

**Standard Operating Procedure (SOP)**

SOP Title	<b>Diathermy Loop Excision (Including guidance for setting up Colposcope and Camera system)</b>		
SOP Number	053		
Care Group	Women and Children's Care Group		
Version Number	3		
Effective Date	20 <sup>th</sup> May 2024	Review Date	May 2027 <i>(or earlier in response to Datix Incidents or a change in National Guidance)</i>
Author	Mr Martyn Underwood / Louise Duce / Sr Claire Carr / Sr Heidi Davies		
Approved by	Gynaecology Clinical Governance Meeting		
Approval date	20 <sup>th</sup> May 2024		
Distribution	Colposcopy/Gynae OPD/GATU, Nursing and Medical teams		
Location	Gynaecology Women's Services		

Document Control				
Version	Date	Author	Status	Comments
<b>1</b>	June 2016	Mr M Underwood Dr Blackmore Lynn Atkin	Final	
<b>2</b>	July 2019	Mr M Underwood Dr Blackmore Lynn Atkin	Approved	Format changed and information updated
<b>3</b>	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 <sup>th</sup> 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	<b>Indication:</b> Diathermy Loop Excision is used for the treatment of cervical intraepithelial Neoplasia.
Performance Measures	Review of Datix reporting system

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

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

	Put new photo paper in and change old ink cartridge for a new one and push cartridge unit back into box. <ul style="list-style-type: none"> <li>• To alter colour image on the monitor screen, use the buttons on front of the visual display unit.</li> <li>• Wipe down with sani-cloth wipes before and after use. Store unplugged in treatment room</li> </ul>	
	<b><u>PATIENT</u></b>	
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 <b>(Appendix 4)</b>	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
	<b><u>SETTING UP DIATHERMY MACHINE, EXTRACTOR UNIT AND PROCESS TO FOLLOW DURING THE PROCEDURE</u></b>	
1	<ul style="list-style-type: none"> <li>• Plug in both machines <b>(Appendix 5)</b></li> <li>• Plug in diathermy machine.</li> <li>• Switch on machine.</li> <li>• Open diathermy pencil.</li> <li>• Plug into slot</li> <li>• Offer choice of speculum to Colposcopist with smoke extraction tube and attach to extractor machine <b>(Appendix 6)</b></li> <li>• Offer choice of loop sizes and ball from shelf on the trolley. All loops and balls are sterile and single use.</li> <li>• Remove cutting tip from the pencil and replace with selected loop.</li> <li>• 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</li> <li>• Coag control should be set at 55 "Coag 1"</li> <li>• The bipolar should be set at "Macro" <b>(Appendix 7)</b></li> </ul>	Registered Nurse

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Once cervical tissue removed, Change the loop to the diathermy ball.</li> <li>• Once the procedure is complete, unplug the extraction tubing and diathermy equipment and disregard into clinical waste.</li> <li>• Ensure the equipment is cleaned according to operational instructions.</li> <li>• Record each use of the extraction filter onto the whiteboard, (The filter needs changing <b>AFTER 10 USES</b>)</li> <li>• Check Patient details is the correct label on the specimen pot</li> </ul>	
<b>2</b>	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
<b>3</b>	Post treatment advice will be given to the patient (refer to patient information leaflet).	Colposcopist, Nursing and HCA staff
<b>4</b>	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
<b>5</b>	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
<b>6</b>	On discharge from the clinic ensure the patient is given a procedure information leaflet or scanned the QR code available.	Nursing and HCA staff

### 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

