

<p><b>Status: Policy</b> - Overall statement of the position, intention and direction of the organization anchored in the values and principles of the organization.</p>	<p><b>Policy No: CLSP 18</b>  <b>Revision No:</b>  <b>Date Approved: 01/03/11</b>  <b>Review Date: 01/03/13</b></p>
<p><b>Title:</b> Policy on the Management of Bowel and Bladder Elimination</p>	
<p><b>Written by:</b> Clinical Practice Project Group</p>	
<p><b>Approved by:</b> National Risk Management Committee Joe Wolfe &amp; Associates</p>	
<p><b>Cross Reference: BPH 02, BPH 03, ICG 01, ICG 02</b></p>	

### 1.0 Purpose

The purpose of this document is to describe the policy of Cheshire Ireland in relation to the management of bowel and bladder elimination.

### 2.0 Scope

All management and staff at all grades employed by or working within Cheshire Ireland services.

### 3.0 Definitions

**Elimination** is the body's natural process for getting rid of waste products and is essential for general health and well-being.

**Instruction:** For the purpose of this document instruction is detailed, teaching on theory and practical skills of a procedure provided during the course of duties on site at the place of work. Instruction may be provided by a nurse or a senior member of the care staff team who have completed a training course on the topic and whose competency is up to date .

**Training:** For the purpose of this document training is a formal training course provided by Cheshire Ireland or an outside agency on a specific clinical skill.

## 4.0 Policy Statement

It is the Policy of Cheshire Ireland that:

- All Cheshire service users will be supported to manage their own bowel and bladder elimination needs. However, in circumstances where this is not possible or the service user chooses not to, Cheshire Ireland will provide support in line with a person centred approach.
- In line with the Best Possible Health care plan each individual has an up to date continence assessment care plan, if required. This will be reviewed annually or as required.
- In relation to bowel and bladder management, staff will respect the rights of Cheshire service users to be treated with sensitivity and respect as individuals, and to have wishes and opinions in relation to their bowel and bladder management considered fairly (Cheshire Ireland National Consumer Committee, 2004).
- Nursing staff managing bowel and bladder elimination will adhere to Cheshire Ireland standard procedures and guidelines in relation to elimination management.
- Care/support staff who have received *instruction* from Cheshire Ireland staff as necessary may manage catheter care (including changing urinary drainage bags, emptying urinary catheter bags) and will adhere to Cheshire Ireland standard procedures and guidelines.
- Care/support staff who have completed Cheshire Ireland approved *training* may manage the insertion of a urethral catheter, intermittent catheterisation and bladder irrigation.
- Care/Support staff who have received instruction from Cheshire Ireland nurses/Community Continence team may administer enemas and suppositories.
- Care/support staff who have received instruction from Cheshire Ireland nurses/Community Continence team may manage the care of stomas.
- Care/support staff who have received instruction from Cheshire Ireland nurses/Community Continence team may perform digital stimulation of bowel, digital removal of faeces and anal irrigation.
- Lead clinical person/support staff will have access to other relevant healthcare supports to help support the complex needs of a service user with specialised elimination needs e.g. PHN, Dietician , Physiotherapist, Spinal Injuries Specialist Nurse, MS Nurse Specialist, Continence Promotion Units and National Rehabilitation Hospital Education Department.
- In line with the Best Possible Health care plan each service user has an up to date BPH Continence assessment care plan.

- There are agreed criteria for referral PHN, Dietician, Physiotherapist, Spinal Injuries Specialist Nurse, MS Nurse Specialist, Continence Promotion Units, and National Rehabilitation Hospital.
- There is a record of assessment and referral in the individual BPH Continence assessment care plan.
- All bowel and bladder management details of Cheshire service users will be managed confidentially with respect for the dignity and privacy of the person (Cheshire Ireland National Consumer Committee, 2004).
- Only in exceptional circumstances, should the policy/procedures not be adhered to, for example if a staff member was of the opinion that by following the policy/procedure that a service user would be harmed. In these circumstances the staff member should consult immediately with the service user and his/her doctor and follow any advice given. All actions should be noted. Staff should refer to the Best Possible Health Guideline on Managing Risk and Informed Consent (BPH02).

## **5.0 Policy in Relation to Specific Responsibilities**

### **5.1 Cheshire Ireland**

Cheshire Ireland is responsible for ensuring that all staff members involved in the management of bowel and bladder elimination receive appropriate training (every two years), instruction (minimum three clinical assessments ) supervision and support as the needs of the service users change.

### **5.2 Centre/Service Managers**

- **Policy Availability:** The centre/service manager is responsible for ensuring that a copy of this document is available to all nursing and care staff, and is available to service users and family members.  
Note: All staff must sign the “Policy read and understood” sheet in their area (See Appendix 1).
- **Staff Management:** It is the responsibility of the service/centre manager to ensure the staff in the service/centre managing bowel and bladder elimination has received instruction, training, certification and refresher training as necessary. It is the responsibility of service managers (or delegated staff members) to maintain a record of care/support staff instructed in various clinical skills.
- A structured and supportive supervision process in relation to clinical care should be put in place by management.

- There are clear lines of communication and agreed arrangements between the different healthcare professionals who may be required to provide care for the service user with elimination needs.
- **Incident Reporting:** In the event of an incident, the manager will ensure staff follow the Health and Safety guidelines for reporting Adverse Events and managers will conduct investigations where appropriate.

### **5.3 Nursing Staff**

In Cheshire Ireland Services where nurses are employed:

- The nurse has an obligation to practice according to the legislation and professional codes of practice governing nursing and midwifery practice, and to the current standards, policies and guidelines of An Bord Altranais and Cheshire Ireland.
- Nursing staff will lead the development and implementation of good practice in the management of bowel and bladder elimination.
- As well as an obligation to practice according to legislation, nurses should have adequate knowledge of bowel and bladder management, including:
  - Ensuring that their knowledge, skills and practices are up to date.
  - Acknowledgment of any limitations in competence, refusing in such cases, and accepting delegated or assigned functions.
  - Support and assistance from the Service, where necessary, for continued professional development to maintain competence in management of bowel and bladder elimination.

### **5.4 Care/Support Staff**

- **Bowel and Bladder Elimination Management**
  - Care staff who have received instruction as necessary may manage catheter care including changing urinary drainage bags, emptying urinary catheter bags.
  - Care/Support staff who have received instruction may administer enemas, administer suppositories, assist service users with Peristeen anal irrigation, perform digital stimulation and digital removal of faeces and manage the care of stomas.

- ❑ Only Care/support staff who have completed Cheshire Ireland approved training may manage the insertion of a urethral catheter, intermittent urinary catheterisation and bladder irrigation.
  - ❑ During all bowel and bladder elimination procedures care/support staff must adhere to Cheshire Ireland standard procedures and guidelines.
  - ❑ Care staff are responsible for their own practice in regard to management of bowel and bladder elimination and for adhering to this policy.
  - ❑ Where Care Staff have concerns regarding this document, they should discuss those concerns with their line manager.
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- **Bowel and Bladder Elimination Management Instruction:**  
All Care Staff involved in the management of bowel and bladder elimination must undergo a programme of instruction before being expected to manage bowel and bladder elimination. Once a staff member has completed instruction in each individual area, they will be considered competent to manage this area of elimination. Learning packs are provided to assist with the instruction programme (see appendix 2 and appendix 3). This instruction must entail:

**1) Theory-**

The theoretical aspect of the instruction programme will contain the following:

**Bowel Management:**

The Excretory system

- Bowel management
- Constipation
- Impaction
- Diarrhoea
- The Neurogenic bowel
- Autonomic Dysreflexia
- Laxatives
- Suppositories
- Digital removal of faeces (DRF)/Manual Evacuation
- Peristeen Anal Irrigation
- Stoma care
- Key points for Bowel management
- Appendices

## The Urinary System

- Understanding Urine and the Bladder
- Urinary Incontinence
- Neurogenic bladder
- Urinary tract infections
- Medication
- Indications for Urinary catheterisation
- Intermittent Urinary Catheterisation
- Urethral Catheterisation
- Suprapubic Catheterisation
- Catheter Maintenance Solutions
- Key points for Catheter management
- Appendices

**2) Clinical Assessment:** Have a minimum of three Clinical Assessments in relation to each of the standard procedures and guidelines for this area, to confirm the trainees' ability to manage each area of bowel and bladder elimination. The clinical assessments will occur in the care worker's place of work and will be carried out by a nurse or senior care/support worker who has received instruction, and with the permission of the resident. If either the assessor, or care worker believe there to be a need for further clinical assessment, then this must be facilitated. All instruction and assessments must be recorded and counter signed by the trainer and trainee. Certification from the training courses will only last two years.

**Note: Policy for Responsibilities for bowel and bladder management for Care staff also encompasses Relief/Casual staff.**

### **5.5 Volunteers**

Volunteers will receive instruction by a competent trainer and sign off, having read and understood **CLSP 26**, on the changing and emptying of catheter bags as required.

### **5.6 Personal Assistants**

Cheshire Ireland acknowledges that personal assistants employed by Cheshire service users or by other organizations may work within Cheshire Ireland centres/services. Personal Assistants will be familiar with the Cheshire Ireland policy, standard procedures and guidelines on management of bowel and bladder elimination.

## 6.0 References

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Robertson, B. & O’Kell, S. (1995). *Study Guide for Health and Social Care Support Workers*. First Class Books Pub., Bristol.

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Nelson H. Diseases of the Rectum and Anus. In: Goldman L, Ausiello D. eds. *Cecil Medicine*. 23rd ed. Philadelphia, Pa: Saunders Elsevier; 2007: chap 148.

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Angela Dustagheer, Joan Harding, and Chris Mc Mahon(2005) *Knowledge to Care, A handbook for Care Assistants*. Blackwell Publishing

*Minimising risks of suprapubic catheter insertion* National Patient Safety Agency 2009.

*Urinary Incontinence* 2011 NICE

*The management of lower urinary tract symptoms in men* 2010 NICE

## 7.0 Appendices

Appendix 1 The Urinary System Learning Pac

Appendix 2: Elimination Learning Pack

Appendix 3: Read and Understood Policy