TEE Complete Probe Reprocessing Infection Prevention Rounding Checklist

OBSERVATION HEADER
Date:
Department:
Survey Team:
Staff Interviewed:
Equipment Observed:
Notes/Instructions:

1. Staff can show where IFUs are accessed and how they are built into the workflow, as needed.
Compliant? ○ YES or ○ NO
2. PPE is readily and easily available where reprocessing activities are taking place.
Compliant? ○ YES or ○ NO
3. Hand hygiene products are available near where the work is being performed and easily accessible.
Compliant? ○ YES or ○ NO
POINT OF USE CLEANING
4. Probe is immediately wiped down after the procedure to remove blood, body fluid and to prevent biofilm with an enzymatic applicator or detergent.
Compliant? ○ YES or ○ NO
INSPECTION
5. Staff can demonstrate how they would inspect the probe for damage, including cracks, degradation, tears, sharp edges and bite marks.
Compliant? ○ YES or ○ NO
6. Staff can verbalize the process if they feel, after inspection, the probe needs to be taken out of service.
Compliant? ○ YES or ○ NO
SOILED TRANSPORT
7. TEE probe is transported in a leak proof, puncture proof container that easily shows it is a biohazard, and secures the probe in place to prevent damage while separating the probe (HLD) and the cord & electrical pack (LLD).
Compliant? ○ YES or ○ NO or ○ N/A (choose N/A if cleaning and disinfection occur in same room as procedure.)
******If automating cleaning and HLD skip to Electrical Leakage Testing***

MANUAL CLEANING
The following steps are taken per the IFUs:
8. Correct temperature is maintained for the duration of soaking.
Compliant? ○ YES or ○ NO
9. Probe is soaked for the correct amount of time.
Compliant? ○ YES or ○ NO
10. Correct amount of detergent to water is observed.
Compliant? ○ YES or ○ NO
11. Probe is positioned in a way that only the section that should be under water is under the water/detergent solution.
Compliant? ○ YES or ○ NO
12. Rinsing is performed per the IFUs.
Compliant? ○ YES or ○ NO
13. Probes are dried with a single-use, single-packaged low-linting cloth after cleaning is complete.
Compliant? ○ YES or ○ NO
14. Staff dons and doffs appropriate PPE during manual cleaning, per hospital policy, correctly and safely.
Compliant? ○ YES or ○ NO
MANUAL HIGH-LEVEL DISINFECTION
The following steps are taken per the IFUs:
15. Correct temperature is maintained for the duration of soaking
Compliant? ○ YES or ○ NO
16. MRC testing is performed via test strip and verified.
Compliant? ○ YES or ○ NO
17. MRC testing result is documented for all probes undergoing HLD.
Compliant? ○ YES or ○ NO
18. Expiration date on test strip bottle is observed and validated.
Compliant? ○ YES or ○ NO
19. Staff dons and doffs appropriate PPE during manual cleaning, per hospital policy, correctly and safely.
Compliant? ○ YES or ○ NO
20. Probe is soaked for the correct amount of time
Compliant? ○ YES or ○ NO
21. Probe is positioned in a way that only section that should be underwater is under the water/disinfectant solution
Compliant? ○ YES or ○ NO

22. Rinsing per the IFU
Compliant? ○ YES or ○ NO
23. Probes are dried with a single-use, single-packaged low-linting cloth after removal from the HLD machine or manual HLD solution.
Compliant? ○ YES or ○ NO
24. Documentation is observed to verify all steps of the manual HLD cycle have been performed and were either successful or failed.
Compliant? ○ YES or ○ NO
25. Traceability is verified for patient identification.
Compliant? ○ YES or ○ NO
ELECTRICAL LEAKAGE TESTING
26. Electrical leak testing is performed on each probe after use.
Compliant? ○ YES or ○ NO
27. Results for electrical leak testing are documented for all probe reprocessing cycles (review logbook to confirm).
Compliant? ○ YES or ○ NO
28. Staff can clearly explain the process if electrical leakage testing fails.
Compliant? ○ YES or ○ NO
AUTOMATED HIGH-LEVEL DISINFECTION
The following steps are taken per the IFUs:
29. Probes are dried with a single-use, single-packaged low-linting cloth after removal from the HLD machine or manual HLD solution.
Compliant? ○ YES or ○ NO
30. Documentation is observed to verify all steps of the automated HLD cycle have been performed and either were successful or failed.
Compliant? ○ YES or ○ NO
31. Traceability is verified for patient identification.
Compliant? ○ YES or ○ NO
LOW-LEVEL DISINFECTION
32. Transducer cord, handle and electrical pack are disinfected with a hospital-approved low-level disinfectant.
Compliant? ○ YES or ○ NO
33. Staff can speak to the contact time of the disinfectant used in the prior step.
Compliant? ○ YES or ○ NO
DRYING
34. Probes are dried with a single-use, single-packaged low-linting cloth after removal from the HLD machine or manual HLD solution.
Compliant? ○ YES or ○ NO

STORAGE
35. TEE probe is hung vertically with the distal tip hanging without touching anything. Storage should be in a clean, well-ventilated space (Check the bottom of the cabinet for stains or towels/pads to indicate probes were not dry when hung).
Compliant? ○ YES or ○ NO
36. Staff can speak to the process and frequency of cleaning the probe storage cabinet.
Compliant? ○ YES or ○ NO
37. Storage cabinet filter change is performed per IFU with documentation present.
Compliant? ○ YES or ○ NO
38. Staff can verbalize the maximum hang time or storage time per facility policy before reprocessing in between disinfection events.
Compliant? ○ YES or ○ NO
ENVIRONMENTAL
39. Work flows from dirty to clean.
Compliant? ○ YES or ○ NO
40. Staff can verbalize what to do in the event of a chemical spill in the reprocessing space (check status of spill kit).
Compliant? ○ YES or ○ NO
41. Ceiling tiles are free from stains and damage.
Compliant? ○ YES or ○ NO
42. Flooring is in good repair, free from cracks and damage.
Compliant? ○ YES or ○ NO
43. Reprocessing space shows evidence of negative pressure airflow.
Compliant? ○ YES or ○ NO
MISCELLANEOUS
44. Staff can verbalize how they would trace a probe back to a patient if needed.
Compliant? ○ YES or ○ NO
45. Competencies are performed annually by a qualified person, as well as when there is new equipment, supplies or processes.
Compliant? ○ YES or ○ NO

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