

Standard Operating Procedure (SOP)

SOP Title	Diathermy Loop Excision (Including guidance for setting up Colposcope and Camera system)		
SOP Number	053		
Care Group	Women and Children's Care Group		
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Document Control				
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1	June 2016	Mr M Underwood Dr Blackmore Lynn Atkin	Final	
2	July 2019	Mr M Underwood Dr Blackmore Lynn Atkin	Approved	Format changed and information updated
3	June 2024	Mr M Underwood Louise Duce Sr Claire Carr Sr Heidi Davies	Live	Format changed and information updated, Including equipment photos. Ratified in Gynae and Fertility Clinical Governance 20 th May 2024

SOP Objectives	To provide guidance on the process to be followed when using equipment to provide Diathermy Loop Excision, including setting up the Colposcope and camera system.
Scope	Indication: Diathermy Loop Excision is used for the treatment of cervical intraepithelial Neoplasia.
Performance Measures	Review of Datix reporting system

Number	Brief	Responsibility
	<u>Health Care Assistant and Registered Nurse's role (Prior to commencement, during and at the end of the procedure)</u>	
1	<ul style="list-style-type: none"> • HCA's/RGN's are responsible for ensuring the procedure room is cleaned and stocked daily • Prepare colposcopy procedure room/ Trolley (Appendix One, a & b) • Perform hand hygiene and put on apron • Clean colposcopy trolley using multi surface detergent wipes • For each patient open a sterile wound care dressing pack and pour in 5mls of Acetic Acid and 5mls of Iodine into the disposable tray. • For each patient, place 5 x cotton wool balls, 5 x swabs and cotton-tipped buds on trolley • For each patient, use a pair of sponge holders • For each patient, ensure sterile chimney speculum available in different sizes • Place KY jelly on the trolley • For each patient, ensure disposable bowl is in place on colposcopy couch with a small sterile sheet and non-sterile gloves • RGN to place 3 ampoules of Citanest, syringe holder and needle onto the trolley (wiping needle with a small sterile wipe) • Anyone using the room to carry out the procedure must ensure safe disposal of sharps and correct disposal of any equipment used • On completion of the procedure the room should be left clean and tidy 	HCA/ RGN

	<u>SETTING UP THE COLPOSCOPE AND CAMERA SYSTEM</u>	
1	<p><u>COLPOSCOPE (Appendix Two)</u></p> <ul style="list-style-type: none"> • Plug the colposcope plug into the socket on the camera stack • Switch on button on the main body • If a bulb change is required : unscrew the housing compartment, then slide cover from bulb housing, unhook bulb and change for a new bulb, recover housing. (new bulbs can be ordered from EBME) • Attach the camera system using the lead from the colposcope to the camera box and the attachment to the colposcope is secure. • Colposcope is to be cleaned before and after use with sani-cloth wipes. • Store unplugged in treatment room with the colposcope cover on. 	HCA/ RGN
2	<p><u>CAMERA SYSTEM AND STACK (Appendix 3)</u></p> <ul style="list-style-type: none"> • Plug into the electricity supply and switch ON in sequence: • Visual Display Unit (Monitor) – switch in bottom left-hand corner • Camera Box (Olympus digital Processor) – switch on bottom left-hand corner • Photography box (Sony video printer) – switch on bottom left-hand corner • Perform a white Balance test. • Attach camera lead for the colposcope to camera box. Ensure correct linage before pushing into the socket. • Ensure enough photo paper is in for printing. • (To Change paper for photography push in tray to release it 	

	<p>Put new photo paper in and change old ink cartridge for a new one and push cartridge unit back into box.</p> <ul style="list-style-type: none"> • To alter colour image on the monitor screen, use the buttons on front of the visual display unit. • Wipe down with sani-cloth wipes before and after use. Store unplugged in treatment room 	
	<u>PATIENT</u>	
1	Act as patient's advocate throughout procedure offering support and keep patient informed at all times regarding what is happening during the procedure	Colposcopist and Registered Nurse

2	Prior to commencing the procedure, ensure patient has given written consent and is fully aware on the purpose of the procedure. Ensure patient is comfortable on the colposcopy couch (Appendix 4)	Colposcopist and Registered Nurse
3	Ask patient if she has a pacemaker, metal prosthesis, pins or plates or any other metal work	Colposcopist and Registered Nurse
4	Ask patient to remove any vulval piercings.	Colposcopist and Registered Nurse
5	Place diathermy pad on appropriate area of the body (mainly thigh) avoiding pacemaker, metal prosthesis, pins, plates and any other metal work	Registered Nurse
6	Position patient and pass the local anaesthetic (Citanest 3%) to the Colposcopist when requested, checking expiry date on cartridge and correct loading of dental syringe.	Registered Nurse
7	Prepare formalin pots, labelling and checking as per agreed SOPS	Registered Nurse and HCA Staff
	<u>SETTING UP DIATHERMY MACHINE, EXTRACTOR UNIT AND PROCESS TO FOLLOW DURING THE PROCEDURE</u>	
1	<ul style="list-style-type: none"> • Plug in both machines (Appendix 5) • Plug in diathermy machine. • Switch on machine. • Open diathermy pencil. • Plug into slot • Offer choice of speculum to Colposcopist with smoke extraction tube and attach to extractor machine (Appendix 6) • Offer choice of loop sizes and ball from shelf on the trolley. All loops and balls are sterile and single use. • Remove cutting tip from the pencil and replace with selected loop. • Check with Colposcopist what setting they require the machine set too. Cut is set at "H" (High) Gem, alternatively the cut options can be changed to "Blend Button" for a slower cutting and additional haemostasis at the Colposcopist Request • Coag control should be set at 55 "Coag 1" • The bipolar should be set at "Macro" (Appendix 7) 	Registered Nurse

	<ul style="list-style-type: none"> Activate diathermy and suction (once indicated by Colposcopist) Reassure the patient of the noises they are about to hear, and confirm with the Colposcopist the cut, coag and bi-polar settings are appropriate. Once cervical tissue removed, Change the loop to the diathermy ball. Once the procedure is complete, unplug the extraction tubing and diathermy equipment and disregard into clinical waste. Ensure the equipment is cleaned according to operational instructions. Record each use of the extraction filter onto the whiteboard, (The filter needs changing AFTER 10 USES) Check Patient details is the correct label on the specimen pot 	
2	Record the procedure in the log book, re-check specimen with another RGN or HCA and all is signed according to local SOP.	Colposcopist, Nursing and HCA staff
3	Post treatment advice will be given to the patient (refer to patient information leaflet).	Colposcopist, Nursing and HCA staff
4	If the patient has any issues post treatment, primarily encourage patient to sit and recover on the couch in the procedure room. Offer a glass of water.	Nursing and HCA staff
5	Transfer patient to recovery area, offer refreshments. Only complete a base line set of observations if the patient felt unwell during or after the procedure.	Nursing and HCA staff
6	On discharge from the clinic ensure the patient is given a procedure information leaflet or scanned the QR code available.	Nursing and HCA staff

APPENDIX ONE (A)

Clinical equipment check list for LLETZ trolley



APPENDIX ONE (B)

- Trolley
- Wound care sterile dressing pack (plastic tray/ gallipot, orange bag, blue small sterile sheet, 5 swabs)
- Non-sterile gloves
- Plastic apron
- 5 x Cotton wool balls
- Cotton tipped buds
- Sponge holder
- KY jelly
- Local anaesthetic x3
- Syringe holder
- Syringe needle

APPENDIX TWO

Colposcope



APPENDIX 3

Camera system and stack.



APPENDIX 4.

Colposcopy Couch



APPENDIX 5

Extractor machine (Left of photo) Diathermy machine (Right of photo)



APPENDIX 6

Extractor Machine



APPENDIX 7

Diathermy Machine

