

Please note the local reference for this work instruction is WISSP1.4

1. Introduction and Who Guideline applies to

This work instruction is to confirm the process and role of the Specialist screening practitioner (SSP) from Bowel Cancer Screening (BCS) involved in service support once a patient has attended clinic through the interval until date colonoscopy carried out.

2. Guideline Standards and Procedures

- The SSP will change any agreed procedure dates when requested by the patient or as required by the service. All necessary paperwork to be updated with new dates and paperwork moved into the correct folders. The SSP to inform admin of any changes.
- The SSP will provide telephone support and where necessary face to face contact support to provide any information/advice the patient may have to ensure safe preparation for the screening procedure.
- All patient contacts will be added to the BCSS episode notes.

3. Education and Training

Annual DOPS assessment. All screening staff made aware of SOPS and Work Instructions on induction and any changes/reviews are fed back to the team via email and at team meetings

4. Monitoring Compliance

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements
Cancer waiting times	PTL	K Steel	Weekly	CAB
Patient 30 day satisfaction questionnaire	Audit	A Bonner	On going	Team meetings

5. Supporting References (maximum of 3)

Bowel Cancer screening Service Specification No26

6. Key Words

Bowel cancer screening, support, colonoscopy

CONTACT AND REVIEW DETAILS	
Guideline Lead Claire Almen and Amanda Smith, Lead Specialist Screening Practitioners, UHL Bowel Cancer Screening	Executive Lead Alex Bonner UHL Bowel Cancer Screening Manager
Details of Changes made during review: General update on process from local work instruction to Trust format	