## *B2 Endoscopic Procedure*

## 1 Particulars of the service

|  |  |
| --- | --- |
| Scope of service |       |
| Operating hours |       |
| Recovery | No of beds/ chairs:       |
| Are paediatric patients admitted? | [ ]  Yes[[1]](#footnote-1) | [ ]  No |
| Sedation performed includes deep sedation or above[[2]](#footnote-2)? | [ ]  Yes[[3]](#footnote-3) | [ ]  No |

## 2 Medical practitioner in-charge

|  |  |  |
| --- | --- | --- |
| Is the medical practitioner in-charge of the endoscopy service same as the Chief Medical Executive (CME)? | [ ]  Yes | [ ]  No |

|  |
| --- |
| If no, please complete the following information for the medical practitioner in-charge: |
| Name in English |      (Surname) |      (Given names) |
| Name in Chinese |      (Surname) |      (Given names) |
| Qualifications |       |
| Telephone number |      (Daytime) |      (Emergency) |
| E-mail address |       |

## 3 Nurse-in-charge (if applicable[[4]](#footnote-4))

|  |  |  |
| --- | --- | --- |
| Name in English |      (Surname) |      (Given names) |
| Name in Chinese |      (Surname) |      (Given names) |
| Qualifications |       |

## 4 Staffing

|  |  |
| --- | --- |
|  | Number of staff |
| Nurse | RN:       | EN:       |
| Clinic assistant |       |
| Others (please specify): |  |
|       |       |

## 5 Procedural sedation

|  |  |  |
| --- | --- | --- |
| Is procedural sedation performed in the facility? | [ ] Yes (Please proceed to section 5.2) | [ ] No (Please proceed to section 5.1 then section 6) |

## 5.1 Staffing for procedure without any sedation or anaesthesia

|  | **Evidence to substantiate compliance** |
| --- | --- |
| 1. There is at least one personnel with relevant training or experience and who is fully conversant with the equipment used, in each procedure room to assist in the endoscopic procedures
 | [ ] Yes | [ ] No | Staff qualification/ credentialing policy |

## 5.2 Staffing for procedural sedation

(Please proceed to section 6 if no procedural sedation is performed)

|  | **Evidence to substantiate compliance** |
| --- | --- |
| 1. For each endoscopic procedure, in addition to the medical practitioner responsible for the procedure, there is:
 |  |  |
| 1. an appropriately trained staff in monitoring vital signs and procedural complications
 | [ ] Yes | [ ] No | Duty roster |
| 1. technical/ nursing assistance as required
 | [ ] Yes | [ ] No | Duty roster |
| 1. Competency requirements set out by Hong Kong Academy of Medicine (HKAM) for medical practitioners responsible for the sedation and staff assisting in sedation process are met
 | [ ] Yes | [ ] No | Staff qualification/ credentialing policy |

## 5.3 Facilities and equipment related to procedural sedation

| All procedures are performed in a location equipped with: | **Evidence to substantiate compliance** |
| --- | --- |
| 1. source of oxygen and suitable devices for administering oxygen to spontaneously breathing patients
 | [ ] Yes | [ ] No | Oxygen supply |
| 1. source of oxygen with a suitable delivery system, a means of inflating the lungs, a supply of drugs for resuscitation, and a range of intravenous equipment and fluids for cardiopulmonary resuscitation
 | [ ] Yes | [ ] No | Resuscitation equipment and drugs |
| 1. drugs for the reversal of benzodiazepines and opioids
 | [ ] Yes | [ ] No | Drugs |
| 1. a tilting operating table, trolley or chair with ready access for induction and recovery of sedation
 | [ ] Yes | [ ] No | Venue for induction and recovery |
| 1. pulse oximeter and devices for the monitoring of vital signs
 | [ ] Yes | [ ] No | Equipment |
| 1. an ECG and a defibrillator
 | [ ] Yes | [ ] No | Equipment  |

## 5.4 Monitoring and recovery for procedural sedation

|  | **Evidence to substantiate compliance** |
| --- | --- |
| 1. All patients are monitored continuously with pulse oximetry, which must give off visual and audible alarms when appropriate limits are transgressed
 | [ ] Yes | [ ] No | Equipment |
| 1. There is end-tidal carbon dioxide monitoring with capnography for patients where there is high risk of sudden unexpected loss of consciousness or when loss of consciousness has already occurred
 | [ ] Yes | [ ] No | Equipment  |
| 1. There are regular recordings of pulse rate, oxygen saturation and blood pressure throughout the procedure in all patients
 | [ ] Yes | [ ] No | Form/ record |
| 1. Patient is monitored for an appropriate duration after the procedure in an area adequately equipped and staffed for recovery care and monitoring of patients
 | [ ] Yes | [ ] No | Form/ record/ document |
| 1. Patient discharge is authorized by the medical practitioner providing the sedation after adequate assessment, or by another medical practitioner with proper delegation and handover
 | [ ] Yes | [ ] No | Form/ record/ document |
| 1. A set of standard discharge criteria is adopted to facilitate a consistent and reliable assessment and a safe discharge
 | [ ] Yes | [ ] No[ ] NA | Form/ document/ record |

## 6 Critical or major equipment

**(e.g. endoscopic instruments, monitoring and resuscitation equipment, automated reprocessor, ultrasonic cleanser)**

| Type of equipment | Quantity | Schedule of maintenance as per the manufacturer’s recommendation | Date of last serviced |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

## 7 Reprocessing of endoscopes

|  | **Evidence to substantiate compliance** |
| --- | --- |
| 1. Average number and rank of staff assigned for reprocessing of endoscopes per day:
 |       | Duty roster |
| 1. Disinfection or sterilisation of endoscopes is performed according to manufacturer’s instruction
 | [ ] Yes | [ ] No | Document/ record |
| 1. Endoscopes and accessories (including all channels and valves) are thoroughly cleaned
 | [ ] Yes | [ ] No | Site environment |
| 1. Endoscopes, accessories and goggles are disinfected by a high level disinfectant. Where applicable, endoscopes and accessories are sterilised according to manufacturer’s instructions
 | [ ] Yes | [ ] No | Document/ record |
| 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
 | [ ] Yes | [ ] No | Site environment |
| 1. There is mechanism to monitor the reprocessing process for endoscopes and accessories
 | [ ] Yes | [ ] No | Document/ record |
| 1. There is a functionally separate area for reprocessing of endoscopes
 | [ ] Yes | [ ] No | Site environment |
| 1. Endoscopes are stored in a clean and well ventilated storage environment with valve and channel caps removed. If endoscopes are stored horizontally, there is alarm-monitored continuous air flow through each channel
 | [ ] Yes | [ ] No | Site environment |
| 1. Reprocessing is performed once the maximum allowable storage time has passed
 | [ ] Yes | [ ] No | Record |
| 1. Records for every endoscope being reprocessed is kept
 | [ ] Yes | [ ] No | Record |

## 8 Policies and procedures

| Written policies and procedures on the following are in place: | **Evidence to substantiate compliance** |
| --- | --- |
| 1. staffing arrangements for endoscopic procedures and anaesthesia
 | [ ] Yes | [ ] No | Duty roster |
| 1. informed consent
 | [ ] Yes | [ ] No | Consent form |
| 1. checking of consent forms before endoscopic procedures
 | [ ] Yes | [ ] No | Form/ record |
| 1. pre-procedural assessment
 | [ ] Yes | [ ] No | Form/ record |
| 1. pre-procedural instructions (e.g. fasting, medication) and care
 | [ ] Yes | [ ] No | Form/ notice |
| 1. accomplishment of pre-procedural preparation before endoscopic procedures
 | [ ] Yes | [ ] No | Form/ record |
| 1. verification processes before endoscopic procedures, including time-out
 | [ ] Yes | [ ] No | Form/ record |
| 1. counting of items used during the procedures and what to do if items cannot be accounted for
 | [ ] Yes | [ ] No | Form/ record |
| 1. documentation of procedures
 | [ ] Yes | [ ] No | Form/ record |
| 1. patient discharge and care after discharge:
 |  |  |  |
| * 1. discharge criteria
 | [ ] Yes | [ ] No | Form/ record |
| * 1. discharge instructions and advice
 | [ ] Yes | [ ] No | Notice |
| * 1. arrangements for enquiries or assistance outside operating hours
 | [ ] Yes | [ ] No | Notice |
| 1. arrangement for post-procedural complications (e.g. arrangement for inpatient care)
 | [ ] Yes | [ ] No | Document |
| 1. infection control
 | [ ] Yes | [ ] No | Document |
| 1. emergency transfer of patient to hospital
 | [ ] Yes | [ ] No | Document |
| 1. review of appropriateness of patient care and monitoring of clinical performance and outcomes (e.g. complication, emergency transfer, unanticipated hospital admission)
 | [ ] Yes | [ ] No | Document |

## 9 Resuscitation and contingency

|  | **Evidence to substantiate compliance** |
| --- | --- |
| 1. Emergency medications are stored in a designated and easily accessible area in the facility
 | [ ] Yes | [ ] No | Site environment |
| 1. Viability of emergency medications are regularly checked
 | [ ] Yes | [ ] No | Document |
| Frequency: | Every       month(s) |
| 1. There are staff-to-staff communication systems for emergency in the procedure room and recovery area
 | [ ] Yes | [ ] No | Document |
| 1. Drills for emergency transfer
 | [ ] Yes | [ ] No | Drill/ record |
| Frequency: | Every       month(s) |

1. Therapeutic gastrointestinal endoscopy for children aged under 12 years old can only be performed in hospitals. [↑](#footnote-ref-1)
2. Please refer to the *Guidelines on Procedural Sedation* published by the Hong Kong Academy of Medicine for definitions of sedation-related states. [↑](#footnote-ref-2)
3. If sedation involving deep sedation or above, please complete “Part B7 Anaesthetic procedure” of this Report. [↑](#footnote-ref-3)
4. Requirement of nurse-in-charge is applicable for a facility equipped with operating room. [↑](#footnote-ref-4)