

BOWEL CANCER SCREENING PROGRAMME

Key Document code:	WAHT-KD-021
Key Documents Owner:	<i>Emma Duggan</i>
<i>Job role: Bowel Cancer Screening Programme Manager</i>	
Approved by:	<i>Specialised Clinical Services Division – Quality Governance Meeting</i>
Date of Approval:	<i>24th April 2017</i>
This is the most current document and should be used until a revised version is in place:	<i>24th April 2019</i>

AMENDMENTS MADE TO KEY DOCUMENTS

[Key Document Amendments](#)

KEY DOCUMENT MONITORING TOOL

[Key Document Monitoring Tool](#)

CONSULTATION

These documents have been circulated to the following individuals for consultation

Name	Designation
Mr Stephen Lake	Screening Centre Director / Lead Screening Colonoscopist
Lynne Mazzocchi	Directorate Manager – Endoscopy & Bowel Cancer Screening
Dawn Robins	Matron for BCSP
Emma Duggan	Bowel Cancer Screening Programme Manager
Dr Rupert Ransford	Screening Consultant
Dr Terry Jones	Consultant Pathologist
Dr Sarah Littleford	Consultant Pathologist
Dr Andrew Baxter	Lead Radiologist
Angela Longmore	Bowel Scope Screening Co-ordinator

Felicity Eykyn	Lead Specialist Screening Practitioner
Paula Smith	Specialist Screening Practitioner (SSP)
Lorraine McGregor	Specialist Screening Practitioner (SSP)
Chris Mosedale	Specialist Screening Practitioner (SSP)
Wendy Bland	Specialist Screening Practitioner (SSP)
Nigel Butler	Specialist Screening Practitioner (SSP)
Dr Ishfaq Ahmad	Screening Colonoscopist
Dr Sudhakaran Prabhakaran	Screening Colonoscopist
Dr Rupert Ransford	Screening Colonoscopist
These documents have been circulated to the chair(s) of the following committee's / groups;	
Bowel Cancer Screening Programme Operational Group	

IMPLEMENTATION

Plan for implementation

This policy will be distributed to all team members through team meetings and BCSP Operational Meeting.

DISSEMINATION

This policy will be distributed to all team members through team meetings and BCSP Operational Meeting.

TRAINING AND AWARENESS

All BCSP team members are required to attend Mandatory Training once a year in accordance with the WAHT Mandatory Training Policy.

BCSP Team members are encouraged to attend QA annual conferences to keep up to date with service news and developments.

All BCSP staff who use BCSS Open Exeter (IT system) attend a 2 day training course before being supplied with a username and password for the system.

REFERENCES

All references should be 'Harvard' referenced

Title	Code
Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy	
Gray, S. (2008) Guide Book for Programme Hubs and Screening Centres, Version 3 Sheffield, Cancer Screening Programmes	
Guide Book For Programme Hubs And Screening Centres NHS Bowel Cancer Screening Programme, Version 3, 31 March 2008	
WHAT-CG-446 Operational Escalation Policy for Monitoring Cancer 14/31/62 Day Targets.	
Worcestershire Acute Hospitals NHS Trust Colonoscopy Information Leaflet. Wye Valley NHS Trust Guidelines for Diabetic Patients Undergoing Endoscopy. WHAT-END-012 Guidelines for the management of diabetes for patients undergoing endoscopy procedures.	
Gray, S. (2008) NHS Bowel Cancer Screening Programme, Guide Book for Programme Hubs and Screening Centres, Version 3 Sheffield, NHS Cancer Screening Programmes	
NHS Bowel Cancer Screening Programme Website, Public Health England 2013 UK National Screening Committee Website, Public Health England 2013 Guidebook v3 (internet link)	
Worcestershire Acute Hospitals NHS Trust, Health Records Management Policy WAHT-CRM-08 Worcestershire Acute Hospitals NHS Trust, Clinical Record Keeping Policy WAHT-CRK-08 Worcestershire Acute Hospitals NHS Trust, Corporate Records Management Policy - Appendix 3 Records storage, retrieval and access. - Appendix 11 Records Management: NHS Code of Practice Retention and Disposal Schedule.	
Quality Assurance arrangements for the NHS Bowel Cancer Screening Programme, Draft version 2.1 December 2010 Worcestershire Acute Hospitals NHS Trust, Records Management Retention Schedule, Version 2, 2009 Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy	
Doherty, J. and Nixon, D. (2009) BCSS QA Reports Reference Guide Exeter, NHS Connecting for Health	
Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy	
Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy	
Gray, S. (2008) NHS Bowel Cancer Screening Programme, Guide Book for Programme Hubs and Screening Centres, Version 3 Sheffield, NHS Cancer Screening Programmes	
Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Operational Policy	
Campbell, B., Lawrence, G. and Passingham, C. (2010) Adverse Incident (AVI) Risk Management	

<p>Policy. Birmingham, West Midlands Bowel Cancer Screening Quality Assurance Reference Centre</p> <p>Griffiths, H., Fretwell, I., Coleman, L. and Winder, R. (2012) INTERIM Guidelines for Managing Incidents in the NHS Bowel Cancer Screening Programme. Sheffield, NHS Cancer Screening Programmes</p> <p>Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy</p>	
<p>Doherty, J. and Nixon, D. (2009) BCSS QA Reports Reference Guide Exeter, NHS Connecting for Health</p> <p>Doherty, J. and Presland, A. (2009) BCSS Strategic Reports Reference Guide Exeter, NHS Connecting for Health</p> <p>Quick Start Guide to Dashboards – Screening Centre Managers Guide, Version 7 Sheffield, Cancer Screening Programmes</p> <p>Quick Start Guide to... Endoscopy QA Dashboards – Screening Centre Managers Guide, Version2 Sheffield, Cancer Screening Programmes</p> <p>Quick Start Guide to... The 30-Day Questionnaire Dashboard, Version 1.1 Sheffield, Cancer Screening Programmes</p> <p>Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy</p>	
<p>Gray, S. (2008) NHS Bowel Cancer Screening Programme, Guide Book for Programme Hubs and Screening Centres, Version 3 Sheffield, NHS Cancer Screening Programmes</p> <p>Griffiths, H. (2012) IGU 016 Completion of BCSS Datasets Sheffield, NHS Cancer Screening Programmes</p> <p>Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy</p>	
<p>Public Health functions to be exercised by NHS England – Service Specification No.25 Bowel Cancer Screening Programme (November 2013) Department of Health.</p> <p>Quality Assurance Arrangements for the Bowel Cancer Screening Programme, Draft version 2.1, December 2010.</p> <p>Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy</p>	
<p>(2010) Quality Assurance Arrangements for the NHS Bowel Cancer Screening Programme, Draft Version 2. Sheffield, Cancer Screening Programmes</p> <p>Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy</p>	
<p>Gray, S. (2008) Guide Book for Programme Hubs and Screening Centres, Version 3 Sheffield, Cancer Screening Programmes</p> <p>Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy</p>	
<p>(2010) Quality Assurance Arrangements for the NHS Bowel Cancer Screening Programme, Draft Version 2. Sheffield, Cancer Screening Programmes</p> <p>Worcestershire Acute Hospitals NHS Trust, Bowel Cancer Screening Programme Operational Policy</p>	
<p>Burling, D. and Patnick, J. (2010) Guidelines for the Use of Imaging in the NHS Bowel Cancer Screening Programme. Sheffield, NHS Cancer Screening Programmes</p> <p>Hill, C. and Rashbass, J. (2010) Quality Assurance Arrangements for the NHS Bowel Cancer Screening Programme. Sheffield, NHS Cancer Screening Programmes</p> <p>BCSP National Office (2010) IGU 007: Use of barium enema. Sheffield, NHS Cancer Screening</p>	

Programmes	
WAHT-CG-075 (2015) Consent to Examination or Treatment Policy Wye Valley NHS Trust (2015) Consent to Examination or Treatment Policy	
MHRA (2006) Guidelines for peri-operative management of patients with implantable pacemakers or implantable cardioverter defibrillators, where the use of surgical diathermy / electrocautery is anticipated.	
Guide Book For Programme Hubs And Screening Centres NHS Bowel Cancer Screening Programme, Version 3, 31 March 2008	
'NHS Bowel Cancer Screening Programme, Guide Book for Programme Hubs and Screening Centres, Version 3, 31 March 2008', section '4.8'. 'Guideline for BCSP Nurse Led New Patient Clinic'.	
Bowel Cancer Screening Programme (2007) Ceasing Guidelines.	
Department of Health, (2013). Public Health Functions to be exercised by NHS England. Guide Book For Programme Hubs And Screening Centres NHS Bowel Cancer Screening Programme, Version 3, 31 March 2008	
Kaye 1996; Guide book for Programme Hubs and Screening Centres - NHS Bowel Cancer Screening Programme Version 3 31 March 2008; Measures 1E-114-Manual for Cancer Services 2004. Guidelines for Communication and Breaking Bad News to Patients and Carers.	
Atkins WS, Saunders BP (2002) Gut 51:v6-v9 Department of Health, (2013). Public Health Functions to be exercised by NHS England. NHS BCSP Publication No 1 September 2007 Reporting Lesions in the NHS BCSP	

EQUALITY IMPACT ASSESSMENT

To be completed by the document owner and submitted to the appropriate committee for consideration and approval.

		Yes/No
1.	Does the document affect one group less or more favourably than another on the basis of:	
	Race	No
	Ethnic origins (including gypsies and travellers)	No
	Nationality	No
	Gender	No
	Culture	No
	Religion or belief	No
	Sexual Orientation	No
	Age	No
2.	Is there any evidence that some groups are affected differently?	No
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No
4.	Is the impact of the policy/guidance likely to be negative? If so can the impact be avoided?	No
5.	What alternatives are there to achieving the policy/guidance without the impact?	No
6.	Can we reduce the impact by taking different action?	No
7.	Other comments	

If you have identified a potential discriminatory impact of this key document, please refer it to Human Resources, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact Human Resources.

FINANCIAL IMPACT STATEMENT

To be completed by the document owner and submitted to the appropriate committee for consideration and approval.

		Yes/No
1.	Does the implementation of this document require any additional Capital resources	No
2.	Does the implementation of this document require additional revenue	No
3.	Does the implementation of this document require additional manpower	No
4.	Does the implementation of this document release any manpower costs through a change in practice	No
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	No
6.	Other comments	

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration by the Accountable Director before progressing to the relevant committee for approval