**Chapter B9 –** **Endoscopy and Day Surgery Services**

1. **Basic Information**

|  |  |
| --- | --- |
| Name of Service |       |
| Location of Service |       |
| Scope of Service |       |
| Operating hours |       |
| 24-hour emergency service is available | Choose an item. |
| Number of bronchoscopy rooms  |       |
| Number of procedure rooms (excluding bronchoscopy rooms) |       |
| Number of rooms with specialized ventilation  |       |
| Number of day beds / chairs (exclude recovery beds) |       |
| Number of recovery beds / chairs |       |
| Age limit of patients |       |

1. **Medical Practitioner-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Nurse-in-charge**

|  |  |
| --- | --- |
| Name in English |       |
| Name in Chinese |       |
| Post Title |       |
| Qualifications |       |

1. **Staffing**
	1. Manpower\* (including the Nurse-in-charge)

|  | **Rank** | **No.** |
| --- | --- | --- |
| Resident medical practitioner |       |       |
|  |       |       |
| Nurse |       |       |
|  |       |       |
|  |       |       |
| Others | HCA |       |
|  |       |       |
|  |       |       |

*\* “Proposed manpower” for new hospital*

* 1. Other requirements

|  |  |
| --- | --- |
| 1. A registered nurse who has been trained in this specialty is available at all times as the duty nurse-in-charge to supervise nursing care of the service
 | Choose an item. |
| 1. Nurses who have received training relevant to the operation of this service / specialty are assigned to provide care and support to the patient
 | Choose an item. |
| 1. There is an appropriate number of suitably qualified and experienced staff in attendance during each surgical or endoscopic procedure
 | Choose an item. |
| 1. Staffing arrangements for monitoring of patients undergoing procedural sedation, general anaesthesia or major regional anaesthesia are in accordance with the relevant guidelines published by the Hong Kong Academy of Medicine and its colleges, where applicable
 | Choose an item. |
| 1. A medical practitioner or registered nurse trained in post-anaesthetic care takes charge of the operation of the recovery area. Staff working in the recovery area are trained for their respective roles
 | Choose an item. |

1. **Physical Conditions**

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| 1. The ceiling, walls and floors are made from materials that can be easily cleaned and disinfected as needed to meet infection control requirements
 | Choose an item. |
| 1. The premises are provided with ventilation system appropriate to the procedure in which it is conducted and to prevent the spread of airborne infectious disease and to minimise surgical site infection
 | Choose an item. |
| 1. The ventilation systems are regularly inspected and maintained to ensure effective functioning for patient and staff safety
 | Choose an item. |
| 1. Documentation of repair and maintenance of the systems is kept
 | Choose an item. |

1. **Critical or Major Equipment**
	1. Equipment list *(e.g. anaesthetic machines, endoscopes, automated reproccessor, ultrasonic cleanser)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
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*# Not applicable for new hospital*

* 1. Other requirements

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| 1. Monitoring and recovery of patients who have received sedation or major regional or general anaesthesia takes place in an area that is adequately equipped in accordance with relevant guidelines published by the Hong Kong Academy of Medicine and its colleges
 | Choose an item. |
| 1. There is a proper system of documentation to ensure regular monitoring of the cleanliness / sterility of endoscopes and accessories and surgical instrument
 | Choose an item. |
| 1. All equipment is installed, operated, maintained and calibrated according to manufacturer’s recommendation
 | Choose an item. |
| 1. There are operating manuals and procedures for use of equipment
 | Choose an item. |
| 1. There are procedures and schedules for cleaning, disinfection and decontamination of equipment
 | Choose an item. |
| 1. Staff using medical equipment have completed training in the safe and proper use of the equipment
 | Choose an item. |
| 1. There is preventive maintenance schedule established for all critical or major equipment
 | Choose an item. |

1. **Reprocessing of Endoscopes** *(applicable for Endoscopy Service only)*

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| --- | --- |
| There is reprocessing of endoscopes:*(If no, please choose “NA” for items (a) to (i))*  | Choose an item. |
| 1. Endoscopes and accessories (including all channels and valves) are thoroughly cleaned
 | Choose an item. |
| 1. Endoscopes, accessories and goggles are disinfected by a high level disinfectant. Where applicable, endoscopes and accessories are disinfected or sterilised according to manufacturer’s instructions
 | Choose an item. |
| 1. Endoscopes are rinsed thoroughly until it is free from disinfectant and according to manufacturer’s instructions. Rinsing is performed prior to forced air drying or storage
 | Choose an item. |
| 1. Test used for checking residual disinfectant
 |       | Frequency |       |
| 1. There is a system to regularly monitor the effectiveness of disinfection of endoscopes and accessories with documentation
 | Choose an item. |
| 1. Endoscopes are stored hanging in a dry and well-ventilated area with valve and channel caps removed
 | Choose an item. |
| 1. If endoscopes are stored horizontally, there is alarm-monitored continuous air flow through each channel
 | Choose an item. |
| 1. Reprocessing is performed once the maximum allowable storage time has passed
 | Choose an item. |
| 1. In reprocessing of endoscopes, reference is taken from occupational safety and health guidelines issued by the Labour Department, including Chemical Safety in the Workplace - Guidance Notes on Safe Use of Chemical Disinfectants
 | Choose an item. |

1. **Service Delivery and Care Process**

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| 1. There are written policies and procedures on service delivery and care process which include:
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| 1. patient identification and checking of consent forms
 | Choose an item. |
| 1. verification processes to ensure correct patient, surgical site and procedure
 | Choose an item. |
| 1. counting of items used during the operations, such as swabs, needles, blades and other operative instruments and supplies, and what to do if items cannot be accounted for
 | Choose an item. |
| 1. aseptic practices
 | Choose an item. |
| 1. infection control measures
 | Choose an item. |
| 1. means of obtaining help in case of emergency
 | Choose an item. |
| 1. pre-operative / pre-procedural assessment
 | Choose an item. |
| 1. monitoring patient undergoing sedation or general anaesthesia or major regional anaesthesia
 | Choose an item. |
| 1. documentation of procedures
 | Choose an item. |
| 1. specimen handling
 | Choose an item. |
| 1. storage, cleaning, decontamination, disinfection and sterilisation of surgical instrument and equipment
 | Choose an item. |
| 1. use of single-use devices
 | Choose an item. |
| 1. radiation protection
 | Choose an item. |
| 1. patient discharge, including discharge criteria, and care after discharge
 | Choose an item. |
| 1. There are written pre-operative procedures and guidelines for patients receiving day surgery / endoscopy, including:
 |
| 1. provision of appropriate information and advice to a patient on the procedure to be performed before obtaining his / her consent
 | Choose an item. |
| 1. fasting
 | Choose an item. |
| 1. medication
 | Choose an item. |
| 1. post-operative care and discharge (e.g. a responsible adult to escort patient home after deep sedation, major regional anaesthesia or general anaesthesia)
 | Choose an item. |
| 1. arrangement for inpatient care on post-operative complications where necessary
 | Choose an item. |
| 1. There are written post-operative policies and procedures, including instructions to the patient on the following:
 |
| 1. pain relief
 | Choose an item. |
| 1. bleeding
 | Choose an item. |
| 1. care of surgical site
 | Choose an item. |
| 1. possible complications
 | Choose an item. |
| 1. advice on effects of sedation / anaesthesia
 | Choose an item. |
| 1. a contact telephone number for making enquiry
 | Choose an item. |
| 1. If the service is operated by a separate entity in the hospital, mechanism exists to monitor the quality of services provided by the entity
 | Choose an item. |