

## Overview

This standard covers assisting colleagues during endoscopic procedures. It is important to establish the role and responsibilities of different practitioners involved in the endoscopic procedure, and to assist them in a way that is appropriate for the activities they are undertaking. Information should be communicated clearly, and action taken at the appropriate time. Any requests are complied with promptly.

All actions and decisions should be carried out in accordance with current legislation, organisational policies, clinical protocols, and professional standards relevant to endoscopic practice.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

## Performance criteria

### *You must be able to:*

- P1. identify and agree the roles and responsibilities of yourself and others in accordance with organisational protocols and team coordination procedures for endoscopic practice.
- P2. communicate with the individual, ensuring the approach is appropriate to the individual's understanding, preferences and needs
- P3. communicate with key people in line with organisational communication guidelines and accessibility standards
- P4. respect the individual's rights and wishes relating to their privacy, beliefs, and dignity
- P5. respond promptly and safely to requests and directions from colleagues during the endoscopic procedure
- P6. ensure health, safety and infection control measures are implemented at all times in accordance with current legislation, organisational policies, and endoscopy specific safety protocols.
- P7. collaborate effectively and proactively to contribute to the work of colleagues
- P8. complete all relevant documentation, including any potential look back exercises, records and reports required for assisting colleagues during endoscopic procedures

## Knowledge and understanding

### *You need to know and understand:*

K1. the current legislation, local guidelines, policies, procedures, and protocols which relevant to your work practice and to which you must adhere

K2. the scope and limitations of your own competence, responsibilities and accountability, as it applies to your role

K3. how to access and interpret all relevant work instructions and information

K4. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability

K5. the hazards and risks which may arise during the execution of your work role and how you can minimise these

K6. how to adapt communication styles in ways which are appropriate to the needs of the individual in accordance with equality legislation and communication policies.

K7. the correct use of any equipment and PPE to protect the health and safety of you and others

K8. principles and practice of the correct decontamination and storage procedures for endoscopes

K9. the principles, practice and procedures associated with informed consent

K10. the services, assistance and information to which the individual and their carers are entitled

K11. the admission and discharge procedures

K12. the principles and practice of endoscopic non-technical skills

K13. the signs and symptoms of complications

K14. the stages of care and the roles of practitioners during endoscopic procedures

K15. how individuals respond to endoscopy procedures and how to communicate any

post-procedural care needs.

K16. the role of different types of agencies in providing an endoscopy service

K17. how to complete and safely store all relevant documentation in accordance with organisational requirements

SFHEND09



Assist colleagues during endoscopic procedures

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