



**(D) Procedure**

1. All Departments seeking to use semi-critical equipment must first receive the approval from IPC and Endoscopy management. Notification must also be made to the Environmental Health and Radiation Safety Department.
2. Prior to utilization of semi-critical equipment, the management of Endoscopy will assure that the proper HLD process is in place and proper staff training occurs on hire and at least annually.
3. A listing of all sites approved for performing HLD and using semi-critical devices will be maintained by IPC and Endoscopy management.
4. Department managers where HLD is performed will maintain a working knowledge of HLD and be responsible for ensuring all staff performing HLD complete annual education and competencies.
5. Endoscopy management will provide any necessary support and guidance to Department Manager's related to HLD.

**(E) Process**

1. Cleaning of semi-critical equipment must be done at point-of-use immediately after each procedure to prevent drying excretions, blood, or secretions.
2. Disassembly, cleaning, and disinfection of these devices will be followed according to the manufacturer's instructions for use. Inspection of the equipment for damage is imperative at all stages of handling. If damage is detected, the device must be high level disinfected prior to shipping the device for repairs. Per the manufacturer, disinfection of the device is performed while staying attached to the leak tester. Consult the Biomedical Department regarding the damage.
3. All reusable biopsy forceps, cytology brushes, or critical pieces of equipment will be cleaned per the manufactures instructions for use (IFU) of the device at the point of use. They are then taken to the Sterile Processing Department and sterilized per the manufactures IFU of the device.
4. All surfaces and equipment that may have been contaminated with secretions during the procedure are washed with the EPA hospital-approved disinfectant.
5. Cleaning processes will be considered when scheduling procedures.
6. Documentation and tracking will be maintained for the individual who performs point-of-use cleaning and the individual who performs manual cleaning.

