www.cdc.gov/hicpac/disinfection_sterilization/17_00recommendations.html</a> <b>UCSF Policy: Management of Sterile and High Level Disinfected Instruments, Scopes, and Probes link</b>		

## 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 appropriate use of both disinfection and sterilizations. 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.

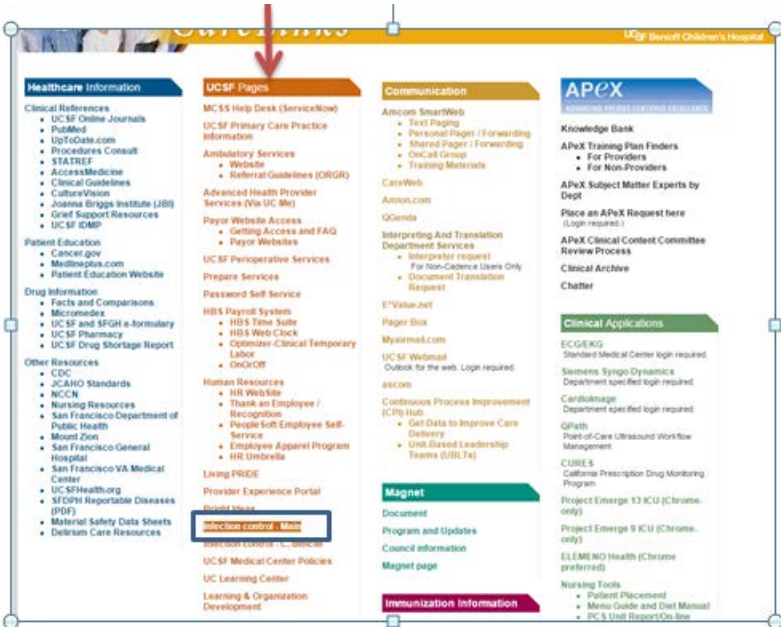
Endoscopes have been implicated in a number of infection transmissions nationwide. Scrutiny on effective cleaning and reprocessing of these devices is a significant regulatory and accreditation focus. After a large-scale exposure involving endoscopes locally, it was realized through investigation that 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, 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.



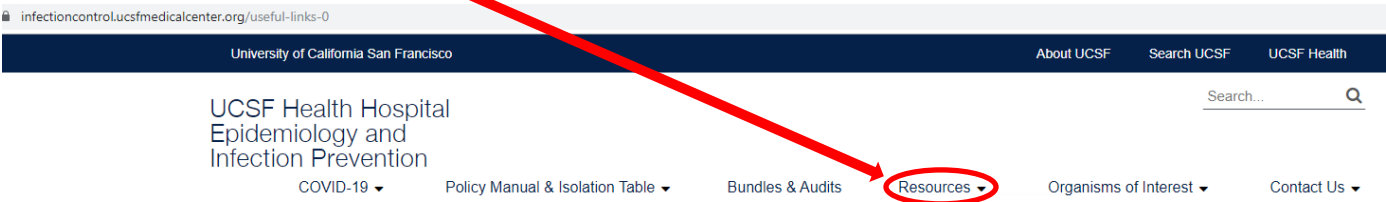
**Instructions:**

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

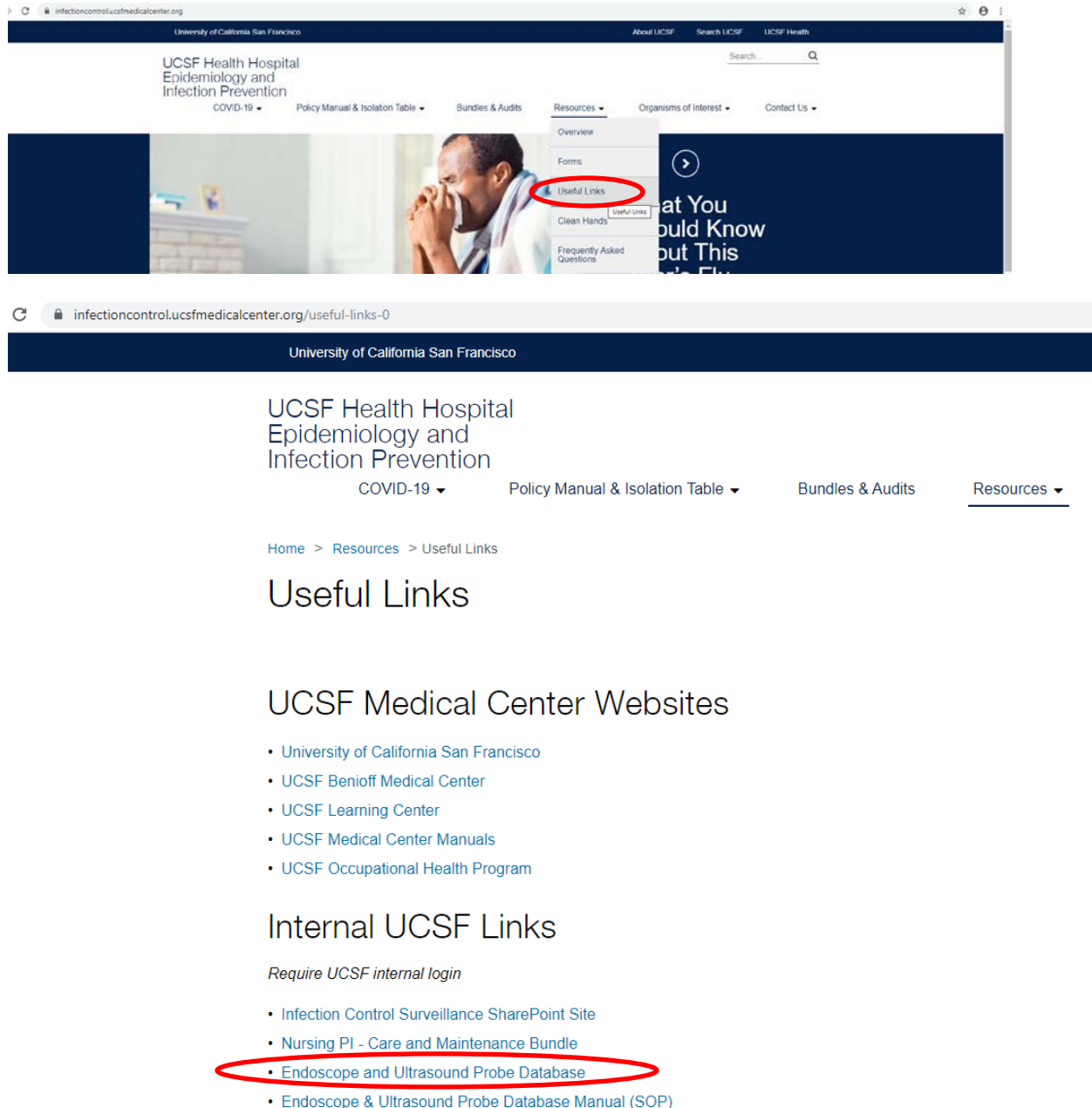
\*Note: This database can only be accessed from the UCSF network.



Step 2: Click on Resources tab



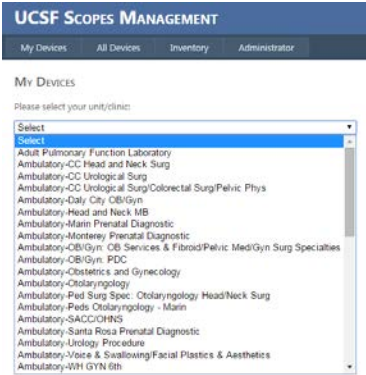
Step 3: Click on “Useful Link” from the dropdown menu. From here, you will be directed to the “Useful Links” landing page. On this landing page, under “Internal UCSF Links”, hover over and select “Endoscope and Ultrasound Probe Database”.



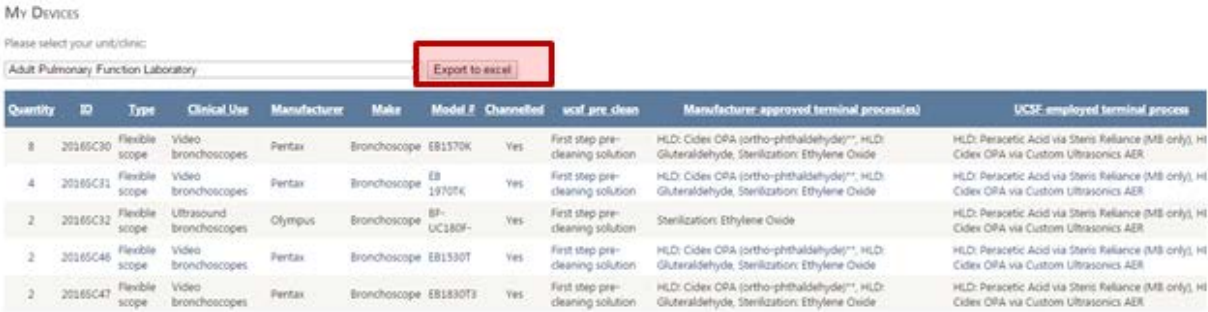
The screenshot shows the website interface for the UCSF Health Hospital Epidemiology and Infection Prevention department. The top navigation bar includes links for COVID-19, Policy Manual & Isolation Table, Bundles & Audits, Resources, Organisms of Interest, and Contact Us. A dropdown menu is open under the Resources link, with 'Useful Links' highlighted by a red circle. Below the navigation, the page title is 'UCSF Health Hospital Epidemiology and Infection Prevention' and the breadcrumb trail is 'Home > Resources > Useful Links'. The main heading is 'Useful Links'. Under the 'UCSF Medical Center Websites' section, there is a list of links: University of California San Francisco, UCSF Benioff Medical Center, UCSF Learning Center, UCSF Medical Center Manuals, and UCSF Occupational Health Program. Under the 'Internal UCSF Links' section, which is noted as requiring a UCSF internal login, there is a list of links: Infection Control Surveillance SharePoint Site, Nursing PI - Care and Maintenance Bundle, Endoscope and Ultrasound Probe Database (circled in red), and Endoscope & Ultrasound Probe Database Manual (SOP).



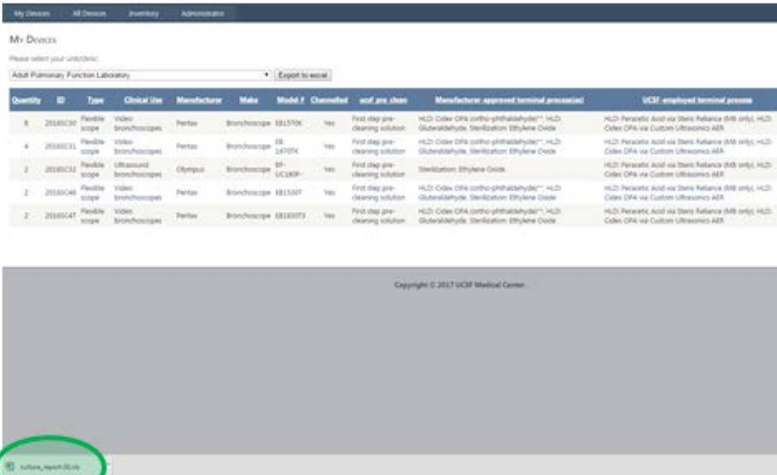
Step 4: Under the “My Devices” use drop down menu select your clinic/unit (only one location can be selected at a time)



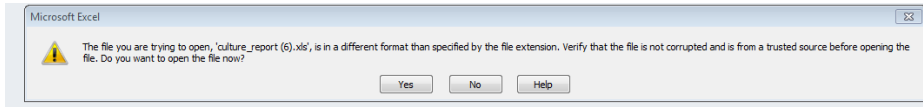
Step 5: Click “Export to excel” button at the top of your screen.



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



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 Excel report at any time.
3. Please if you are updating Scope Excel report, type all your new updated information in **Red Font**.
4. Save you final Excel report.
5. Send updated copy to Rebecca Alvino, Infection Preventionist ([Rebecca.alvino@ucsf.edu](mailto:Rebecca.alvino@ucsf.edu)) and Carolyn Caughell, Infection Preventionist ([Carolyn.caughell@ucsf.edu](mailto:Carolyn.caughell@ucsf.edu)).