How to Remove and Reinsert Your SCOOP Catheter

It is recommended that you remove and reinsert your catheter only 2 times a day. If more cleaning is needed, your doctor may advise you to do further cleaning with your catheter in place. When you remove and reinsert your catheter, you will need a second clean catheter. Use nasal oxygen at all times as you follow the steps below. Please review all steps before you begin.

1. Gather all of your cleaning supplies, including a second SCOOP catheter. Stand or sit near a sink and mirror with good light.

2. Wash your hands with soap and warm water.

3. Using a cotton swab (Q-Tip) and water, clean mucus crusts from the skin around the catheter. If soap is needed, use antibacterial soap. Then rinse well to remove all the soap from the skin. Do not use creams or ointments around the tract opening.

4. Put a small amount of water-soluble jelly (K-Y jelly) on the tip of the clean catheter.

5. Disconnect the bead chain necklace and SCOOP hose from the catheter. Remove the first catheter from the tract opening. The catheter should be out for only a moment.

6. Insert the clean catheter as follows:
   - Place the tip into the tract opening and gently push the catheter straight back.
   - If you feel any resistance, twirl the catheter as you push it back.
   - Do not try to direct the catheter downward; it will direct itself.
   - It’s normal to have a tickle cough as the catheter enters your trachea.
   - If you cannot insert the catheter within 5 minutes, call your doctor right away. Put your nasal cannula back on at your prescribed flow rate.

7. Reconnect the bead chain necklace. When it is in place correctly, the SCOOP label on the catheter flange will be upright and readable.

8. Reconnect the SCOOP oxygen hose. You have now finished exchanging the catheters.

9. Clean the soiled catheter as follows:
   - Clean all mucus from the catheter tip with plain warm water. Then use an antibacterial soap (such as Hibiclens) and water to disinfect the catheter.
   - Run the cleaning rod through the inside of the catheter several times.
   - Rinse the catheter well, outside and inside, to remove every bit of soap. Blot dry with a paper towel.
   - Do not boil the catheter or place it in very hot water (over 120°F). If water is too hot for your hands, it is too hot for the catheter.
   - Do not soak the catheter in any disinfecting solution.

10. Store the clean SCOOP catheter and cleaning rod in its original package. Keep it in a clean, dry place, out of direct sunlight.

Replace your SCOOP catheters and hose every 90 days. Using them longer may make them stiff or brittle. This can lead to chronic tract discomfort. Replace a catheter right away if you notice cracks, breaks, kinks that won’t come out, or foul odor.