

Bronchoscope Retrieval & Cleaning in DCCQ

Aim To provide guidance on the safe removal of the bronchoscope from its cupboard

Scope All adult patients in Critical Care who require a bronchoscopy

Critical Care Patient Requiring a Bronchoscopy

Location of Storage Cupboard and Fob

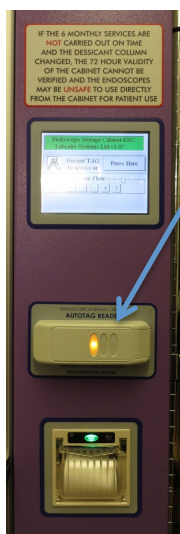


The **Endoscope Storage Cabinet** containing two large bronchoscopes and two narrow, intubating bronchoscopes is located at the back of the **Clean Utility Room**.

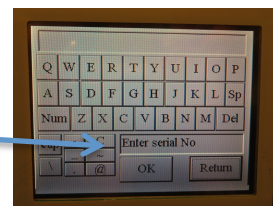
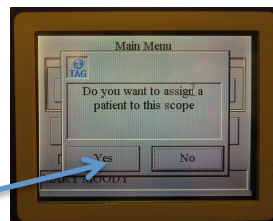
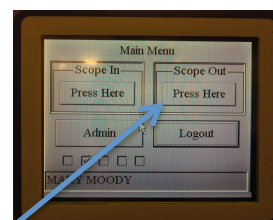
- 1) Get the fob from the nurse in charge or from the cupboard in the Technician's Room (next to Handover Room)
- 2) Also take the box lying in the Technician's Room to carry and place the bronchoscope in afterwards



Bronchoscope Retrieval



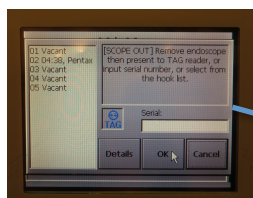
- 1) Scan the fob at the box above the receipt dispenser on the right hand side of the front of the cabinet
- 2) The screen will display the Main Menu for Scope In and Scope Out . "Press Here" to select "Scope Out"
- 3) The screen will display "Do you want to assign a patient to this scope?". If details known, click "Yes"
- 4) The screen will display a keyboard. Enter the details and click "OK"



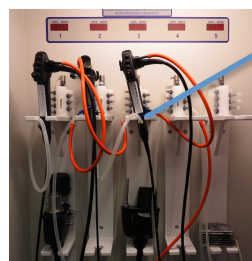
Continued over...

...Bronchoscope Retrieval continued

- 5) The screen will display the status of the scopes and the door will open with a click. **If there is no click, DO NOT FORCE THE DOOR OPEN.** If unable to open the door, call Carillion on 6321 who will send up an engineer.



- 6) Remove the required bronchoscope and close the door
- 7) Scan the fob attached to the bronchoscope at the box on the cabinet



- 8) Take the receipt
- 9) On the front of the door there is a clip with stickers attached. Take the two stickers in front of the bronchoscope that has been removed and replace them with the receipt you have just obtained.



- 10) One sticker will be placed in the red book once the bronchoscope has been used. The other will be put in the box with the bronchoscope when it goes for cleaning.



Returning the Bronchoscope

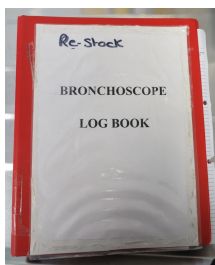
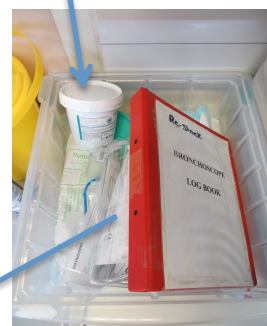
- 1) Once finished with the bronchoscope, make sure it is flushed with the neutral detergent solution, located in the box which you have already obtained from the Technician's Room.



- 2) Place the scope in the box and one sticker and cover with the red plastic bag with the first sticker. It will then be taken to HSDU to be cleaned.



- 3) Document in the red book the patient's Q number and who performed and flushed the bronchoscopy. Place the second sticker in the red book.



CIS Documentation

Under "Procedures", create a note for the appropriate procedure (Bronchoscopy) and record:

- 1) Bronchoscope serial number (found on sticker)
- 2) Indications and Findings
- 3) Samples sent and what for (if any)
- 4) Post procedure plan