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| Title of Document | Qufora Bed System | | |
| Name of Department | Clinical team | | |

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| 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 |

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| Which Operational Priority/Priorities does this document link to? | Governance Framework | Superior Client Care | People, Performance & Culture | Business Growth |
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| Custodian of document | Clinical Team | Committee/Group responsible for this document | Quality & Governance Committee | |
| Approval date and committee chairperson signature | 07.08.23 | When is its next scheduled review? | 07.08.26 | |

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| Who does it apply to? | All staff working with customers | | | | |
| | Does it apply to bank workers? | Yes | Does it apply to agency staff? | No | Does it apply to third party contractors? |

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| Purpose of the Work Instruction | To ensure that all staff who support customers with the Qufora Bed System have the required skills and competency to do so. | | | | |
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Qufora Bed System Work Instruction

1.0 Purpose

- 1.1 The Qufora Bed system is a 'closed' irrigation system especially for people who are unable to sit on an ordinary toilet and therefore need their bowel management to be carried out on the bed. The system flows the water into the rectum via the anus. The return water and faecal matter is collected hygienically and odour free in the collection bag. The single use system allows rectal irrigation to be carried out in a hygienic, odour-free way on the customer's bed. The water bag is hung up and a hand pump with easy to use valve is supplied. Water is then instilled into the rectum via the cone, which is easily inserted and removed.
- 1.2 Rectal irrigation should only be carried out for a customer following an assessment from a qualified healthcare professional.

2.0 Process

- 2.1 The carer should explain the procedure to the customer and gain verbal consent. If the customer is unable to give informed consent a 'best interest' decision must be completed following a mental capacity assessment and this should be documented on the customer's Care Planning file.
- 2.2 Gather all the equipment needed; the water bag, collection bag, tubing connected to the single use rectal catheter, and Qufora lubricating gel or water based lubricating gel.
- 2.3 The carer should then wash their hands and don clean disposable gloves and an apron.
- 2.4 Position the customer appropriately on the bed with them lying on the left side, if possible, in the recovery position, ensuring their privacy and dignity at all times. Ensure that the bed is at a safe working height.
- 2.5 Fill the water bag with lukewarm water (approximately 100mls more than you need to irrigate). Hang the water bag at shoulder height or lower (a ceiling track hoist can be used to hang the bag from if available).
- 2.6 Fit the collection bag to the single use rectal catheter with the insertion guide in the catheter (note there is no insertion guide with the 12mm catheter).
- 2.7 Connect the tube that is connected to the water bag to the catheter.
- 2.8 Open the valve and pump the water to fill the tubing and pump then close the valve again.
- 2.9 Lubricate the rectal catheter with the lubricating gel.
- 2.10 With a firm grip hold onto the ring of the insertion guide inside the bag at the 500ml mark.
- 2.11 Carefully insert the rectal catheter into the customer's rectum with the insertion guide.

- 2.12 With the rectal catheter inside the rectum, pull out the insertion guide and let it drop inside the collection bag.
- 2.13 Insert the collection bag plug into the end of the rectal catheter to seal it. Continue to support the rectal catheter.
- 2.14 Open the valve and use the pump to instil the water into the rectum.
- 2.15 Pull the plug out of the rectal catheter to allow faeces and the residual water to flow into the collection bag.
- 2.16 Repeat steps 2.13-2.15 until the desired amount of water has been instilled and then returned. Slowly remove the rectal catheter with care and then dispose of the catheter and collection bag into a tied waste bag and dispose into the non-recycling waste.
- 2.17 Support the customer with personal hygiene care as needed.
- 2.18 The carer should then remove their gloves and apron and wash their hands.
- 2.19 The carer should complete the activity schedule and document in the Customer Record Notes if the procedure was successful or if there are any concerns. Any concerns should be raised to the Care Manager and recorded on an Accident, Near Miss & Incident form.

3.0 Troubleshooting

- 3.1 If there is pain or bleeding when the catheter is inserted – note excessive pain or bleeding should immediately escalate to NHS111 or 999 (always use 999 if the customer is taking anticoagulant medication). Minor bleeding could be due to trauma – ensure that the catheter is adequately lubricated prior to insertion, and it is inserted into the rectum slowly and gently. If minor pain or bleeding persists, seek advice from GP/Continence Nurse.
- 3.2 If water leaks whilst pumping it into the rectum check that the catheter is inserted far enough into the rectum but not as far as the clear disc at the end of the catheter. If only one full pump of water has been used another full pump can be used to help create a better seal.
- 3.3 If no water comes out after the catheter has been removed, wait for a few minutes then encourage the customer to cough or massage the abdomen. Consider the risk of dehydration as this will cause the water to absorb into the bowel lining. If concerned seek medical advice from the customer's GP or NHS111.
- 3.4 If faeces continue to be passed after the irrigation is finished – this can sometimes happen when irrigation is first started to be used as the bowel has not been fully cleared. It should resolve after using rectal irrigation for a while. Check with the healthcare professional who oversees the customer's rectal irrigation procedure to ensure that enough water is being instilled.

- 3.5 Customers should continue to take their bowel medication as prescribed unless otherwise directed by a healthcare professional.
- 3.6 It is recommended that rectal irrigation is carried out around the same time each day or every other day (if recommended) to help establish a good bowel routine.

4.0 Training

- 4.1 Training is completed by a Helping Hands Regional Clinical Lead or the customers Qufora Nurse or Continence Nurse, using face to face training and online training materials. Annual refresher training must be completed for carers if they continue to support a customer with Qufora Bed rectal irrigation.

Carers must not carry out any form of rectal irrigation unless training and competency sign off has been achieved for the customer's specific rectal irrigation system.

Note – Equality Impact Assessments are not required for Work Instructions

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| What was the previous version number of this document? | Version 01 | |
| Changes since previous version | Reviewed and revised information added in line with current guidelines. | |
| Author of the document | Clinical Team | |
| Who was involved in developing / reviewing/ amending this work instruction? | Clinical Team | |
| How confidential is this document? | Public | Can be shared freely within and outside of Helping Hands |

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| Associated Documents | Training & Competency Form – Access Care Planning | |
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