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**Formative DOPS Assessment Form**

**Use and operation of an Endoscope Washer Disinfector (EWD)**

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| **Hospital:** |
| **Trainee’s name** (print): |
| **Job title:** |
| **Date of assessment:**  |
| **Review date:** |

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| --- |
| **Manufacturer:** |
| **Equipment Models:****(Identify Model of EWD)** |
| **Trainer’s Name** (print): |

**Using this form**

The purpose of this DOPs form is to provide a universal training and assessment tool for continuity when training in the use and operation of an endoscope washer disinfector.

**PART 1**. Manufacturers will deliver the initial specific product training traceable to the product reprocessing instructions and confirm that the topics covered in the training from the criteria listed below. **These are the shaded areas**

**PART 2.** The employer will undertake an assessment of competency to operate an endoscope washer disinfector (EWD) as part of the Skills for Health END21 competency and as annual revalidation of practice.

Each section/topic should be signed and dated by the individual delivering the training or assessing the competency.

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|  | **Criteria**  | **Training delivered (where applicable)** | **Comments** | **Competency assessment**  | **Comments**  |
|  | **Demonstrates relevant knowledge and understanding of:** | **PART 1** | **PART 2** |
| 1.1 | Each stage of an EWD cycle of the selected/validated programme according to EWD-IFU |  |  |  |  |
| 1.2 | The importance of quarterly and annual validation of an EWD – why, who, what |  |  |  |  |
| 1.3 | Cycle types validated for use and when to use them |  |  |  |  |
| 1.4 | Why a self-disinfection cycle is required and when acc. to EWD-IFU by taking into account local water quality |  |  |  |  |
| 1.5 | Local standard operating procedures and policies for EWD |  |  |  |  |
| 1.6 | Importance of maintenance and weekly testing of EWD – why, who, what |  |  |  |  |
| 1.7 | Importance of record keeping |  |  |  |  |
| 1.8 | Use of PPE when loading and unloading an EWD – importance to avoid cross contamination |  |  |  |  |
| 1.9 | The roles and responsibilities of, for example, operator, User, CP(D), AE(D) |  |  |  |  |
| **2** | **Preparation –Ensures ancillary equipment and consumables are available** | **PART 1** | **PART 2** |
| 2.1 | Understands the respective instructions for use of the EWD and accessories |  |  |  |  |
| 2.2 | Understands the EWD chamber components  |  |  |  |  |
| 2.3 | Understands the importance of correct connectors – what and why |  |  |  |  |
| 2.4 | Identifies and ensures appropriate chemicals are available |  |  |  |  |
| 2.5 | Correctly identify and change all chemicals i.e. detergent and disinfectant |  |  |  |  |
| 2.6 | Aware of COSHH requirements for chemicals used |  |  |  |  |
| 2.7 | Storage and safe disposal of chemicals  |  |  |  |  |
| **3** | **Loading of EWD** | **PART 1** | **PART 2** |
| 3.1 | Identification of the user by scan system (e.g. RFID, barcode) |  |  |  |  |
| 3.2 | Correct loading and scanning/identification of the manually cleaned endoscope |  |  |  |  |
| 3.3 | Selection of connectors – demonstrate correct attachment of connectors to specific endoscope models and endoscope position in the basket, if applicable |  |  |  |  |
| 3.4 | Aware of the reason for processing all valves and removable parts with the endoscope and positioning in the EWD, if applicable |  |  |  |  |
| 3.5 | Cycle selection and cycle start |  |  |  |  |
| 3.6 | Identify how the basket is positioned inside the EWD chamber, if applicable |  |  |  |  |
| **4** | **Unloading of EWD** | **PART 1** | **PART 2** |
| 4.1 | Identification of the user by scan system to access the load (if applicable)  |  |  |  |  |
| 4.2 | Product release procedure (checking of IMS data) and action required if not correct |  |  |  |  |
| 4.3 | Importance of checking channel connectors are still in place; visual inspection of the endoscope |  |  |  |  |
| 4.4 | How to handle endoscopes when removing them from the EWD to avoid cross contamination  |  |  |  |  |
| **5** | **Maintenance of EWD** | **PART 1** | **PART 2** |
| 5.1 | Self-disinfection selection (where applicable) |  |  |  |  |
| 5.2 | Daily tasks identified by the manufacturer e.g. clean strainers, check spray arms |  |  |  |  |
| 5.3 | Weekly tasks identified by the manufacturer |  |  |  |  |
| **6** | **Testing of EWD** | **PART 1** | **PART 2** |
| 6.1 | Weekly final rinse water sampling– why and how |  |  |  |  |
| 6.2 | Importance of documenting results – why, when, how (manual or electronic) |  |  |  |  |
| **7** | **Actions if cycle fails** | **PART 1** | **PART 2** |
| 7.1 | The steps to take if a cycle aborts/alarms during a decontamination cycle e.g. leak test failure, detection of channel blockage or reduced flow |  |  |  |  |
| 7.2 | Recognise notification errors and how to troubleshooting  |  |  |  |  |
| **8** | **Loan endoscopes** | **PART 1** | **PART 2** |
| 8.1 | How to enter a loan endoscope into the EWD tracking system |  |  |  |  |
| **9** | **Insight – Knows when to take action or seek advice** | **PART 1** | **PART 2** |
| 9.1 | When to call an engineer |  |  |  |  |
| 9.2 | Action required if water quality test fails – use of algorithm or who to call. |  |  |  |  |
| 9.3 | What to do in the event of a chemical spillage  |  |  |  |  |

**Legend:**

**PPE – Personnel Protective Equipment**

**CP(D)**

**AE(D)**

**IMS**

**…**

**Both parties accept the topics and comments above.**

**Trainee signature: Trainer signature:**

**Date: Date:**

**PART 2. Competency assessment - Employer**

**Scale and Criteria Key**

**1** Minimal knowledge and understanding about how the competence relates to practice **(Novice)**

**2** Needs supervision to effectively carry out the range of skills within the competence

**3** Performs some skills within the competence effectively without supervision

**4** Confident of the knowledge and ability to perform all the identified skills within the competence effectively **(Competent)**

**5** Can facilitate the knowledge and understanding of other professionals relating to the skill range within the competence (Level 5 assessed while teaching and transferring your knowledge) **(Expert)**

If outcome is 1 or 2 for any part of the training, further training will be required

Unit Manager Signature: ……………………………………………………………………

Hospital (legal entity) ……………………………………………………………………….

Date: ………………………………………………………………………….

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| **Comments:** |

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| **Further action required:** |

**Relevant documents**

Manufacturers’ instructions (eg. EWD, thermolabile endoscopes)

EN 15883

EN 17664 Sterilization of medical devices - Information to be provided by manufacturer’ for the processing of resterilizable medical devices

HTM 01 06 (2016) and WHTM 01 06☹2016) Decontamination of flexible endoscopes

**CRB/HG/22.08.17**

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