# Introduction to Clinical Services Department (CSD) guidelines

## Introduction

## CSD has produced a set of guidelines to be used in the department with the aim of standardizing care to ensure we are making the best use of the resources and facilities available to us and to help new doctors and nurses settle in.

This introductory document outlines some of the approaches that have been taken and lists abbreviations used in the guidelines

## General approach

As far as possible, CSD guidelines recommend the use of investigations and drugs available within the department. Where something is temporarily unavailable, it will have been included as if it were available.

Exceptions to this include:

* investigations which are available in country
* drugs which have a good evidence base and are easily accessible in country
* emergency interventions which are last ditch attempts to save a life and which might be available depending on the skill of the doctor on duty.

In general, it is assumed that most doctors will be able to do all the procedures referred to. If an individual is not experienced, then they can ask the consultants in the department for help.

Some specific procedures are not included as guidelines, but as formal SOPs. These are usually those that are necessary for research patients or that need standardized approaches. The latest version of each of these has been placed in a folder alongside the guidelines.

The guidelines provide support to nurses who see patients and prescribe as well as to doctors – including guidance on when patients should be referred from the care of a nurse to a doctor.

## Controlling guidelines

Please note that the guidelines are only controlled when they are viewed online. Any printed version is by definition uncontrolled and may not be the latest version.

All SOPs are only controlled when viewed on sharepoint (although in practice, as soon as they are updated the version in the guidelines’ folder is also updated).

## App

These guidelines are also available in app form for mobile phones.

## Abbreviations

|  |  |
| --- | --- |
| ºC | Degrees Celsius |
| µIU | Micro-international unit |
| µmol | Micromole |
| ABM | Acute bacterial meningitis |
| ACEi | Angiotensin converting enzyme inhibitor |
| ACS | Acute coronary syndrome |
| ACTH | Adreno-corticotropic hormone |
| AF | Atrial fibrillation |
| AFB | Acid fast bacilli |
| AFP | Alpha-fetoprotein |
| AKI | Acute kidney injury |
| ALT | Alanine aminotransferase |
| AM | Acute mastoiditis |
| AMI | Acute myocardial infarction |
| AMPLE | Allergies, medications, past medical history / pregnancy, last eaten, events |
| AOM | Acute otitis media |
| APTT | Activated partial thromboplastin time |
| ARBs | Angiotensin receptor blockers |
| ARF | Acute rheumatic fever |
| ART | Anti-retroviral therapy |
| ASD | Atrial septal defect |
| AST | Aspartate aminotransferase |
| AVSD | Atrioventricular septal defect |
| BD | Twice per day |
| BMI | Body mass index |
| BNF | British National Formulary |
| BP | Blood pressure |
| CCB | Calcium channel blocker |
| CCHD | Cyanotic congenital heart disease |
| CD4 | Cluster differentiation 4 |
| CHD | Congenital heart disease |
| CHF | Congestive heart failure |
| CKD | Chronic kidney disease |
| CKD-EPI | Chronic kidney disease – epidemiology collaboration |
| Cl | Chloride |
| CK | Creatinine kinase |
| CKMB | Creatine kinase Muscle Brain |
| CLD | Chronic liver disease |
| CM | Cryptococcal meningitis |
| CMV | Cytomegalovirus |
| COPD | Chronic obstructive pulmonary disease |
| CP | Cerebral palsy |
| Cr | Creatinine |
| CRP | C-reactive protein |
| CSD | Clinical services department |
| CSF | Cerebrospinal fluid |
| CT | Computed tomography |
| CXR | Chest X-ray |
| DCT | Direct Coombs test |
| DD | Developmental delay |
| DIP | Distal interphalangeal joints |
| DKA | Diabetic ketoacidosis |
| dl | decilitre |
| DM | Diabetes mellitus |
| Dr | Doctor |
| DSM-IV | Diagnostic and statistical manual of mental disorders – 4th edition |
| DTs | Delirium tremens |
| DVT | Deep vein thrombosis |
| ECG | Electrocardiogram |
| ECHO | Echocardiogram |
| EDTA | Ethylenediamine tetraacetic acid (anticoagulant) |
| EEG | Electroencephalogram |
| EFSTH | Edward Francis Small teaching hospital |
| eGFR | Estimated glomerular filtration rate |
| EMRS | Electronic medical record system |
| ENT | Ear, nose and throat |
| ESR | Erythrocyte sedimentation rate |
| F75 | Formula 75 – WHO formula for malnutrition with 75 kCal/100ml |
| F100 | Formula 100 – WHO formula for malnutrition with 100 kCal/100ml |
| FBC | Full blood count |
| FBS | Fasting blood sugar |
| FSGS | Focal segmental glomerulosclerosis |
| (f)T4 | (Free) thyroxine |
| (f)T3 | (Free) triiodothyronine |
| g | Gram(s) |
| GAS | Group A streptococcus |
| GCS | Glasgow coma scale |
| GDM | Gestational diabetes mellitus |
| GFR | Glomerular filtration rate |
| GI | Gastrointestinal |
| GORD | Gastro-oesophageal reflux disease |
| HAV | Hepatitis A virus |
| Hb | Haemoglobin |
| HbA1c | Haemoglobin A1c |
| HACEK | *Haemophilus aphrophilus, Actinobacillus actinomycetemcomitans , Cardiobacterium hominis, Eikenella corrodens, Kingella kingae* |
| HBsAg | Hepatitis B surface antigen |
| HBV | Hepatitis B virus |
| HCC | Hepatocellular carcinoma |
| HCG | Human chorionic gonadotropin |
| HCO3 | Bicarbonate |
| HCV | Hepatitis C virus |
| HDL | High density lipoprotein |
| HDU | High dependency unit |
| HELLP | Haemolysis, elevated liver enzymes, low platelet count |
| HHS | Hyperglycaemic hyperosmolar state |
| Hib | *Haemophillus influenzae b* |
| HIV | Human immunodeficiency virus |
| HP / H pylori | Helicobacter pylori |
| HR | Heart rate |
| hr | Hour |
| HSV | Herpes simplex virus |
| HTN | Hypertension |
| Hz | Hertz |
| ICP | Intracranial pressure |
| IE | Infective endocarditis |
| im | Intramuscular |
| INR | International normalised ratio |
| ITU | Intensive therapy unit |
| IV | Intravenous |
| K | Potassium |
| kg | Kilogram |
| l | Litre |
| LA | Left atrium |
| LBP | Lower back pain |
| LFTs | Liver function tests |
| LGV | Lymphogranuloma venereum |
| LP | Lumbar puncture |
| L-R | Left to right |
| LRI | Lower respiratory infection |
| LV | Left ventricle |
| MC&S | Microscopy, culture and sensitivities |
| MCD | Minimal change disease |
| mcg | Microgram |
| MCV | Mean cell volume |
| MEWS | MRC early warning score |
| mEq | Milliequivalent |
| mg | Milligrams |
| ml | Millilitres |
| mm3 | Millimetre cubed |
| mmHg | Milimetres of mercury |
| mmol | Millimole |
| mOsm | Milliosmole |
| MPS | Mucopolysaccharidoses |
| MR | Mitral regurgitation |
| MRC | Medical research council |
| MRI | Magnetic resonance imaging |
| MRSA | Methicillin-resistant *staphylococcus aureus* |
| MST | Morphine slow release tablets |
| MUAC | Mid upper arm circumference |
| Na | Sodium |
| NPO | Nil per oral |
| NS | Nephrotic syndrome |
| NSAIDs | Non-steroidal anti-inflammatory drugs |
| NSTEMI | Non-ST elevation myocardial infarction |
| O2 | Oxygen |
| OA | Osteoarthritis |
| OCP | Oral contraceptive pill |
| OD | Once per day |
| OM | Osteomyelitis |
| OM | Otitis media |
| OME | Otitis media with effusion |
| OPD | Outpatient department |
| P | Plasmodium |
| PA | Pulmonary artery |
| PCR | Polymerase chain reaction |
| PCV | Packed cell volume |
| PDA | Patent ductus arteriosus |
| PE | Pulmonary embolism |
| PEFR | Peak expiratory flow rate |
| PID | Pelvic inflammatory disease |
| PIP | Proximal interphalangeal joints |
| PO | Per oral |
| PR | Per rectum |
| PR | Pulse rate |
| PRN | As required |
| PS | Pulmonary stenosis |
| PSA | Prostate specific antigen |
| PUD | Peptic ulcer disease |
| QDS | Four times per day |
| QRISK | Q research cardiovascular risk score |
| qSOFA | Quick sequential organ failure assessment score |
| RDT | Rapid diagnostic test (for malaria) |
| RF | Rheumatoid factor |
| RHD | Rheumatic heart disease |
| RNA | Ribonucleic acid |
| ROSIER | Recognition of stroke in the emergency room |
| RPR | Rapid plasmin reagent |
| RR | Respiratory rate |
| RTA | Road traffic accident |
| RTUF | Ready to use food |
| RVOTO | Right ventricular outflow tract obstruction |
| SA | Septic arthritis |
| SAAG | Serum ascites albumin gradient |
| SAH | Subarachnoid haemorrhage |
| SBP | Spontaneous bacterial peritonitis |
| sc | Subcutaneous |
| SCORTEN | Severity of illness score for toxic epidermal necrolysis |
| SIADH | Syndrome of inappropriate anti-diuretic hormone |
| SJS | Stevens-Johnson syndrome |
| SLE | Systemic lupus erythematosus |
| SOP | Standard operating procedure |
| SpO2 | Oxygen saturations |
| SSRI | Selective serotonin reuptake inhibitor |
| Stat | Statim (Instantly/Immediately) |
| STEMI | ST elevation myocardial infarction |
| STI | Sexually transmitted infection |
| SZREC | Sheikh Zayed regional eyecare centre |
| T or Temp | Temperature |
| TB | Tuberculosis |
| TB4 | Tuberculosis combination tablets with 4 drugs |
| TBW | Total body water |
| TDD | Total daily dose |
| TDS | Three times per day |
| TEN | Toxic epidermal necrolysis |
| TM | Tympanic membrane |
| TOF | Tetralogy of Fallot |
| TPHA | Treponema pallidum hemagglutination assay |
| TSH | Thyroid-stimulating hormone |
| U | Units |
| UA | Unstable angina |
| U&Es | Urea and electrolytes |
| UK | United Kingdom |
| URTIs | Upper respiratory tract infections |
| US | Ultrasound |
| UTI | Urinary tract infection |
| VDRL | Venereal disease research laboratory test |
| VLCFA | Very long chain fatty acids |
| VSD | Ventricular septal defect |
| WHO | World health organisation |
| WHZ | Weight for height Z score |
| XR | X-ray |

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