

**Bowel Cancer Screening Programme Standard Operating Procedure**

**Incident Reporting**

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

**Key Amendments**

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

**Introduction**

In accordance with the requirements of the Bowel Cancer Screening Programme (BCSP), all incidents should be managed by the NHS Bowel Cancer Screening Programme (NHSBCSP) Interim Guidelines for Managing Safety Incidents in the NHS Bowel Cancer Screening Programme and the NHS Screening Programmes Managing Safety Incidents in NHS Screening Programmes.

The Guidelines for Managing Safety Incidents in the NHS Bowel Cancer Screening Programme defines an incident in NHSBCSP as:

‘The term ‘incident’ in the NHS BCSP refers to any failure by a bowel cancer screening centre or programme hub that:

- Puts individuals at risk of inadequate screening, assessment, or treatment; or
- Puts staff at risk; or
- Leads to adverse public or media interest

Adverse Incidents (AVI) should be recorded and submitted to BCSP Quality Assurance and Commissioners using the AVI template and contact distribution list, available on the BCSP Shared Drive M:\Acute\Endoscopy\Bowel Cancer Screening Programme\AVI and Incidents.

Listed below are some example scenarios in which an AVI form should be submitted:

- Single Sex Breaches
- 30 minutes late commencing a screening list
- Cancellation of a clinic

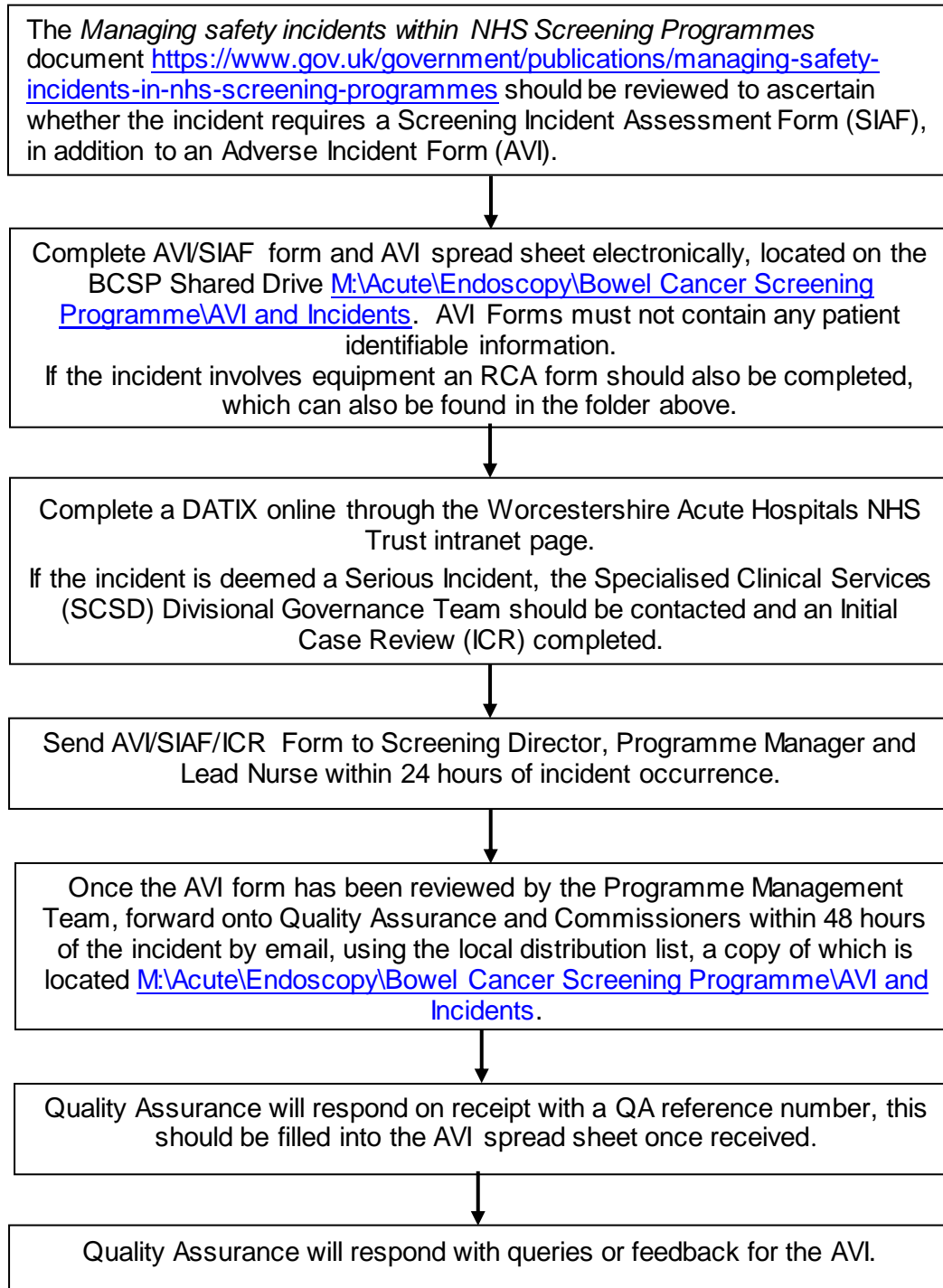
Please note that the key documents are not designed to be printed, but to be used on-line. This is to ensure that the correct and most up-to-date version is being used. If, in exceptional circumstances, you need to print a copy, please note that the information will only be valid for 24 hours and should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

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- No administrative cover
- IT systems down for over 30 minutes
- Failed colonoscopy
- Patient absconded
- Patient Falls
- Near misses e.g. post-polypectomy bleeding
- Specimens not labelled
- More than 1 set of hospital notes in endoscopy room
- Patient discharged from endoscopy unit prior to being seen by SSP
- Patients ignoring post-procedure instructions
- Vasovagal episode post-procedure
- Relatives taken unwell
- Administration of reversal agent required
- Adverse drug reactions
- Any incident which is required to be reported 'within trust'
- Aggressive patients
- Breaches of KPI standards
- Any Hub activity which will impact on the Screening Centre

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**Method**



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