

Use of Patient Hospital Notes within BCSP

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Approved by:	Bowel Screening Operational Meeting	
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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

The purpose of this guideline is:

- To indicate when hospital notes should be requested for review by SSPs.
- To indicate how hospital notes will be made available for review by SSPs.
- To indicate when hospital notes should be available for a colonoscopy list.
- To indicate how hospital notes will be made available for a colonoscopy list.
- To outline who is responsible for ensuring hospital notes are available to all Health Care Professional caring for Bowel Cancer Screening patients.

Scope

This document applies to administrative staff and Specialist Screening Practitioners (SSPs) working within the Herefordshire & Worcestershire Bowel Cancer Screening Programme. It may also be used for reference by all staff in Worcestershire Acute Hospitals NHS Trust Endoscopy Units.

Patient Hospital Notes will be made available for SSP use prior to a positive assessment clinic and also for the appropriate Endoscopy Nursing Staff when a patient has a colonoscopy through the Bowel Cancer Screening Programme.

Worcestershire Acute Hospitals NHS Trust is now paperless, and therefore all patient hospital notes are available to view online through eZ Notes. Wye Valley Trust use paper hospital notes.

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.

**Bowel Cancer Screening Programme
WAHT-KD-021**

In the event that an SSP is required to take BCSP documentation containing patient personal identifiable details out of the Trust, the documentation will be transported in accordance with the Trust Corporate Records Management Documentation, Appendix 3 Records storage, retrieval and access.

Recording note preparation

A list of weekly clinical activities that require patient hospital notes is available in the BCSP Administration Assistants clinic prep area. Once note preparation has been started and once it has been completed, the relevant Administration Assistant will sign the record.

Positive Assessment Clinic

All patients registered with Worcestershire Acute Hospitals, who have attended for a hospital appointment or have had an inpatient episode since 2014 will have scanned patients' notes. These notes are available for SSPs to view online through eZ notes prior to patients attending a positive assessment clinic.

Herefordshire patients' hospital notes will be requested by the Bowel Cancer Screening Administration Team 2 day prior to clinic appointment. The request will be made to the Health Records Department at Hereford County Hospital, via email using an NHS.net account. Hospital notes will be delivered to the Fred Bulmer Unit (clinic location) on the morning of the patients' positive assessment clinic date for review by SSPs.

Once the SSP has reviewed Hospital notes, they should be returned to the Receptionist on the Fred Bulmer Unit at Hereford County Hospital.

ColonoscopyWorcestershire Royal Hospital

Patients who are having their colonoscopy investigation under the Bowel Cancer Screening Programme (BCSP) will have their eZ note event pack created by the BCSP Administration Team, following the procedure below. All patient event packs for each BCSP list will be banded together, along with 2 copies of the list of patient names printed from Unisoft GI Reporting Scheduler. Notes will be taken over to the Endoscopy Unit 1 day prior to the list date.

Following completion of the colonoscopy each patient event note will be sent by Endoscopy to Coding. Once the inpatient episode has been coded, the event note is then sent for scanning into the patients' eZ notes. The inpatient event note pack will then be available to view online by all Health Care Professionals.

Alexandra Hospital, Redditch

Patients who are having their colonoscopy investigation under the Bowel Cancer Screening Programme (BCSP) will have their eZ note event pack created by the BCSP Administration Team, following the procedure below. All patient event packs for each BCSP list will be banded together, along with two copies of the list of patient names printed from Unisoft GI Reporting Scheduler. Notes will post from the Administration Office at Worcestershire Royal Hospital to the Alexandra Hospital, Redditch at least 2 days prior to the list date.

Following completion of the colonoscopy each patient event note will be sent by Endoscopy to Coding. Once the inpatient episode has been coded, the event note is then sent for scanning into the patients' eZ notes. The inpatient event note pack will then be available to view online by all Health Care Professionals.

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**Bowel Cancer Screening Programme
WAHT-KD-021**

Hereford County Hospital

Patients who are having their colonoscopy investigation under the Bowel Cancer Screening Programme (BCSP) will have their medical notes prepared by the Health Records Department at Hereford County Hospital. The BCSP Administration Team will send an email; via NHS.Net to the Health Records Manager at Hereford County Hospital at least 1 say prior to the list date.

Following completion of the colonoscopy each patient event note will be sent by Endoscopy to Coding. Once the inpatient episode has been coded, the patients' hospital notes are returned to the Health Records Department at Hereford County Hospital.

Post Investigation Clinic

Hospital notes are not required for post investigation clinics.

Creating eZ Note Event Notes

- Open up eZ notes portal through the Worcestershire Acute Hospitals NHS Trust favourite on the internet page
- Look up patient via Patient Search.
- Tick box alongside patients name and click 'Create Forms – for 1 selected item'.
- Type '0176' in Code box and Endoscopy Event Note Pack will show.
- Place a tick next to the header sheet then add the Date and Speciality (Colorectal Surgery).
- For the clinic record the date is the colonoscopy date.
- Once you have added date and speciality (Colorectal Surgery), click print.
- Print 20 patient labels from Oasis
- File into Event Notes Folder (blue folder).

Filing of Bowel Cancer Screening Documentation

Any paperwork that is filled in by an SSP relating to the patients episode within BCSP will be kept by the SSPs in their office until the end of the patients screening episode, when it will be sent to BCSP Administration Staff for filing.

The Bowel Cancer Screening Programme is committed to moving towards paperless working. Therefore, when a positive assessment clinic record or endoscopy procedure record is filled in on the Bowel Cancer Screening System (BCSS) as live data, there will be no available paper copy to file in patient notes. In the event that all live data has been captured during the patients entire BCSP pathway, only a BCSP Discharge Letter to the GP will be filed in the patients' hospital notes.

The following documentation relating to a patient screening episode (where applicable or available) will be filed in patient hospital notes, any additional paperwork such as emails and Histology Reports printed from ICE will be discarded.

- BCSP Positive Assessment Clinic Record
- BCSP Procedural Record
- BCSP Discharge Letter to GP

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Bowel Cancer Screening Programme
WAHT-KD-021

Worcestershire Acute Hospitals NHS Trust

Patients with a Worcestershire Acute Hospital NHS Trust Hospital number will require their BCSP documentation scanned into their eZ notes. Once their episode is complete and the relevant SSP has passed the documentation to the BCSP Administration team, the team will follow the below process;

- Open the patients screening episode on the Bowel Cancer Screening System (BCSS)
- Check that all datasets relating to the patients screening episode have been completed (if they are not complete, the documentation will be returned to the relevant SSP for completion.
- Discard Histology Reports, Endoscopy Reports and emails

- Bring up the patients details on eZ notes
- Tick the box beside the patient name and select “Create Forms – for 1 selected item”
- Type “BCSP” in the name box and all BCSP eZ notes forms will appear
- Select the relevant forms required by placing a tick next to each form:
 - “BCSP Correspondence HS (WR4425)” for filing of correspondence, for example Discharge Letter
 - “BCSP OPC HS (WR4423)” for the BCSP positive assessment clinic record.
 - “BCSP Inpatient Daycase HS (WR4424)” for the BCSP procedural record.
- Print required forms on individual sheets of paper
- Each relevant form should be attached to the printed eZ notes header sheets, placing the staple where indicated on the header sheet
- The header sheet should then be completed with the name and extension number of the individual filing the paperwork and the date.
- Once complete, the documentation should be delivered by hand to the scan point in the red scanning bag.

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