

Endoscopy Bowel Preparation Guidance (East)

October 2021 v0.4



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Date of approval	
Author and designation	Ali Robinson, Endoscopy Delivery and Service Improvement Manager
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Accessibility	

Version	Date	Author	Amendments
0.1	02/08/21	Ali Robinson	
0.2	03/08/21	Chris Fugelsang-Jarvis, Interim Endoscopy Improvement Consultant	
0.3	01/10/21	Soha Mohamed, Lead Pharmacist – Surgery	Updates to wording and appendices
0.4	08/10/21	Magda Markiewicz – Digestive Diseases Pharmacist	Updates to appendices and error management section

Background

Bowel preparations and laxatives have been dispatched by the administrative booking team for many years to patients without the appropriate governance. This was taken to the Medicines Governance Group (MGG) which recognised that there is a potential risk to patient safety if this process was stopped immediately therefore as an interim measure MGG agreed for the process to continue under the supervision of a registered practitioner who will take responsibility for implementation of the governance process. This includes embedding a competency framework for the booking team and having a clear escalation pathway if queries arise. This is an interim proposal for 6 months until implementation of a nurse-led service.

Guidance Aim

The intention of this guidance is to standardise the practice by which bowel preparation for endoscopy is issued. It will do this by detailing the competency framework to ensure each administrator has been appropriately trained and assessed, and to provide assurance on escalation pathways and governance processes.

Scope

This guidance applies to all administrative staff working within the Endoscopy Booking Team (EBT) that is expected to issue bowel preparation as part of their role. This guidance does not apply to any clinical staff or other administrative staff outside of the EBT such as ward clerks or healthcare assistants.

Bowel Preparation Issuing Process

Competency Framework

All members of the EBT are required to complete the competency framework before initiating remotely supervised issuing of this preparation. A supervisory endoscopy nurse is responsible for the initial sign-off of the competency framework. This includes completion of the competency framework as part of the induction program for any new administrator.

An administrator will be deemed competent by the RN to dispense bowel preparation if they can demonstrate the following:

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	<u>Competency</u>	<u>Rational</u>
1	The ability to identify patient details including, name, DOB, age, address, and hospital number.	To ensure the correct patient is given the appropriate product.
2	The ability to match product to the online referral on Panda.	To ensure the correct product and corresponding approved information leaflet are issued.
3	The ability to identify product expiry date and correct storage conditions.	To prevent the dispersal of soiled product.
4	The capability to complete five correct dispatches of product witnessed by the RN.	To ensure consistency of delivery.
5	All bowel preparations to be issued in their original container.	All boxed bowel prep will be sent intact. No boxes will be split. If a box contains 4 sachets, a complete box will be sent. The box will not be opened for the required number of sachets to be sent.

The supervisory Registered Nurse is: **Tanya Kennedy** (tanya.kennedy@nhs.net)

Storage

All bowel preparation products will be stored in line with manufacturer's guidance in lockable cabinets which are secured outside of office hours.

Governance and Escalations

To ensure compliance with the competency framework and enhance patient safety, a named RN will be responsible for managing on-going queries relating to bowel preparation. The RN will be contactable during core EBT working hours and when unavailable a substitute will be nominated and conveyed to the EBT.

Error Management

All errors relating to the improper management or dispensing of bowel prep will be datixed and reported to the RN. It is for the RN to apply the below:

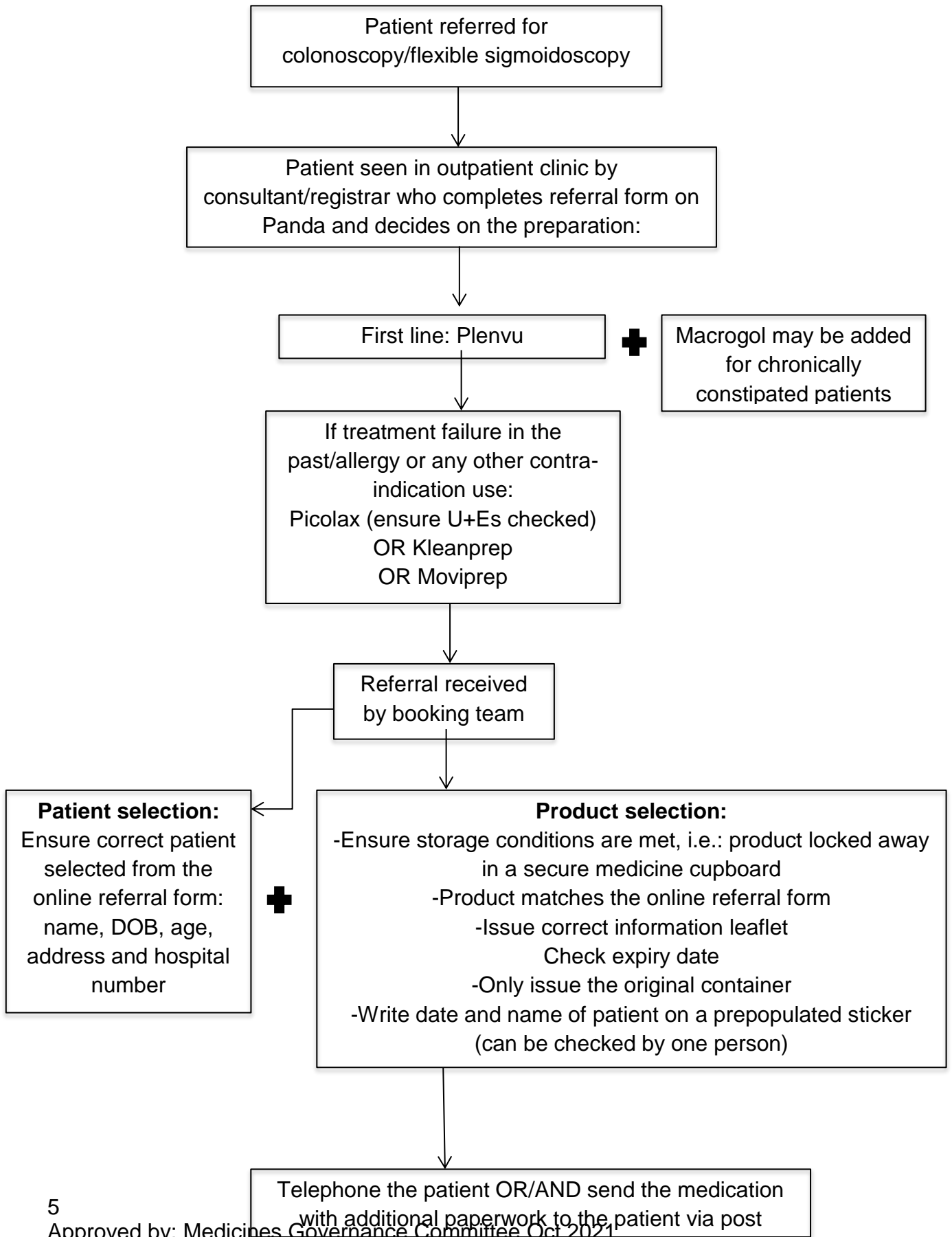
<u>No. Reported Errors</u>	<u>Action</u>
1	Error Noted & Informal conversation The error is datixed and reported to the RN who discusses the incident with the administrator to establish cause and impact to patients.
2	Formal conversation The error is datixed and reported to the RN, Endoscopy Operational Manager and the Matron. Depending on the severity of the occurrence a re-examination can be requested.
3	Re-examination The administrator is required to complete the competency framework again. Until the re-examination is complete the administrator cannot undertake any duties relating to dispensing bowel preparations.
4	Performance management The administrator's competence will be reviewed as part of a formal capability management process. In which time no distribution of bowel preparation by the individual is permitted.

At the third occurrence, it is required to be reported to the Gastroenterology Governance Group. If deemed severe enough, an occurrence will then be reported to the Divisional Governance Group. Repeated occurrences, of thematically similar errors, are to be captured by the RN and added to the Divisional Risk Register.

Appendices

- a. Flow chart explaining the endoscopy bowel preparation process
- b. Form used to conduct competency assessment for staff
- c. Log of staff who completed their training
- d. Log of staff who made errors

Appendix A: Flow chart explaining the endoscopy bowel preparation process



Appendix B: Form used to conduct the competency assessment for staff

Staff competency assessment for the issuing of bowel preparation

	Patient Nr →	1	2	3	4	5
Patient demographics	Name					
	DOB					
	Hospital number					
	Address					
Product selection	Identifies lockable cabinet					
	Selected product matches the online referral form					
	Issue correct information leaflet					
	Checks expiry date of product					
	Only issues original box					
	Writes name and date on the prepopulated sticker					

Staff deemed as competent after successfully completing 5 assessments, please initial for each

Competency Assessment Sign-off Assessment attempt number Competency Level Achieved			
Endoscopy Admin Booker's Name		Assessor's Name	
Endoscopy Admin Booker's Signature		Assessor's Signature	
Date		Date	



Appendix C: Log of staff who completed their training

Staff deemed competent to issue bowel preparation		Date assessment completed	Review date (every 2 years)
Name	Signature		



Appendix D: Log of staff who made errors

Date	Name of staff	Total number of errors up to this point	Action	Reassessment	
				YES	NO