

END19 Provide reports on endoscopic procedures

OVERVIEW

This standard covers providing reports of endoscopic procedures. Whether the endoscopic procedure is diagnostic or therapeutic, a report on it needs to be produced. The report will cover what procedures were undertaken, how they were undertaken and by whom, and the results of the procedure. Information relating to the procedure will need to be collated, according to organisational procedures. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

- 1.the ethics and responsibilities of practitioners, and relevant professional bodies, codes of conduct, and guidelines
- 2.evidence-based practice and its role in improving care
- 3.the legislation relating to the:
 - 1.role of practitioners and clinical practice
 - 2.health and safety
 - 3.the care of individuals, include impact of the Human Rights Act
 - 4.freedom of information and data protection
- 4.government and organisational policies relating to the provision of endoscopy
- 5.legislation and legal processes relating to consent
- 6.the principles of valid consent, including implied consent and expressed consent
- 7.the process and timing for obtaining valid consent during endoscopic procedures, and what to do if consent is withdrawn during procedures
- 8.the relevant national and organisational policies and guidelines on consent
- 9.statutory statements, living wills, advanced directives, and other expressions of an individual's wishes
- 10.established and new endoscopic procedures and techniques that are available for use with specific conditions
- 11.the equipment and accessories to be used with specific endoscopic procedures
- 12.the suitability of endoscopic procedures and techniques for specific groups of individuals
- 13.the risks and complications of specific endoscopic procedures and techniques
- 14.the guidelines and procedures for quality assurance, and evidence of effectiveness of specific endoscopic procedures
- 15.the methods to assess and monitor the individual during endoscopic procedures
- 16.national, organisational, and clinical requirements and guidelines for endoscopy

- reports, and data protection issues
- 17.the methods of recording and presenting information in different ways, including statistical, factual, and observational information
 - 18.the practitioners who require information on endoscopic procedures
 - 19.the needs of individuals and carers, including issues relating to dignity, confidentiality, and privacy
 - 20.the role, responsibilities, needs, and relationships between individuals and carers
 - 21.the services and assistance that the individual and their carers should be entitled to
 - 22.the type of information that is most useful to individuals and their carers, their rights to obtain it, and how they can access it
 - 23.how individuals and carers respond to endoscopic procedures
 - 24.national and local policies and guidelines relating to the management and effective use of endoscopy resources
 - 25.organisational management structures, roles, and responsibilities
 - 26.procedures, protocols, and pathways for liaising with individuals, carers, practitioners, departments, and agencies
 - 27.record keeping systems and policies
 - 28.how to provide feedback on services
 - 29.the procedures and methods relating to the coordination of inter-disciplinary and multi-disciplinary teams within and across services
 - 30.the role of different types of practitioners and agencies in providing an endoscopy service
 - 31.the services provided by relevant national, local, and voluntary social and health care agencies
 - 32.sources of authoritative information on endoscopic procedures, including evidence based information
 - 33.the centres of research and development on endoscopy, and the current issues and research debates
 - 34.information and educational resources for practitioners, individuals, and carers, and methods for accessing them
 - 35.journals, magazines, web-sites, and patient guidance notes and leaflets for specific endoscopic procedures
 - 36.voluntary organisations, charities, and interest groups relating to different conditions

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.respect the individual's rights and wishes relating to their consent, privacy, beliefs, and dignity
- 2.confirm who is to receive the reports of the endoscopic procedure
- 3.provide reports relevant to the individual and their condition, in accordance with any guidelines or requirements stated by those receiving the reports
- 4.identify the priority of the individual's requirements in the reports
- 5.ensure that follow up procedures for the individual are processed correctly
- 6.collate all reports relating to the endoscopic procedure and ensure that they are processed efficiently according to organisational procedures

- 7.respond to enquiries from practitioners on the progress of the reports with accurate information
- 8.maintain the confidentiality of information consistent with organisational procedures
- 9.keep accurate, legible, and complete records, and comply with all the relevant legal, professional, and organisational requirements and guidelines.

ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: HWB7 Interventions and treatments