

Please note the local reference for this work instruction is WISSP1.8

### **1. Introduction and Who Guideline applies to**

This work instruction is to confirm the process and roles of all staff involved in Bowel Cancer Screening (BCS) who at the 1<sup>st</sup> positive appointment clinic identify the patient will be on holiday when the next available appointment is offered for a test.

All patients who attend BCS are on a cancer exclusion pathway so should have their investigation and have results in line with national cancer waiting times targets.

A date and time for procedure, should be within 14 days to meet the NHSBCSP standards – but waiting times should be kept to a minimum in support of other national standards

### **2. Guideline Standards and Procedures**

Once pre assessment has been completed with the patient and colonoscopy discussed (if appropriate) then the patient will be offered an appointment date and time for next available colonoscopy slot.

If the participant is going on holiday, the SSP should record the first available procedure date offered on BCSS.

If the patient will be travelling within 2 weeks of accepting a colonoscopy date the patient will be advised that the colonoscopy could only be diagnostic because patients should not travel within 2 weeks of a polypectomy therefore if a polyp is found they would need a repeat procedure. Patients to be made aware that they may wish to inform their insurers if travelling abroad that they have an investigation pending but that this is their choice and we cannot advise on their individual insurance circumstances.

The SSP will confirm the risks when endoscopic mucosal resection (EMR) / polypectomy is performed and that travel especially air travel, should not be taken.

If the participant declines a diagnostic colonoscopy a further date should be offered and agreed which is convenient. The SSP must check blood results to ensure that these remain acceptable for the agreed date or give the participant a further blood request form for U & Es and give instruction for a further blood test to be performed within the 3 month timescale of the agreed screening procedure. The participant will be informed that bowel cleansing preparation will only be sent once the latest U &Es are confirmed by the screening centre.

If the patient is going on holiday for 3 months or longer and are not willing to agree a date for the screening procedure, the patient should be informed that their screening episode will be closed as the patient has declined and it will be their responsibility to contact the screening centre once they have returned to the uk to arrange their screening investigation. Their episode can be re opened and a procedure booked once up to date bloods are available.

The SSP will ensure that the patient is given Bowel Cancer Awareness literature and contact details for the screening centre.

The SSP will document all relevant information in the participant's episode notes.

### **3. Education and Training**

Annual DOPS assessment. All screening staff made aware of SOPS and Work Instructions on induction and any changes/reviews are fed back to the team via email and at team meetings

#### **4. Monitoring Compliance**

<b>What will be measured to monitor compliance</b>	<b>How will compliance be monitored</b>	<b>Monitoring Lead</b>	<b>Frequency</b>	<b>Reporting arrangements</b>
Decline investigation	Audit	A Bonner	Annual	BCS Annual audit meeting
Cancer waiting times	PTL	K Steel	Weekly	CAB

#### **5. Supporting References (maximum of 3)**

NHS Bowel Cancer Screening Programme Version 3 31 March 2008

Bowel Cancer screening Service Specification No26

#### **6. Key Words**

Bowel cancer screening, patients holiday

<b>CONTACT AND REVIEW DETAILS</b>	
<b>Guideline Lead</b> Claire Almen and Amanda Smith, Lead Specialist Screening Practitioners, UHL Bowel Cancer Screening	<b>Executive Lead</b> Alex Bonner UHL Bowel Cancer Screening Manager
<b>Details of Changes made during review:</b> General update on process from local work instruction to Trust format	