

SFHEND04

Schedule endoscopic procedures for individuals



Overview

This standard covers the scheduling of endoscopic procedures. The scheduling needs to take account of the requirements of the individual undergoing the procedure, and balance these with the resources that are available, including the availability and the capabilities of the practitioners who undertake the procedure. All the appointment details have to be determined and confirmed.

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

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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 scheduling process
- P3 ensure that individual is provided with information on the relevant endoscopic procedure, and confirm that they are ready to undergo it
- P4 review all relevant information about the individual's situation
- P5 identify the practitioners who are available for delivering the endoscopic procedure
- P6 schedule the endoscopic procedure to make effective use of the available resources
- P7 schedule the delivery of the endoscopic procedure with all relevant practitioners and agencies, as agreed with the individual
- P8 agree with the individual all relevant appointment details according to organisational procedures
- P9 establish whether the individual requires any assistance to attend the appointment
- P10 keep accurate, legible, and complete records, and comply with all the relevant legal, professional, and organisational requirements and guidelines

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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 legislation and legal processes relating to consent
- K6 the principles of informed consent, including implied consent and expressed consent
- K7 the process and timing for obtaining informed consent during endoscopic procedures, and what to do if consent is withdrawn during procedures
- K8 the relevant national and organisational policies and guidelines on consent
- K9 statutory statements, living wills, advanced directives, and other expressions of an individual's wishes
- K10 the admission and discharge procedures for endoscopic procedures
- K11 the endoscopic procedures, equipment, and sedation that are used
- K12 the guidelines, precautions, and information offered to individuals undergoing endoscopic procedures
- K13 the stages of care and the roles of practitioners during endoscopic procedures
- K14 the needs of individuals and carers, including issues relating to dignity, confidentiality, and privacy
- K15 the role, responsibilities, needs, and relationships between individuals and carers
- K16 the services and assistance that the individual and their carers should be entitled to
- K17 the type of information that is most useful to individuals and their carers, their rights to obtain it, and how they can access it
- K18 how individuals and carers respond to endoscopic procedures
- K19 national and local policies and guidelines relating to the management and effective use of endoscopy resources
- K20 organisational management structures, roles, and responsibilities
- K21 procedures, protocols, and pathways for liaising with individuals, carers, practitioners, departments, and agencies
- K22 record keeping systems and policies
- K23 how to provide feedback on services
- K24 the procedures and methods relating to the coordination of inter-

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- disciplinary and multi-disciplinary teams within and across services
- K25 the role of different types of practitioners and agencies in providing an endoscopy service
- K26 the services provided by relevant national, local, and voluntary social and healthcare agencies
- K27 the length of time and resource requirements for specific endoscopic procedures
- K28 the methods for identifying the abilities, experience, and availability of different practitioners
- K29 the rights of individuals to services, including patient choice
- K30 the information systems for booking individuals
- K31 the type of support and information that individuals require in preparation for, and during, specific endoscopic procedures
- K32 sources of authoritative information on endoscopic procedures, including evidence based information
- K33 the centres of research and development on endoscopy, and the current issues and research debates
- K34 information and educational resources for practitioners, individuals, and carers, and methods for accessing them
- K35 journals, magazines, web-sites, and patient guidance notes and leaflets for specific endoscopic procedures
- K36 voluntary organisations, charities, and interest groups relating to different conditions

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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: G5 Services and project management

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Developed by	Skills for Health
Version number	1
Date approved	June 2010
Indicative review date	June 2012
Validity	Current
Status	Original
Originating organisation	Skills for Health
Original URN	END04
Relevant occupations	Health, Public Services and Care; Nursing and Subjects and Vocations Allie; Healthcare and Related Personal Services
Suite	Endoscopy
Key words	endoscopy