Equipment Checklist				
Equipment	**Testing**	**Individual Load Testing**	**Other Maintenance**	**Location of Logs**
List equipment here: • Autoclaves/sterilizers • TEE disinfectors • Washers • Cart washers • Ultrasonics • Sinks • Heaters/warmers • Manual HLD soaking Station • Probe testers • Scope processors	• What type of testing? • How often is testing? • Who tests?	Is this included in the testing?	• What other maintenance is required? • Who performs the maintenance and how often?	• How is the testing tracked? • Logs • Tracking systems

PROCESSES AND PROTOCOLS CHECKLIST		
Employee files		
Licenses/certifications required	□ Yes □ No □ NA	Employee files
CPR cards as required by state regulations/hospital policy /job descriptions	□ Yes □ No □ NA	Employee files
Job description as required by state regulations/hospital policy	□ Yes □ No □ NA	Employee files
Proof of orientation (hospital)	□ Yes □ No □ NA	Employee files
Proof of orientation (department)	□ Yes □ No □ NA	Employee files

Proof of annual education/competency per hospital/department policy
• Equipment competencies
• Process competencies
  • Decontamination
  • Prep and pack
  • Sterilization
  • Storage
• HLD competencies
  • Flexible endoscope processing, handling, and storage
	□ Yes
	□ No
	□ NA
		Employee files

Annual evaluations: no evaluations due beyond 12 months	□ Yes □ No □ NA	Employee files
Safety (review all equipment and protocols for employee and patient safety)		

Life safety devices
• Eye wash stations
  • Staff know location
  • Staff know when to use
  • Who performs functional checks and how often?
• Chemical spill kit
  • Staff know the location of the chemical spill kit(s)
  • Staff know when to use
  • Staff know who to call for chemical spill
	□ Yes
	□ No
	□ NA
		Location of policy(s) and location of eye wash station logs
		
		Location of policy(s) and location of kit

Safe practices
• Fire safety
  • Location of nearest fire alarm
  • Location of nearest fire exit
  • Location of nearest fire extinguisher. Do staff know how to use the fire extinguisher?
  • Staff verbalizes what to do if staff member is injured or ill
• Code
  • Staff verbalizes what to do if staff member codes or if they find a person unresponsive
  • Staff knows location of nearest AED or code cart
	□ Yes
	□ No
	□ NA
		Location of policy(s)

- Critical events poster - Staff verbalizes location of the posters or have the cell phone app - If cell phone app, do staff know how to access and use the app? - Employee Injury - Staff verbalizes what to do in case of injury - Staff verbalizes what to do in case of injury off shift		
Equipment and supplies safe practices - MSDS Sheets - Staff know where to find MSDS sheets - Staff know how to read the MSDS sheets (how to use this information) - Equipment checks - Staff know how to check if equipment has received preventive maintenance - Staff know who to call if case of broken equipment - Supply checks - Supplies checked for expiration dates - Staff know what to do if they locate expired supplies - Is stock rotated to prevent expiration?	□ Yes □ No □ NA	Location of policy(s)
Environmental safety - Temperature/humidity logs - Staff know who monitors the temps and humidity - Negative pressure testing - Staff know who monitors negative pressure - Do staff know what pressure decontamination is to the prep-and-pack area? Scope room?	□ Yes □ No □ NA	- Location of policy(s) - Who keeps the logs? - Where are the logs kept?
Policy/protocols - Do staff know where to locate administrative policies/protocols? - Do staff know where to locate department policies/protocols? - Decontamination - Assembly - Sterilization and storage - Flexible endoscope	□ Yes □ No □ NA	Location of the policy(s)
Logs - All Logs should be reviewed for accuracy - Equipment logs - Sterilizer (low temperature and steam) - Washer(s) - Ultrasonics - Sterilizers/autoclaves - Probe testing units and disinfectors - Sinks - HLD manual soaking station logs (includes chemical strip indicator) - Endoscope processing system (includes log for chemical indicators as applicable) - Flexible endoscope cabinet(s)	□ Yes □ No □ NA	Location of logs
Sterilization practices - IUSS - Do staff know what to do in case of IUSS? - Do staff know the current IUSS rates? - Wet loads - Do staff know what to do in case of wet load? - Failed BI test - Do staff know what to do in case of a failed BI test? - Do staff know what to do in case of a failed load receipt? - Failed indicator/integrator - Do staff know what to do in case of failed indicator/integrator? - Failed water/steam - Is there a process in place if water or steam should fail? - Do staff know what to do in case of above? - Do staff know where to locate instrument/equipment/implant IFUs? HLD practices - Do staff know where to locate HLD policies?	□ Yes □ No □ NA	Location of policy(s)

• Do staff know where to locate HLD logs?		
Quality		

Quality initiatives/process improvement
   • Do staff know what current quality initiatives are in place?
   • Do staff know where to locate current quality dashboard, including results?
   • Do staff know where to locate the department's quality plan?
   • Are staff participants in the department's quality improvement plan?
		Location of dashboard and quality assurance plan