

Title of Document	Qufora Balloon System
Name of Department	Clinical Team

What type of document is this?	Work Instruction (WI)	This is a simple guide to follow in order to complete a particular task	
Which Helping Hands policy/SOP does this WI relate to?	N/A	Index number of policy/SOP	N/A

Which Operational Priority/Priorities does this document link to?	Governance Framework	Superior Client Care	People, Performance & Culture	Business Growth

Custodian of document	Clinical Team	Committee/Group responsible for this document	Quality & Governance Committee
Approval date and committee chairperson signature	10.11.23	When is its next scheduled review?	10.11.26

Who does it apply to?	All staff at the facility / All staff working with clients					
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	No	Does it apply to third party contractors?	No

Purpose of the Work Instruction	To ensure that all staff who work with customers have competency and knowledge to deal with Qufora Balloon System
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## **Qufora Balloon System Work Instruction**

### **1.0 Purpose**

The Qufora balloon system is a type of rectal irrigation (sometimes called anal irrigation or trans-anal irrigation) that is widely used as a part of a bowel management routine.

It simply involves instilling warm tap water into the rectum via the anus and then allowing the water to be expelled, thus emptying the colon. The Qufora Balloon System has a unique water-filled rectal balloon catheter allowing easier retention of the catheter in the rectum while the water is being instilled. It is designed for rectal irrigation seated on or over a toilet. This system is suitable for customers who have difficulty keeping a cone irrigation system in place or need a better seal to instil the irrigation water.

### **2.0 Process**

- 2.1 Explains the procedure to the customer and gains consent.
- 2.2 Prepares the area, ensuring the customers privacy and dignity.
- 2.3 Prepare the equipment that you will need; water bag, control unit, pump, tubing, hydrophilic coated rectal catheter with silicone balloon, and Velcro straps if needed.
- 2.4 Carer washes their hands and dons' clean apron and gloves.
- 2.5 Fill the water bag with warm water (approximately 100mls more than you need to irrigate).
- 2.6 Hang the water bag at shoulder height or lower
- 2.7 Connect the water bag tube to the pump.
- 2.8 Connect the white end of the catheter tube to the control unit, connect the grey end of the tube to the catheter.
- 2.9 If required, attach the control unit strap to the customers thigh.
- 2.10 Turn the control until to position one, open the valve on the water bag.
- 2.11 Pump water into the pump and tubes so that the air is removed. Turn the control unit to the dot position between one and two.
- 2.12 Wet the catheter with cold or lukewarm tap water to activate the lubricant.
- 2.13 With the customer seated on the toilet, carefully insert the catheter into the rectum.
- 2.14 Turn the control unit to position two. Compress the pump fully once to inflate the balloon.
- 2.15 Turn the control unit to the dot between position two and three.
- 2.16 Turn the control unit to position three, then slowly pump the required amount of water into the bowel.
- 2.17 Turn the control unit to position four, this will deflate the balloon, gently remove the catheter from the rectum. Water and stool will now flow from the bowel.
- 2.18 Remove the catheter, double bag it and discard in the customers household waste.
- 2.19 Remove your gloves and apron and wash your hands.
- 2.20 Complete the activity schedule and document the procedure in the 'customer visits notes' including whether the procedure was effective and any concerns.

- 2.21 If there are any concerns contact the customer's healthcare professional, and your line manager and complete a 'customer notification' form.

### 3.0 Training

Training is completed by a Helping Hands Clinical Lead or the customer's Qufora nurse, using face to face training and online materials. The online module must be completed before sign off can be achieved.

**Note – Equality Impact Assessments are not required for Work Instructions**

What was the previous version number of this document?	Version 02	
Changes since previous version	Updated of section 2.0	
Author of the document	Clinical Team	
Who was involved in developing / reviewing/ amending this work instruction?	Clinical Nursing Team	
How confidential is this document?	Public	Can be shared freely within and outside of Helping Hands

Associated Documents	Training & Competency Form – Academy HHH-F050 Qufora Balloon System TAC
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