

Bowel Cancer Screening Programme Guideline for arranging cross cover within the Bowel Cancer Screening Programme

This guidance does not override the individual responsibility of health professionals to make appropriate decision according to the circumstances of the individual patient in consultation with the patient and /or carer. Health care professionals must be prepared to justify any deviation from this guidance.

Introduction

This guideline outlines the method for arranging cross cover for Specialist Screening Practitioners and Screening Colonoscopists within the BCSP.

THIS GUIDELINE IS FOR USE BY THE FOLLOWING STAFF GROUPS :

Specialist Screening Practitioners (SSPs)
BCSP Administration Staff

Lead Clinician(s)

Mr S Lake

BCSP Screening Director

Approved by BCSP Operational Group on:

30th April 2019

This guideline should not be used after end of:

30th April 2021

Key amendments to this guideline

Date	Amendment	By:
November 2014	Document Created	Sian Webley
November 2014	Full review of document	Mr S Lake
August 2016	Inclusion of Screening Director cover arrangements	Sian Webley
November 2016	Full review of document Changes from paper copies of SSP annual leave to use of Employee Online/eRostering	Sian Webley
January 2019	Full review of document & amendments to the number of SSPs off at one time.	Felicity Eykyn

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.

Introduction

The purpose of this guideline is to set out the action required for arranging cross cover between the specialist screening practitioners and screening colonoscopists in the event of pre-planned leave e.g. annual leave or study leave.

Details of Guideline

Specialist Screening Practitioners (SSPs)

- **No more than 2** SSPs to be on annual leave at any given time, unless discussions taken place within the team (e.g. for odd days, annual leave of more than one SSP, may be possible).
- Where it is applicable for more than one SSP to attend a relevant study day, clinical activity to be rescheduled, where possible, to enable attendance.
- Cross cover for annual leave or study leave to be arranged when rota planned.
- All annual leave to be requested through employee online and discussed with Lead Nurse or **Programme Manager**.
- All annual leave and study leave to be recorded on wall planner located in BCSP office and on the eRostering system (automatically recorded once employee requests through employee online).

Colonoscopists

- Colonoscopists to ensure BCSP Programme Manager is advised of annual leave, with a minimum of 6 weeks notice.
- BCSP Programme Manager to update BCSP shared calendar to prevent patients being booked before cover is arranged.
- BCSP Programme Manager compiles list of BCSP endoscopy lists requiring cover.
- Email sent to all screening colonoscopists to ask for availability to provide cover.
- Endoscopy departments to be notified of cover arranged, or cancellation of list if cover not arranged.
- If cover cannot be arranged consider a list at another date and time which could be covered, to ensure capacity (see Guideline for Flexing Colonoscopy Capacity.)

Screening Director

- In the absence of the Screening Director, Dr R Ransford will act as Deputy for managerial decisions which affect the day to day running of the programme.
- For all other queries and decisions regarding the strategic management of the programme, the Divisional Medical Director, Julian Berlet should be contacted.