

Bowel Cancer Screening Programme Appointments on hospital PAS System

Key Document code:	WAHT-KD-021	
Key Documents Owner:	Emma Duggan	Bowel Cancer & Bowel Scope Screening Manager
Approved by:	Bowel Screening Operational Meeting	
Date of Approval:	30 th November 2022	
Date of review:	30 th November 2025	

Key Amendments

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

Introduction

The purpose of this guideline is:

- To indicate when BCSP appointments should be added to the hospital PAS system.
- To indicate which hospital PAS system appointments should be added to.
- To indicate who is responsible for ensuring appointments are added to the PAS system.

Scope

This document applies to administrative staff and Specialist Screening Practitioners (SSPs) working within the Herefordshire & Worcestershire Bowel Cancer Screening Programme.

Positive Assessment Clinic

Positive assessment clinic appointments are not recorded on hospital PAS systems.

Colonoscopy

Colonoscopy admissions are recorded on hospital PAS systems.

- For patients attending Hereford County Hospital, this is recorded by the Endoscopy Booking Office at Hereford County Hospital. BCSP Administration team will email a copy of the Colonoscopy list using NHS.net accounts (to and from).
- For patients attending WRH or Alexandra Hospital Redditch, waiting list entries and admission dates are recorded by BCSP administration team.

Post Investigation Clinic

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.

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.