

## Standard Operating Procedure (SOP)

SOP Title	<b>Process to follow when moving patients' medical notes in and out of the Gynae Consulting rooms in OPD (including Colposcopy) and GATU</b> <b>Process to follow when checking patient specimens following a procedure in OPD (including Colposcopy) and GATU procedure</b>		
SOP Number	041		
Care Group	Women and Children's Care Group		
Version Number	3		
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Author	Lynn Atkin		
Approved by	Gynaecology Governance meeting		
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Distribution	Gynaecology medical teams and OPD/GATU nursing teams		
Location	Gynaecology Services		

Document Control				
Version	Date	Author	Status	Comments
1	June 2016	Lynn Atkin/Mr M Underwood/Tracy Rowson	Final	
2	June 2017	Lynn Atkin/Steph Roberts	Approved	Updated in response to Datix incident
2.1	September 2018	Lynn Atkin	Approved	Reviewed with no changes – date extended
2.2	September 2018	Lynn Atkin	Approved	Minor changes to Appendix 1 – additional comment lines
3	6 <sup>th</sup> November 2023	Reviewed by Holly Hardiman	Approved	Full review. Ratified at Gynae Governance.

SOP Objectives	<ul style="list-style-type: none"> <li>• To ensure the safe movement of patients medical records in/out of clinic rooms</li> <li>• To ensure the correct process is followed when checking the labelling of specimens and forms in the OPD/GATU setting</li> </ul>
Scope	To ensure zero errors when labelling specimens (including form and specimen pot).
Performance Measures	<ul style="list-style-type: none"> <li>• Review of Datix reporting system</li> </ul>

Number	Brief	Responsibility
1	The Gynae Services Procedure Checklist needs to be undertaken at the beginning of each session and with each individual patient consultation if there is a plan to undertake an invasive procedure. ( Appendix One)	Nursing and Medical team
2	Only the relevant set of medical notes for patient undergoing consultation and/or procedure should be in the clinic room at any one time	Nursing and Medical team
3	All specimens and previous patient data including medical notes must be removed from the clinic room before the next patient enters the room	Nursing and Medical team
4	Process for checking specimens: <ul style="list-style-type: none"> <li>• All specimens will be checked by two members of staff</li> <li>• The specimen will be verbally checked between two Nursing staff members and the patient.</li> <li>• The check will include cross reference of the patient's detail on the specimen/s and the patient label on the specimen form against the patient's medical records.</li> <li>• The check will include patients name, date of birth and registration number.</li> <li>• For Colposcopy and Hysteroscopy – the first checker will be a Registered Nurse</li> </ul>	Nursing and Medical team
5	The checking of specimens must be undertaken/ completed by two members of staff for each individual specimen	Nursing team
6	Training and completion of the training record documentation will be led by the Operational manager for OPD/GATU (Appendix 3)	Operational manager for OPD/GATU
7	Failure to adhere to the above may result in disciplinary action.	Nursing and Medical team

## Gynae Services Procedure Safety Checklist (V4– Sep 2019)

Confirmed with doctor and nurses present in the room prior to starting the procedure

**Chaperone:**  Accepted  Declined  
**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Time:** \_\_\_\_ : \_\_\_\_  
**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Location:**  GATU  GOPD  Colp  GW

Patient Label:

## The following questions are to be directed to the patient

Can you confirm:

- Your name
- DOB
- What procedure you are expecting to have today.
- Have you given consent?
  - Yes  If yes, is this verbal consent  or written consent
  - No
- Have you been informed of the risks, and benefits of the procedure?

Yes  No

Are you, or is it possible that you are, pregnant?

No Yes  If yes, consultant input required

N/A Post Menopause

N/A Other Reason \_\_\_\_\_

Do you have any known allergies?

No Yes  detail: \_\_\_\_\_

Are you on any anticoagulant therapy such as Warfarin, Tinzaparin, Dabigatran Etxilate, Apixaban, Edoxaban, Rivaroxaban or Clopidogrel?

No Yes  If yes, consultant input required

## Surgeon to answer the following questions

Is there risk of excessive bleeding?

No Yes  If yes, surgeon input required

Are antibiotics required?

No  Yes If yes, have they been prescribed and given? Yes 

Is appropriate resus equipment available if needed?

Yes No  If no, do not proceed with case

## To the Surgeon

Are there any unusual or critical events anticipated?

No  Yes \_\_\_\_\_

## To the Nursing Team

Has sterility been confirmed?

Yes No  Action taken: \_\_\_\_\_

Are there equipment issues or any concerns?

No Yes  Action taken: \_\_\_\_\_

## At the end of procedure the Nurse verbally confirms:

## Completion of:

Name of procedure recorded Yes  No  N/A Instruments count correct Yes  No  N/A Swabs & cotton balls count correct Yes  No  N/A Needle & blade count correct Yes  No  N/A Specimen labelling (read specimen labels aloud, including patient's name) Yes  No  N/A Specimen checked by: Yes  No  N/A 

Name &amp; Signature 1. \_\_\_\_\_

Name &amp; Signature 2. \_\_\_\_\_

Any equipment problems to be addressed? Yes  No  N/A 

If yes, please detail \_\_\_\_\_

## To the Surgeon

Are there any concerns for recovery management of this patient?

No  Yes ANY ADDITIONAL COMMENTS  
PLEASE COMPLETE ON THE BACK OF THIS FORM

Nursing Staff signature \_\_\_\_\_ Print name: \_\_\_\_\_

Surgical Staff signature \_\_\_\_\_ Print name: \_\_\_\_\_ GMC Number: \_\_\_\_\_

## **APPENDIX ONE – Gynae Procedure Checklist**

## **Additional comments**

## **Patients Requiring LocSSIPs:**

- Procedures
    - Novasure Ablation
    - Myosure Polypectomy
    - Hysteroscopy
    - Essure Hysteroscopic Sterilisation.
    - Colposcopy.
    - Removal and insertion of IUCD & IUS
    - Out Patient Cystoscopy.
    - Drainage/incision of a Bartholin's / labial Abscess
    - Suturing of a wound
  - Biopsies
    - Cervical Smear
    - Cervical, vaginal or vulval biopsy
    - Endometrial Biopsy (Pipelle)
    - Removal of endo-cervical Polyps.
  - Removal of Products of Conception