

END07 Prepare individuals for endoscopic procedures

OVERVIEW

This standard covers the preparation of individuals undergoing endoscopic procedures. It is necessary to check the identity of the individual, and obtain consent. The individual requires support, information, and assistance during the procedure. It is also important to ensure the safety and security of the individual and their possessions throughout the procedure. 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 effects of communication difficulties on the provision of services to individuals, and role of carers and others in facilitating communication
- 2.the services available for dealing with communication issues, and types of communication aid that are available
- 3.the effects of sedation on memory
- 4.the ethics and responsibilities of practitioners, and relevant professional bodies, codes of conduct, and guidelines
- 5.evidence-based practice and its role in improving care
- 6.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
- 7.government and organisational policies relating to the provision of endoscopy
- 8.legislation and legal processes relating to consent
- 9.the principles of informed consent, including implied consent and expressed consent
- 10.the process and timing for obtaining informed consent during endoscopic procedures, and what to do if consent is withdrawn during procedures
- 11.the relevant national and organisational policies and guidelines on consent
- 12.statutory statements, living wills, advanced directives, and other expressions of an individual's wishes
- 13.the admission and discharge procedures for endoscopic procedures
- 14.the endoscopic procedures, equipment, and sedation that are used
- 15.the guidelines, precautions, and information offered to individuals undergoing endoscopic procedures
- 16.the stages of care and the roles of practitioners during endoscopic procedures

- 17.the needs of individuals and carers, including issues relating to dignity, confidentiality, and privacy
- 18.the role, responsibilities, needs, and relationships between individuals and carers
- 19.the services and assistance that the individual and their carers should be entitled to
- 20.the type of information that is most useful to individuals and their carers, their rights to obtain it, and how they can access it
- 21.how individuals and carers respond to endoscopic procedures
- 22.the use of drugs, including prophylactic antibiotics, during endoscopic procedures
- 23.the effects of specific medications, including risks, side effects, interactions, indications, and contra-indications
- 24.who can prescribe drugs, and guidelines and procedures for medication
- 25.how to identify medications, and how to check their suitability
- 26.how to administer different medications, and modalities preferred by different groups
- 27.national and local policies and guidelines relating to the management and effective use of endoscopy resources
- 28.organisational management structures, roles, and responsibilities
- 29.procedures, protocols, and pathways for liaising with individuals, carers, practitioners, departments, and agencies
- 30.record keeping systems and policies
- 31.how to provide feedback on services
- 32.the methods and procedures for referring individuals and for receiving referrals
- 33.the criteria and options for assessing and prioritising referrals and other referral actions
- 34.the practitioners and agencies normally involved in referrals, and sources of information on them
- 35.the types of referral enquiries that are received, and procedures for clarifying information
- 36.the procedures and methods relating to the coordination of inter-disciplinary and multi-disciplinary teams within and across services
- 37.the role of different types of practitioners and agencies in providing an endoscopy service
- 38.the services provided by relevant national, local, and voluntary social and health care agencies

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.provide support to the individual, and the carers they specify, to enable them to make informed choices throughout the preparations for the endoscopic procedure
- 3.ensure health and safety measures are implemented at all times when preparing the individual
- 4.confirm that the individual's identity and any other relevant information is consistent with the available records
- 5.ensure that the individual has provided the necessary consent for the procedure and

- that it is correctly recorded
6. check that the individual has complied with any preparation instructions
 7. enable the individual to ask questions and to seek clarification on any issues relating to the endoscopic procedure
 8. prepare the individual correctly according to the requirements of the endoscopic procedure being carried out
 9. provide assistance to the individual to prepare for the endoscopic procedure if requested
 10. ensure that personal articles are secured safely during the endoscopic procedure
 11. take prompt appropriate action in response to any problems which occur during the preparations
 12. 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: Core 3 Health, safety and security