

Title of WI: Digital Removal of Faeces

Custodian: Group Managing Director

Version Number: 03

Issue date: 03.06.26

Review date: 03.06.29

**WORK INSTRUCTION (WI)**

<b>Title of WI</b>	Digital Removal of Faeces		
<b>What type of document is this?</b>	Work Instruction	<b>WI Reference Number</b>	HHH-W.I-028
<b>Purpose of WI</b>	To ensure that all employees who work with the relevant customers have the competency and knowledge to support with digital removal.		
<b>Role</b>	<b>Responsibility</b>		
Regional Clinical Lead	Responsible for assessing the clinical needs, obtaining a prescription from the relevant healthcare professional, training and signing off carers' competencies, writing the relevant support plan and risk assessment, and completing six-monthly (three-monthly in Wales) customer clinical reviews to ensure safety.		
Carer	Responsible for performing the digital removal of faeces in accordance with the support plan. Report any concerns to the manager and a healthcare professional.		
Branch Employees	Ensure that only competent employees care for customers requiring digital removal of faeces, provide support as required, and liaise with the Regional Clinical Lead over ongoing care of the relevant customers.		
<b>Scope of WI</b>	This work instruction applies to the safe preparation, performing, and documentation of digital removal of faeces for clients by authorised Helping Hands employees. The work instruction outlines required employee training, competency, and compliance requirements.		

***“Helping people live well in the homes and communities they love”***

Helping Hands: Public

**WORK INSTRUCTION (WI)****1.0 Purpose**

Digital removal of Faeces (DROF) is a procedure involving the removal of faeces from the rectum using a gloved finger. Advances in oral, rectal and surgical treatments have reduced the need for DROF to be performed, however, for some of our customers, particularly those with Spinal Cord Injuries (SCI), this procedure may be the only suitable technique for emptying their bowel and may form an integral part of their bowel care routine. The procedure is often used alongside Digital Stimulation (DST), enema and suppository administration.

- 1.1 Digital Removal of faeces is classified as a Level 2 clinical intervention within Helping Hands. The Regional Clinical Lead must attend all customer reviews, develop and maintain the clinical support plan, and train, assess, and formally sign off carer competencies

**2.0 Process**

- 2.1 Explain the procedure to the customer and gain consent.
- 2.2 Prepare the area, ensuring the customers privacy and dignity.
- 2.3 Wash hands and don apron and gloves.
- 2.4 Support the customer to lie on their left side with their knees bent (left lateral position is ideal). Some may prefer to be sat on a commode or over the toilet.
- 2.5 Lubricate your gloved finger (it is advisable to wear two gloves on the hand used for DRoF in case the glove splits) and inform the customer you are about to begin.
- 2.6 Gently part the buttocks and insert the single, gloved, lubricated finger, slowly and gently into the rectum.
- 2.7 Remember to monitor your customers conditions throughout, especially for signs of autonomic dysreflexia in customers who have a spinal injury above T6.
- 2.8 If stool is type one (small hard lumps like nuts) remove one lump at a time until no more faecal matter is felt.
- 2.9 If a solid faecal mass is felt, split it with your finger and remove one lump at a time until no more faecal matter is felt.

Title of WI: Digital Removal of Faeces

Custodian: Group Managing Director

Version Number: 03

Issue date: 03.06.26

Review date: 03.06.29

**WORK INSTRUCTION (WI)**

<p>2.10 If the faecal mass is too hard to break up or more than 4cm in width, stop the procedure and contact the customers district nurse or GP.</p> <p>2.11 As faeces is removed, it should be placed in an appropriate receptacle (such as a small waste bag) as it is removed and dispose of it either into the toilet or double bagged into the household waste</p> <p>2.12 Support the customer to wash and dry their buttocks and anal area.</p> <p>2.13 Remove your gloves and apron and wash your hands.</p> <p>2.14 Document the procedure in the customer’s visit record notes, including the result of the procedure using the Bristol stool chart.</p> <p>2.15 Report any abnormalities to the customers district nurse and/or GP.</p>	
<p><b>TRAINING</b></p> <p>Is training required?</p>	<p>Yes - Sign off training can be achieved by completing the online Learning Management System (LMS) module followed by training and a competency sign off with a Regional Clinical Lead or registered healthcare professional i.e., District Nurse.</p>
<p><b>COMPLIANCE</b></p> <p>How is compliance with this document going to be monitored?</p>	<p>Annual competency assessments with practical sign off with Regional Clinical Lead or another Registered Nurse.</p>
<p><b>PROCEDURAL INFORMATION</b></p>	
<p>Changes since previous version</p>	<ul style="list-style-type: none"> <li>• Detail of Level 2 intervention</li> <li>• Wording corrected to remove title of live in manager</li> <li>• Placed on new template</li> </ul>
<p>Who was involved in developing /reviewing/amending the document? (list titles)</p>	<p>Clinical Manager</p>

***“Helping people live well in the homes and communities they love”***

Title of WI: Digital Removal of Faeces

Custodian: Group Managing Director

Version Number: 03

Issue date: 03.06.26

Review date: 03.06.29

**WORK INSTRUCTION (WI)**

How confidential is this document	Public	Can be shared freely within and outside of Helping Hands
References	<p>NMC (2018) The Code: Professional standards of practice and behaviour</p> <p>Health and Social Care Act 2008 (Regulated Activities) Regulations 2014</p>	
Associated Documents	<p><i>HHH-POL-092-Clinical Governance</i></p> <p><i>Clinical Training Flow Diagram v3</i></p>	

CONTROLLED DOCUMENT