

OnTrack Reprocessing In-Service/Competency for Video Bronchoscopes

THIS CHECKLIST IS DESIGNED FOR USE SOLELY AS A CUSTOMER EDUCATIONAL TOOL AND IS NOT INTENDED TO REPLACE OR IN ANY WAY MODIFY THE OLYMPUS INSTRUCTION MANUAL/REPROCESSING MANUAL. BE SURE TO FOLLOW THE DETAILED STEPS OUTLINED IN THE REPROCESSING MANUAL THAT WAS INCLUDED WITH YOUR OLYMPUS EQUIPMENT WHEN PURCHASED. WHILE OLYMPUS' TRAINING MAY BE USED IN SUPPORT OF A FACILITY'S OVERALL COMPETENCY PROGRAM, IT SHALL NOT CONSTITUTE CERTIFICATION OF THE FACILITY'S CDS PROTOCOL. OLYMPUS SHALL IN NO EVENT BE HELD RESPONSIBLE FOR A FACILITY'S PROPER PERFORMANCE OF CDS PROTOCOL NOR FOR A FACILITY STAYING CURRENT WITH ONGOING CDS INSTRUCTIONAL CHANGES AND CORRESPONDING TRAINING UPDATES. FACILITY OWNERS OF OLYMPUS EQUIPMENT ARE FULLY RESPONSIBLE FOR COMPLYING WITH INDUSTRY CDS STANDARDS AND MANUFACTURER'S PROPER USE AND CDS INSTRUCTIONS.

Check one of the following:

- Olympus In-Service**
- Facility-Verified Competency**

 Print Name Signature

 Title Email

Facility Name: _____ **Date(s) of Training:** **to**

Facility Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Endoscope Models: Check each model reviewed during this session.

- | | | | | |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> BF-P180 | <input type="checkbox"/> BF-Q180AC | <input type="checkbox"/> BF-3C160 | <input type="checkbox"/> BF-H190 | <input type="checkbox"/> BF-P240 |
| <input type="checkbox"/> BF-Q180 | <input type="checkbox"/> BF-160 | <input type="checkbox"/> BF-MP160F | <input type="checkbox"/> BF-Q190 | <input type="checkbox"/> BF-1T240 |
| <input type="checkbox"/> BF-1T180 | <input type="checkbox"/> BF-1T160 | <input type="checkbox"/> BF-XP160F | <input type="checkbox"/> BF-1TH190 | <input type="checkbox"/> BF-6C240 |
| <input type="checkbox"/> BF-1TQ180 | <input type="checkbox"/> BF-XT160 | <input type="checkbox"/> BF-P160 | <input type="checkbox"/> BF-240 | |

NOTE: Instructions provided in this document are not valid for Olympus devices repaired by a non-Olympus facility. The Olympus-recommended reprocessing procedures have not been validated for reprocessing devices repaired by a non-Olympus facility. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding reprocessing.

Instructions provided in this document regarding material compatibility are not valid for Olympus devices repaired by a non-Olympus facility. Olympus repairs devices to manufacturer's specifications by using original equipment manufacturer's (OEM) materials. The use of non-OEM materials to repair an Olympus device may affect the material compatibility of the device with certain reprocessing chemicals or methods. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding material compatibility.

For assistance with video bronchoscopes, call the Technical Assistance Center (TAC) at 1-800-848-9024, or go to www.olympusconnect.com online.

Olympus In-Service

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Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Precleaning	Demonstrated		
	Yes	No	N/A
1. For the BF-190 endoscopes, ensure that the rotary function is returned to the neutral position prior to reprocessing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Turn OFF the video system center and light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Wipe the insertion tube with a detergent-soaked, lint-free cloth. A water-soaked, lint-free cloth can be used for the BF-190 scopes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Turn ON the suction source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Immerse the distal end in detergent, and depress the suction valve to aspirate detergent for 30 seconds. For the BF-190 endoscopes, aspirate with water for at least 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Remove the distal end from the detergent or water, and depress the suction valve to aspirate air for 10 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Turn OFF the suction source, and disconnect the suction tube from the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remove and discard the suction and biopsy valves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Disconnect the videoscope connector from the bronchoscope and the endoscope connector from the light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Inspect and attach the water-resistant cap to the electrical connector. NOTE: The BF-190 endoscopes do not have a water-resistant cap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Place the bronchoscope in a covered container, and transport it to the reprocessing area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Turn the video system center and light source OFF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Leakage Testing	Demonstrated		
	Yes	No	N/A
1. Fill basin or sink (min. 16" x 16") with clean water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Connect the leakage tester to the MU-1 or light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Turn ON the air source. (NOTE: If you use a light source, set the airflow to HIGH.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Confirm that the leakage tester is emitting air. Ensure that both the venting connector on the endoscope and the leakage connector cap of the MB-155 are dry prior to attaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Attach the leakage tester's connector to the venting connector on the water-resistant cap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Immerse the entire bronchoscope in water, and observe it for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Manipulate the angulation lever and video switches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confirm that there is no location where a continuous series of air bubbles emerges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Remove the bronchoscope from the water, and then turn OFF the air source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Disconnect the leakage tester from the air source, and allow the bronchoscope to depressurize; then disconnect the leakage tester from the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Manual Cleaning	Demonstrated		
	Yes	No	N/A
1. Immerse the entire bronchoscope in freshly prepared detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify that the angulation is in the <i>free/neutral</i> position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use a soft brush or lint-free cloth to clean all external surfaces of the bronchoscope, including the distal tip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Brush the instrument/suction channel, suction cylinder, and instrument channel port.			
a. Brush the suction channel by inserting the channel-cleaning brush into the opening of the suction cylinder and advancing the brush until it emerges from the distal end. Clean the bristles, and pull the brush back through the channel until it emerges from the suction cylinder. Clean the bristles and repeat until all debris is removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Brush the instrument channel by inserting the channel-cleaning brush into the opening of the instrument port and advancing the brush until it emerges from the distal end. Clean the bristles, and pull the brush back through the channel until it emerges from the instrument port. Clean the bristles and repeat until all debris is removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Brush the suction cylinder and instrument channel port by inserting the channel-opening cleaning brush into the opening, turning the brush once, and pulling the brush out of the opening. Clean the bristles and repeat until all debris is removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Remove the bronchoscope from the detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Attach the suction-cleaning adapter to the instrument port and suction cylinder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Connect the suction tube to the suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Turn ON the suction source, immerse the distal end in detergent, and aspirate detergent for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Turn OFF the suction source, and disconnect the suction tube from the suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Completely immerse the bronchoscope and suction-cleaning adapter in detergent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Attach the 30 cm ³ (30 ml) syringe to the suction port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Manual Cleaning (Continued)	Demonstrated		
	Yes	No	N/A
12. Withdraw the plunger of the syringe to fill the instrument/suction channels and suction cleaning adapter with the detergent solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Disconnect the suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Use a lint-free cloth to wipe debris from the bronchoscope's external surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Soak the bronchoscope and adapter in the detergent solution for the time recommended by the detergent manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Remove the bronchoscope and suction-cleaning adapter from the detergent solution, immerse them in clean water, and agitate to rinse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Connect the suction tube to the suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Turn ON the suction source, and aspirate clean water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Remove the bronchoscope and suction-cleaning adapter from the water, and aspirate air for 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Turn OFF the suction source, and disconnect the suction tube from the suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Use a clean, lint-free cloth to thoroughly dry the exterior of the bronchoscope and suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Inspect the bronchoscope for residual debris, and repeat the manual cleaning process if debris remains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Check the appropriate box in the right columns for the In-Service training done. If you check the N/A box, you must explain the reason in the Comments area below the checklist.

Automated Endoscope Reprocessor (AER) High-Level Disinfection		Demonstrated		
AER Type:	High-Level Disinfectant Type:	Yes	No	N/A
1. Test disinfectant concentration (i.e., MRC) according to the manufacturer's instructions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Inspect the bronchoscope connectors/adapters according to the AER manufacturer's instructions. Properly place the bronchoscope in the basin.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Attach the scope connectors/adapters according to the AER manufacturer's instructions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Operate the AER according to the AER manufacturer's instructions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Remove the bronchoscope promptly after the reprocessing cycle has been completed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Perform the terminal steps that the AER does not perform (e.g., alcohol and air purge).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOR FACILITY INTERNAL USE ONLY! Olympus personnel are unable to demonstrate use of individual manufacturer's AER.				

Comments: If an N/A box is checked above, the reason for it must be explained here.

This checklist is for Competency training only and not for In-Service training done by an Olympus trainer.

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Manual High-Level Disinfection	Demonstrated		
	Yes	No	N/A
1. Fill a basin with disinfectant solution recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Test the disinfectant concentration (i.e., MRC) according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Attach the suction-cleaning adapter to the bronchoscope, and attach the 30 cm ³ syringe to the suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Immerse the bronchoscope and all equipment in the disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Pull the plunger of the syringe to fill the channels and the suction-cleaning adapter with disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. With the bronchoscope and suction-cleaning adapter completely immersed, disconnect all reprocessing equipment from the endoscope. Leave the endoscopes and all reprocessing equipment immersed in the disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If air bubbles adhere to the surfaces, remove them by using a clean, lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cover the basin with a tight-fitting lid to minimize the release of disinfectant vapors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Soak the bronchoscope and all reprocessing equipment for the time and at the temperature recommended by the disinfectant manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Before removing the bronchoscope from the disinfectant solution, attach the suction-cleaning adapter to the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Remove the bronchoscope and all equipment from the disinfectant solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use a 30 cm ³ (30 ml) syringe, and flush 90 cm ³ (30 ml) of air into the channels through the suction-cleaning adapter until no disinfectant solution is discharged from the distal end of the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Disconnect all equipment from the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Rinsing	Demonstrated		
	Yes	No	N/A
1. Fill a basin with sterile water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Completely immerse the bronchoscope and suction-cleaning adapter in the water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Wipe all external surfaces with a sterile, lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Connect the suction-cleaning adapter and suction source to the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Turn ON the suction pump.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Aspirate sterile water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remove the bronchoscope from the water, and aspirate air for 60 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Turn OFF the suction source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Place the bronchoscope and suction-cleaning adapter in the sterile large basin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hold the control section with the instrument channel port pointing down, and disconnect the suction-cleaning adapter from the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Disconnect all equipment from the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Wipe all external surfaces with a sterile, lint-free cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Alcohol Flush	Demonstrated		
	Yes	No	N/A
1. Connect the suction cleaning adapter and suction source to the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Turn ON the suction source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Immerse the distal end of the bronchoscope in 70% ethyl or isopropyl alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Aspirate alcohol for 5 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Remove the distal end of the bronchoscope from the alcohol, and aspirate air for 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Turn OFF the suction source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Using a sterile, lint-free cloth moistened with alcohol, thoroughly wipe the external surfaces of the bronchoscope and suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Using sterile cotton swabs, dry the inside of the suction cylinder and instrument channel port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Dry the bronchoscope and suction-cleaning adapter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Sterilization with Ethylene Oxide or Hydrogen Peroxide Gas	Demonstrated		
	Yes	No	N/A
After performing precleaning, leakage testing, and manual cleaning, perform the following:			
1. Dry all external and internal surfaces of the endoscope before ethylene oxide (ETO) or hydrogen peroxide gas sterilization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. For BF-160, BF-180, and BF-240 endoscopes, disconnect the water-resistant cap (MH-553) from the endoscope connector before ethylene oxide gas sterilization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. For the BF-1TH190, BF-H190, and BF-Q190 endoscopes, ensure that the correct sterilization cap is attached prior to sterilization. Use the black tagged sterilization cap (MAJ-1538) only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Seal the instrument in a package appropriate for sterilization according to your hospital's protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sterilize the package according to the recommended ETO or hydrogen peroxide gas exposure parameters described in the endoscope instruction manual and the sterilizer manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. For ETO, aerate the components following the minimum aeration parameters specified in endoscope instruction/reprocessing manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Endoscope Storage	Demonstrated		
	Yes	No	N/A
1. Detach all equipment from the bronchoscope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ensure that angulation locks are in the free position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Confirm that all surfaces of the bronchoscope are completely dry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Store the bronchoscope in a well-ventilated cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hang the bronchoscope so that the universal cord and insertion tube are hanging vertically and the distal tip of the insertion tube is hanging freely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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