

## Role of the Specialist Screening Practitioner (SSP) during and following the screening Endoscopic procedure

<b>Key Document code:</b>	WAHT-KD-021	
<b>Key Documents Owner:</b>	Emma Duggan	Bowel Cancer & Bowel Scope Screening Manager
<b>Approved by:</b>	Directorate Governance Meeting	
<b>Date of Approval:</b>	06 Aug 2025	
<b>Date of review:</b>	06 Aug 2028	

### Key Amendments

Date	Amendment	Approved by
19 <sup>th</sup> June 2019	Documents extended for 6 months whilst reviewed	Emma Duggan
11 <sup>th</sup> Feb 2020	Documents extended for 6 months whilst review and approval is processed	Emma Duggan
27 <sup>th</sup> July 2020	Documents extended for 6 months during COVID-19 period	QGC/Gold Meeting
1 <sup>st</sup> March 2021	Document extended for 6 months as per Trust agreement 11/02/2021	
16 <sup>th</sup> July 2021	Documents extended for 6 months whilst review and approval is processed	Emma Duggan/ Mr Stephen Lake
November 2022	Document approved with no changes	SCSD Governance Meeting
July 2025	Full review – no changes	E Duggan

### Introduction

This guideline outlines the role of the Specialist Screening Practitioner (SSP) during and following screening endoscopic procedures.

### Details of Guideline

#### Pre-Procedure

- Introduce yourself to the patient.  
**N.B.** Endoscopy nurses are responsible for confirming patient ID, admitting and identifying any changes in health/medication since SSP assessment.
- Provide support, where necessary, for patient during the consent process.
- Inform Colonoscopist of patient **Alert Information** highlighted on Colonoscopy Assessment Dataset during WHO checklist.

#### Peri-Procedure

- Attend colonoscopy procedure **for data collection only - All data to be inputted live onto the BCSS**. The endoscopy nurses are responsible for the care of the patient pre-, peri- and post-procedure.

- Ensure that data collection is completed regarding endoscopic findings and therapeutic interventions.
- Check that all histology specimen(s) pots, photographs and request forms are labelled with a Bowel Cancer Screening sticker and that a endoscopy report/ICE request is attached to specimen. (Assisting endoscopy nurse responsibility)

### Post-Procedure

- Inform patient of endoscopy findings and any planned follow up.
- Ensure patient has been provided with a copy of the endoscopy report.
- Advise therapeutic patients of timescale for histology reporting. Advise that histology results are normally communicated by telephone. However, a post investigation appointment can be offered, if required, to discuss histology results.
- Ensure that relevant information leaflets are given to the patient.
- Advise therapeutic patients that they will be contacted by one of the SSPs on the next working day to discuss any post procedure queries or problems.

### Next working day

- Ensure Investigation dataset is updated on the BCSS system.
- Telephone therapeutic patients to discuss any post-procedures queries or problems and advise accordingly.

### References

- Gray, S. (2008) *NHS Bowel Cancer Screening Programme, Guide Book for Programme Hubs and Screening Centres, Version 3* Sheffield, NHS Cancer Screening Programmes

### Supporting Document 1 - Equality Impact Assessment Tool

To be completed by the key document author and included as an appendix to key document when submitted to the appropriate committee for consideration and approval.

Please complete assessment form on next page;



### Herefordshire & Worcestershire STP - Equality Impact Assessment (EIA) Form

Please read EIA guidelines when completing this form

#### Section 1 - Name of Organisation (please tick)

Herefordshire & Worcestershire STP		Herefordshire Council		Herefordshire CCG	
Worcestershire Acute Hospitals NHS Trust	x	Worcestershire County Council		Worcestershire CCGs	
Worcestershire Health and Care NHS Trust		Wye Valley NHS Trust		Other (please state)	

Name of Lead for Activity	
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Details of individuals completing this assessment	Name	Job title	e-mail contact
	Emma Duggan	Bowel Screening Programme Manager	<a href="mailto:Emma.Duggan2@nhs.net">Emma.Duggan2@nhs.net</a>
Date assessment completed	05/03/2025		

#### Section 2

Activity being assessed (e.g. policy/procedure, document, service redesign, policy, strategy etc.)	<b>Title:</b> Role of the SSP during and following the screening endoscopic procedure		
What is the aim, purpose and/or intended outcomes of this Activity?	This document outlines the role of the SSP during and following screening endoscopic procedures		
Who will be affected by the development & implementation of this activity?	<input type="checkbox"/> Service User <input checked="" type="checkbox"/> Patient <input type="checkbox"/> Carers <input type="checkbox"/> Visitors	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff Communities Other _____
Is this:	<input checked="" type="checkbox"/> Review of an existing activity <input type="checkbox"/> New activity <input type="checkbox"/> Planning to withdraw or reduce a service, activity or presence?		
What information and evidence have you reviewed to help inform			

Please note that the key documents are not designed to be printed, but to be used on-line. This is to ensure that the correct and most up-to-date version is being used. If, in exceptional circumstances, you need to print a copy, please note that the information will only be valid for 24 hours and should be read in conjunction with the key document supporting information and/or Key Document intranet page, which will provide approval and review information.

this assessment? (Please name sources, eg demographic information for patients / services / staff groups affected, complaints etc.	
Summary of engagement or consultation undertaken (e.g. who and how have you engaged with, or why do you believe this is not required)	
Summary of relevant findings	

### Section 3

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. in these equality groups.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Age		x		No impact
Disability		x		No impact
Gender Reassignment		x		No impact
Marriage & Civil Partnerships		x		No impact
Pregnancy & Maternity		x		No impact
Race including Traveling Communities		x		No impact
Religion & Belief		x		No impact
Sex		x		No impact
Sexual Orientation		x		No impact
Other Vulnerable and Disadvantaged Groups (e.g. carers; care leavers; homeless; Social/Economic deprivation, travelling communities etc.)		x		No impact
Health Inequalities (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social,		x		No impact

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Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral or negative impact identified
environmental & economic conditions within societies)				

#### Section 4

What actions will you take to mitigate any potential negative impacts?	Risk identified	Actions required to reduce / eliminate negative impact	Who will lead on the action?	Timeframe
	N/A	N/A	N/A	N/A
How will you monitor these actions?	N/A			
When will you review this EIA? (e.g in a service redesign, this EIA should be revisited regularly throughout the design & implementation)	On next review of document			

#### Section 5 - Please read and agree to the following Equality Statement

##### 1. Equality Statement

1.1. All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation

1.2. Our Organisations will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.

1.3. All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carer's etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

Signature of person completing EIA	E Duggan
Date signed	18/07/2025
Comments:	
Signature of person the Leader Person for this activity	S Lake
Date signed	18/07/2025
Comments:	



### Supporting Document 2 – Financial Impact Assessment

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	<b>Title of document:</b>	<b>Yes/No</b>
1.	Does the implementation of this document require any additional Capital resources	No
2.	Does the implementation of this document require additional revenue	No
3.	Does the implementation of this document require additional manpower	No
4.	Does the implementation of this document release any manpower costs through a change in practice	No
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	No
	Other comments:	None

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration by the Accountable Director before progressing to the relevant committee for approval