

SFHEND09 - SQA Code HC9E 04

Assist colleagues during endoscopic procedures



Overview

This standard covers assisting colleagues during endoscopic procedures. It is important to establish the role and responsibilities of different practitioners involved in the endoscopic procedure, and to assist them in a way that is appropriate for the activities they are undertaking. Information should be communicated clearly, and action taken at the appropriate time. Any requests are complied with promptly.

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

SFHEND09 - SQA Code HC9E 04

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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 ensure health and safety measures are implemented at all times when assisting colleagues to provide the endoscopic procedure
 - P3 establish the roles and responsibilities of all colleagues during the endoscopic procedure
 - P4 respond promptly to requests and directions from colleagues during the provision of the endoscopic procedure
 - P5 carry out activities within own limits of competence, according to the requirements of colleagues
 - P6 collaborate effectively and proactively to contribute to the work of colleagues
 - P7 communicate information to colleagues clearly, accurately, and at an appropriate time and place
 - P8 take prompt and appropriate action, in line with relevant organisational procedures, where the actions of colleagues are unclear or of concern
 - P9 keep accurate, legible, and complete records, and comply with all the relevant legal, professional, and organisational requirements and guidelines

SFHEND09 - SQA Code HC9E 04

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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 the 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 the 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-

SFHEND09 - SQA Code HC9E 04

Assist colleagues during endoscopic procedures

- 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

SFHEND09 - SQA Code HC9E 04

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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: HWB7 Interventions and treatments

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	