

Nurse Led patient Clinic

Key Document code:	WAHT-KD-021	
Key Documents Owner:	Emma Duggan/Felicity Eykyn	Bowel Cancer & Bowel Scope Screening Manager/Bowel Cancer Lead Nurse Specialist Screening Practitioner
Approved by:	Bowel Screening Operational Meeting	
Date of Approval:	24 th April 2017	
Date of review:	11 th February 2022	

Key Amendments

Date	Amendment	Approved by
19 th June 2019	Documents extended for 6 months whilst reviewed	Emma Duggan
11 th Feb 2020	Documents extended for 6 months whilst review and approval is processed	Emma Duggan
27 th July 2020	Documents extended for 6 months during COVID-19 period	QGC/Gold Meeting
1 st March 2021	Document extended for 6 months as per Trust agreement 11/02/2021	
16 th July 2021	Documents extended for 6 months whilst review and approval is processed	Emma Duggan/ Mr Stephen Lake

Introduction

Guidance to be used by all Specialist Screening Practitioners (SSPs) when conducting an SSP positive assessment clinic.

Pre-clinic Preparation

- Ensure all patients' notes are requested or available on EZ Notes
- Check BCSS appointment slots for clinic. Cross reference with the office diary to check for follow up patients.
- Check screening history on BCSS
- Ensure documentation for follow up patients is available.
- Ensure that all relevant documentation, leaflets and equipment are available to take to clinic:
 1. Patient list for clinic reception staff.
 2. Colonoscopy appointment letters
 3. Colonoscopy calendar (Online or printed)
 4. Bowel preparation and information letters (am and pm).
 5. Directions / maps.
 6. Patient assessment documents.
 7. Consent and procedure information leaflets, Endoscopy Admission Form.
 8. Height and weight conversion charts.
 9. Colonoscopy visual aid.
 10. BNF.
 11. Blood request forms
 12. Warfarin / Clopidogrel Guidelines.
 13. Diabetic guidelines.

Please note that the key documents are not designed to be printed, but to be used on-line. This is to ensure that the correct and most up-to-date version is being used. If, in exceptional circumstances, you need to print a copy, please note that the information will only be valid for 24 hours and should be read in conjunction with the key document supporting information and/or Key Document intranet page, which will provide approval and review information.

At clinic

- Give clinic list to reception staff.
 - Meet and greet patients; ask patients to confirm identity by giving full name, DOB and address; check if they wish relatives/friends to accompany them.
 - Complete BCSP dataset and assess fitness for colonoscopy.
 - Check prescribed medication.
 - Check patient's height / weight.
 - Order relevant blood tests.
 - Explain colonoscopy procedure to patient, including risks benefits, aftercare and alternative investigations where appropriate.
 - Discuss consent for colonoscopy procedure and provide consent form and information leaflet.
 - Offer colonoscopy date to patient within 2 weeks and confirm date and time on appointment letter.
 - Discuss the need for bowel preparation. Dispense bowel preparation, ensuring that the patient understands how and when to take it, instructions regarding diet modification and provide information leaflets. Ensure that patient understands the importance of increasing fluid intake whilst undergoing bowel preparation.
 - Provide any additional information regarding need to adjust medication where appropriate e.g diabetes, anticoagulants etc. Advise patients if medical opinion is required prior to colonoscopy.
-
- Ensure that the patient receives:
 1. Colonoscopy appointment details.
 2. Colonoscopy preparation instructions.
 3. SSP contact details.
 4. Information leaflets on healthy eating and bowel cancer symptom recognition.

On return to office

- Notify BCSP admin team of colonoscopy appointments booked if not already booked onto electronic calendar.
- Complete attendance information and colonoscopy assessment dataset on BCSS.
- Advance patient screening pathway on BCSS.
- Inform GP, specialist nurses, other as appropriate, regarding alterations to medications.
- For additional patient requirements, contact relevant professionals.