

Bronchoscopy: Team Members' Roles & Responsibilities (Respiratory Therapy)

Site Applicability

St. Paul's Hospital, Mount Saint Joseph Hospital

Practice Level

Respiratory Therapist, Registered Nurse, Physician

STAFF ROLE & RESPONSIBILITY:

Respirologist:

- Books procedures - SPH
 - Outpatient via Pacific Lung clerk
 - Inpatient via request in Cerner; RN/RT enter info on daily slate in Cerner
- Books procedures – MSJH
 - Outpatient via Surgical Daycare
 - Inpatient via Surgical Daycare
- For inpatients, ensures ward is aware of scheduled procedure time and that Cerner PowerPlan for Bronchoscopy is completed
- Arrives on time for procedure and notifies bronchoscopy suite staff if running late
- Completes pre-procedure checklist Bronchoscopy Time-Out Sheet in the presence of RN and RT (laminated copy kept in suite)
- Performs procedure
- Cleans up equipment used for thoracentesis and chest tube insertion post procedure
- Ensures post-procedures orders and specimen requisitions are complete
- Follows up with ward if inpatient procedure is cancelled for any reason

Respirology Fellow – (*SPH only*):

- Works with Bronchoscopy RN/RT to schedule inpatients for attending Respirologist
- In collaboration with the attending Respirologist on call, ensures inpatient ward is aware of scheduled procedure time and that pre-procedure orders are written and bloodwork is ordered as needed
- Arrives on time for procedure and notifies bronchoscopy suite staff if running late
- Completes pre-procedure checklist in the presence of RN and RT

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- Performs Bronchoscopy/Thoracentesis/Chest tube insertion with supervision of attending Respiriologist
- Cleans up equipment used for thoracentesis and chest tube insertion post procedure
- In conjunction with attending Respiriologist, ensures post procedure orders and specimen requisitions are complete
- Follows up with ward when in-patient procedures are cancelled

Respiratory Therapist:

- Obtains respiratory related medications required for bronchoscopy procedures
- Sets up table, scopes, and other equipment according to case type
- Completes pre- and post-procedure inspection of scopes for appropriate sterilization and damage
- Assists physicians with bronchoscopies and collection of specimens
- Ensures bronchoscopy specimens are labeled and requisitions are filled out accordingly
- Ensures lab samples arrive in Cytology and makes note of any time sensitive specimens
- Completes pre-clean of scopes post procedure and prepares soiled equipment for transport to MDRD (GI MDRD at SPH)
- Follows-up with Ward RT if inpatients require additional oxygen or are at risk for respiratory decompensation post procedure
- Maintains bronchoscopes ensuring proper storage, transport, and sterilization/disinfection protocols are adhered to
- Participates in the update of the Bronchoscopy Suite Policies and Procedures to ensure that current standards of practice are followed
- Completes PSLs in collaboration with bronchoscopy RN as necessary for quality assurance purposes
- May be delegated to provide relief to critical care areas as workload permits – SPH only
- Brings specimens to the lab, particularly time-sensitive specimens – MSJH only
- Manages EBUS/bronchoscopy pictures and other data and performs regular data file transfers from Endoworks to secured network drive – SPH only
- Orders supplies and specialty equipment for the bronchoscopy suite and manages ICU branch supplies – SPH only
- Checks reprocessing date of EBUS scopes and sends for reprocessing as indicated – SPH only
- Assists with all bronchoscopy procedures including linear and radial EBUS procedures in the suite as well as those performed by Respiriology in other critical care areas – SPH only
- Assists with all interventional bronchoscopy procedures in the OR – SPH only

Registered Nurse:

- If bronchoscopy to occur out of suite but still performed by Respiriology, bronchoscopy RN assists critical care RN as required; the Critical care RN will document in Cerner
- Checks for patient history/allergies/blood work prior to each case
- Coordinates inpatient procedures with ward
- Sets up room for bronchoscopy
- Sets up room for thoracentesis/chest tube
- Obtains RN-related medications required for procedures including narcotics from the locked safe and emergency medications from the green emergency cart. Wastes/disposes any unused medications appropriately.
- Notifies attending physicians and fellows when patients are in suite and ready for procedures
- Provides pre/post procedure education for patients
- Provides procedural sedation during cases
- Recovers patients post procedure as per [procedural sedation protocol](#)
- Ensures post procedure orders are complete
- Organizes inpatient transport back to ward with unit ward aide
- Picks up grey scope bins each morning from GI clinic cleaning room – SPH only
- Picks up the narcotics key from the Pharmacy Department on Level 1 Providence Building – SPH only
- Ensure thoracentesis/chest tube specimens are labeled and requisitions are filled out accordingly – SPH only
- Restocks chest tube trays and thoracentesis kits from MDRD as needed/as used – SPH only
- Will re-order stock of narcotics from Pharmacy weekly – SPH only
- Checks green emergency cart monthly (1st of month) – SPH only
- Updates Bronchoscopy suite staff board each week – SPH only

RN/RT Shared Responsibilities:

- Coordinates and communicates with physician in scheduling inpatient bronchoscopies
- Monitors and stocks all supplies and specialty equipment for the bronchoscopy suite
- Completes Biomed requisition for damaged equipment and documents damage in the Bronchoscope Repair Log as required
- Enters patient information into Endoworks program
- Attends regular Bronchoscopy Team Meetings
- Participates in QI/QA initiatives
- Puts away towels and gowns that are delivered every Monday – SPH only

- Fax order request for bronchoscopy related medications (other than narcotics) from Pharmacy once a week – SPH only
- Pages 24-hour porter to ensure soiled equipment brought to GI MDRD promptly for cleaning and sterilization – SPH only
- Maintains the bronchoscopy suite stats and records research bronchoscopies in Excel spreadsheet – SPH only
- Ensures all computers, screens and monitors are turned off and that the isolation gowns and transport carts are moved back into suite at the end of the day – SPH only

MSSU Porter – (SPH only):

- Brings specimens to the lab, particularly time-sensitive specimens

24-Hour Porter – (SPH only):

- 604-000-2052
- Secondary (back-up) porter to the Medicine units'
- Transports soiled scopes to GI MDRD

Medicine Porters – (SPH only):

- Responsible for transport of medicine patients to and from the bronchoscopy suite
 - 7AB: 34934
 - 7CD: 34505
 - 8A/8C: 34929

RT Site Leader:

- Resource for issues unable to be resolved at the suite level

Professional Practice Leader:

- Overall operational responsibility for the bronchoscopy suite at SPH
- Oversees RT coverage of bronchoscopy procedures at MSJ
- Resource for issues unable to be resolved at the suite level

Patient Care Manager

- Oversees RN coverage of the bronchoscopy suite and provides support to RN for nursing-related issues
- Overall operational responsibility for the endoscopy/bronchoscopy suite at MSJ

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