

Document Control

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Biopsy taking in Endoscopy Guideline			
Author			Author's job title
			Endoscopy Unit Deputy Manager
Directorate			Department
Clinical Support Services			Endoscopy Unit
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2.0	June 2018	Final	Amendment to Endoscopy safety Checklist.
Main Contact			
Acting Manager Endoscopy Unit North Devon District Hospital Raleigh Park Barnstaple, EX31 4JB			Tel: Direct Dial – 01271 349177 Tel: Internal – 3177 Email:
Lead Director			
Director of Operations			
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CONTENTS

Document Control	1
1. Purpose	3
2. Definitions	3
3. Responsibilities	3
4. Monitoring Compliance with and the Effectiveness of the Guideline	4
5. References	5
6. Appendix A – Biopsy taking in Endoscopy - flowchart	6
7. Appendix B– Endoscopy Safety Checklist	7

1. Purpose

The purpose of this document is to detail the process for the following general principles can be applied in order to improve:

- Patient safety

In accordance with best practice guidance and [Patient Safety Improvement Strategy](#).

This guideline applies to all consultant users all staff working within the endoscopy service. And must be adhered to. Non-compliance with this guideline may be for valid clinical reasons only. The reason for non-compliance must be documented clearly in the patient's notes.

2. Definitions

2.1. EUG: Endoscopy Users Group

2.2. GIN: Gastrointestinal Nursing

3. Responsibilities

3.1. (Lead Clinical for Endoscopy, Endoscopy Unit Manager, Endoscopists, and Scope Assistant.)

Role of Endoscopist & Scope Assistant designation

3.2. The Endoscopist & Scope Assistant Designation is responsible for:

Ensuring that prepare your equipment to include:

- Biopsy forceps
- Formalin pot
- Normal saline
- Galley pot
- Pipette
- Gauze
- Correct patient labels
- Histology form
- Specimen book
- Permanent Marker pen

Ensure the correct PPE is worn, before taking sample.

Once you start taking the biopsy, remove them from the galley pot first, which has the normal saline in:

Check the amount of biopsies, and confirm the location from where they were taken with the Endoscopist.

The Airway Nurse will record this in the patient's care plan in the biopsy section.

The Scope Assistant will now remove the biopsies to the formalin pot using the pipette.

.... Once the procedure has been completed the Scope Assistant will label the formalin pot with the correct patient labels and write on the label what the sample is.

The Endoscopist will then write the clinical details on the histology form. The Scope Assistant must always check this matches the details on the formalin pot. Record this information in the specimen book.

The Scope Assistant must check the specimens and histology form with the Endoscopist prior to sign out being completed.

Once biopsies have been checked, bag the pot and the form together and place in the red collection box until the list has finished. When list is completed the Scope Assistant will remove all specimens to the laboratory.

If taking multiple biopsies label the formalin pots with a marker pen as you go e.g. Pot 1, Pot 2 etc.

Role of Endoscopy Users Group (EUG)

3.3. The EUG Group is responsible for:

- Acting as Clinical Governance ...
- Ensuring that Guideline is adhered to for Patient safety.

4. Monitoring Compliance with and the Effectiveness of the Guideline

4.1. Scope Assistant signed Competent in Biopsy taking using GIN DOP's.

Process for Implementation and Monitoring Compliance and Effectiveness

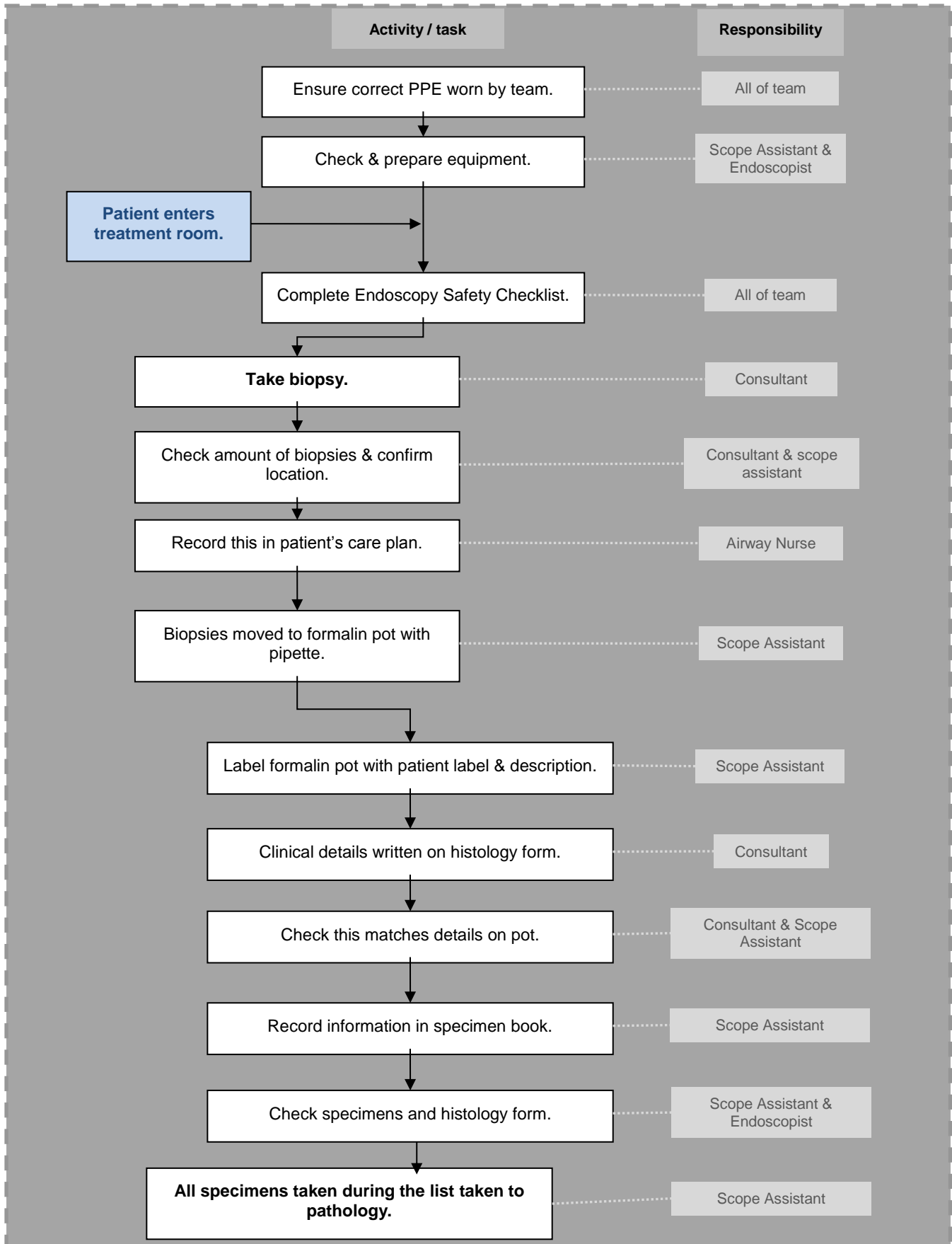
4.2.

- GIN DOP's
- Unit Manager
- Lead Clinician?
- Review cycle plus any policy amendments
- Where non-compliance is found, it must have been documented in the patient's medical notes. This monitoring will be via incident reports/complaints/ patient feedback.

5. References

- **5.1 World Health Organisation, Surgical Safety Checklist**
- Safe Surgery Saving Lives [www.who.int/patient surgery/safe surgery/safe surgery](http://www.who.int/patient_surgery/safe_surgery/safe_surgery)
- www.patientsafetyfirst.nhs.uk National Patient Safety Agency.

6. Appendix A – Biopsy taking in Endoscopy - flowchart



7. Appendix B– Endoscopy Safety Checklist

Endoscopy Safety CheckList

Patient Identification Label

Time out before scope insertion:

- Have all the team members introduced themselves? YES
- Has the patient confirmed their identity, intended procedure and consent signed? YES
- Does the patient have a known allergy? YES / NO
- Is the patient taking any Anticoagulants/ antiplatelet medication? YES / NO
- Are there any relevant Co-morbidities? YES / NO **PACEMAKER**
- METALWORK**
- All equipment required available and in date? YES
- Monitoring (IV access/O2 sats)? YES
- Care and transport in place if having sedation? YES / NO N/A

Sign out end of procedure:

- Samples labelled correctly? YES / N/A
- Nursing documentation complete? YES
- Are there any concerns/requirements for the recovery and post procedural management for this patient?

- Follow up Endoscopy referral forms completed? YES N/A
- Anti- coagulation to re start N/A

Nurse Name Nurse signature