

## SFHEND03

### Refer individuals for endoscopic procedures



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#### Overview

This standard covers the referral of individuals for endoscopic procedures. The referrer has to ensure that the appropriate referral information accompanies the referral. This information should contain details of the medical history and current symptoms of the individual, along with any other relevant information. The referral needs to be sent to the appropriate practitioners and agencies.

Users of this standard will need to ensure that practice reflects up to date information and policies.

## SFHEND03

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#### Performance criteria

*You must be able to:*

- P1 respect the individual's rights and wishes relating to their consent, privacy, beliefs, and dignity
- P2 provide support to the individual, and the carers they specify, to enable them to make informed choices throughout the referral process
- P3 review the individual's symptoms, co-morbidities, and any other relevant factors
- P4 provide advice to the individual on the options for managing their condition, and agree with them whether to proceed with a referral
- P5 refer the individual for an endoscopic procedure according to the established referral criteria
- P6 collate referral information that is relevant to the individual and their condition
- P7 provide referral information to other practitioners and services in accordance with any guidelines or requirements stated by those receiving the referral
- P8 identify the priority of the individual's requirements in the referral information
- P9 ensure that the referral information is processed effectively according to organisational procedures
- P10 keep accurate, legible, and complete records, and comply with all the relevant legal, professional, and organisational requirements and guidelines

## SFHEND03

### Refer individuals for endoscopic procedures

---

#### Knowledge and understanding

*You need to know and understand:*

- K1 the ethics and responsibilities of practitioners, and relevant professional bodies, codes of conduct, and guidelines
- K2 evidence-based practice and its role in improving care
- K3 the legislation relating to the:
  - K3.1 role of practitioners and clinical practice
  - K3.2 health and safety
  - K3.3 the care of individuals, include impact of the Human Rights Act
  - K3.4 freedom of information and data protection
- K4 government and organisational policies relating to the provision of endoscopy
- K5 aetiology, pathogenesis, and progress of specific conditions, including genetic or environmental factors
- K6 the anatomy, physiology, and pathology relevant to specific conditions
- K7 the methods for managing specific conditions
- K8 the short, medium, and long term effects of specific conditions on individuals and their carers
- K9 symptoms of specific conditions, and potential complications and outcomes
- K10 the signs of abnormalities revealed by endoscopic procedures
- K11 legislation and legal processes relating to consent
- K12 the principles of valid consent, including implied consent and expressed consent
- K13 the process and timing for obtaining valid consent during endoscopic procedures, and what to do if consent is withdrawn during procedures
- K14 the relevant national and organisational policies and guidelines on consent
- K15 of statutory statements, living wills, advanced directives, and other expressions of an individual's wishes
- K16 the admission and discharge procedures for endoscopic procedures
- K17 the endoscopic procedures, equipment, and sedation that are used
- K18 the guidelines, precautions, and information offered to individuals undergoing endoscopic procedures
- K19 the stages of care and the roles of practitioners during endoscopic procedures
- K20 the needs of individuals and carers, including issues relating to dignity, confidentiality, and privacy
- K21 the role, responsibilities, needs, and relationships between individuals and carers
- K22 the services and assistance that the individual and their carers should be entitled to
- K23 the type of information that is most useful to individuals and their carers, their rights to obtain it, and how they can access it

## SFHEND03

### Refer individuals for endoscopic procedures

---

- K24 how individuals and carers respond to endoscopic procedures
- K25 national and local policies and guidelines relating to the management and effective use of endoscopy resources
- K26 organisational management structures, roles, and responsibilities
- K27 procedures, protocols, and pathways for liaising with individuals, carers, practitioners, departments, and agencies
- K28 record keeping systems and policies
- K29 how to provide feedback on services
- K30 the methods and procedures for referring individuals and for receiving referrals
- K31 the criteria and options for assessing and prioritising referrals and other referral actions
- K32 the practitioners and agencies normally involved in referrals, and sources of information on them
- K33 the types of referral enquiries that are received, and procedures for clarifying information
- K34 the procedures and methods relating to the coordination of inter-disciplinary and multi-disciplinary teams within and across services
- K35 the role of different types of practitioners and agencies in providing an endoscopy service
- K36 the services provided by relevant national, local, and voluntary social and healthcare agencies
- K37 sources of authoritative information on endoscopic procedures, including evidence based information
- K38 the centres of research and development on endoscopy, and the current issues and research debates
- K39 information and educational resources for practitioners, individuals, and carers, and methods for accessing them
- K40 journals, magazines, web-sites, and patient guidance notes and leaflets for specific endoscopic procedures
- K41 voluntary organisations, charities, and interest groups relating to different conditions
- K42 the methods for recognising and identifying symptoms of specific conditions
- K43 the way symptoms can interact with each other, and how they can mask or be indications of other conditions
- K44 the way co-morbidities affect endoscopic procedures

## SFHEND03

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### Additional Information

#### External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB2 Assessment and care planning to meet health and wellbeing needs

## SFHEND03

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