

Arranging Cross Cover within the Bowel Cancer Screening Programme

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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
November 2022	Document approved with no amendments	SCSD Governance Meeting

Introduction

The purpose of this guideline is to set out the action required for arranging cross cover between the specialist screening practitioners and screening colonoscopists in the event of pre-planned leave e.g. annual leave or study leave.

Specialist Screening Practitioners (SSPs)

- One SSP only to be on annual leave at any given time, unless discussions taken place within the team (e.g. for odd days, annual leave of more than one SSP, may be possible).
- Where it is applicable for more than one SSP to attend a relevant study day, clinical activity to be rescheduled, where possible, to enable attendance.
- Cross cover for annual leave or study leave to be arranged when rota planned.
- All annual leave and study leave to be recorded on wall planner located in BCSP office.
- All annual leave to be recorded on SSP Annual Leave Records. (Hard copies stored in annual leave file in BCSP office and Electronic copy in BCSP folder in M: drive.)

Colonoscopists

- Colonoscopists to ensure BCSP Co-ordinator is advised of annual leave.
- BCSP Co-ordinator to update diary to prevent patients being booked before cover is arranged.
- BCSP Co-ordinator compiles list of BCSP endoscopy lists requiring cover.
- Email sent to all screening colonoscopists to ask for availability to provide cover.
- Endoscopy departments to be notified of cover arranged, or cancellation of list if cover not arranged.
- If cover cannot be arranged consider a list at another date and time which could be covered, to ensure capacity (see Guideline for Flexing Colonoscopy Capacity.)

Screening Director

- In the absence of the Screening Director, Dr R Ransford will act as Deputy for managerial decisions which affect the day to day running of the programme.

- For all other queries and decisions regarding the strategic management of the programme, the Divisional Medical Director, Julian Berlet should be contacted.