

## DirectVision® Guide Cleaning, Sterilization, Tracking and Logistics Competency Checklist

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**Employee Name**                      **Employee #**                      **Initials/Signature of Validator**                      **Date**

*Below is a summary of the DirectVision Guide Cleaning and Sterilization Instructions P/N 100-0301. The user should refer to the DirectVision Guide Cleaning and Sterilization manual for full details regarding cleaning, disinfection, and sterilization.*

*The methods of sterilization and the parameters listed are the manufacturers' recommendations. Sterility is the responsibility of the person/institution performing sterilization.*

<b>Competency – Employee is able to demonstrate the following components of care by:</b> <b>1. Direct Observation</b> <b>2. Verbal Recounting</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Validator Initials</b>
<b>Step 1: Clean the Visual Guide</b>			
<ul style="list-style-type: none"> <li>• Prepare an enzymatic detergent, such as Enzol™.</li> <li>• Immerse the guide in an enzymatic solution for at least one minute.</li> <li>• Wipe entire guide to remove any visible evidence of soil or debris.</li> <li>• Using a soft bristled brush paying particular attention to the visual guide coupler's two lenses.</li> <li>• Remove the guide from the detergent and wipe clean.</li> <li>• Dry the guide.</li> <li>• Visually examine each guide to ensure cleanliness.</li> </ul>			
<b>Step 2: Disinfect the Camera (If Applicable)</b>			
<p>Always inspect the guide before performing a cleaning and/or sterilization procedure. Reject a visual guide that has burs, sharp edges, cracked or disconnected jacket and/or strain relief(s), or is kinked.</p> <p>Look for:</p> <ul style="list-style-type: none"> <li>• Kinks</li> <li>• Bubbling in the tubing</li> <li>• Flaking or tears in the tubing</li> </ul>			

<p><b>Step 3: Sterilize the Guide in Approved Platform (Vapor Hydrogen Peroxide or Ethylene Oxide (EtO) sterilization)</b></p>			
<p><b>Sterrad 100S</b>  <b>Sterrad 200</b>  <b>Sterrad 100NX (Duo Cycle)</b>  <b>Steris V-Pro Systems</b>  <b>Steris System 1E</b>  <b>Ethylene Oxide (EtO) sterilization System</b></p>			
<p><b>Important Sterilization Highlights</b></p>			
<ul style="list-style-type: none"> <li>• Follow the IFU for cleaning and sterilizing the visual guide and the respective IFU for the sterilization system.</li> <li>• Failure to use the proper sterilization systems or IFU may result in shortened life or damage to the guide. For example, <b>never sterilize using the Sterrad NX.</b></li> <li>• Always sterilize the guide in an approved container. Failure to use the correct container could result in patient infection or damage to the guide.</li> </ul>			
<p><b>Guide Tracking the DirectVision Guide</b></p>			
<ul style="list-style-type: none"> <li>• Log each processing and keep total number of times processed.</li> <li>• Place label on the outside sterile wrap for users to track and inventory (such as a tracking barcode)</li> </ul>			
<p><b>Guide Logistics</b></p>			
<p><b>Receiving and restocking the Visual Guides</b></p> <ul style="list-style-type: none"> <li>▪ Who is responsible for restocking?</li> </ul> <p><b>Guide delivery to SPD/Department</b></p> <ul style="list-style-type: none"> <li>▪ How are the guides delivered to/from SPD?</li> </ul> <p><b>Department allocation</b></p> <ul style="list-style-type: none"> <li>▪ Guides are dedicated to specific departments. Separate delivery to ensure the correct department receives <b>their</b> allotted guides.</li> </ul> <p><b>Processing Timeframes</b></p> <ul style="list-style-type: none"> <li>▪ Turn around times and after hours processing?</li> </ul>			