

Title of Document	Qufora Cone 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	31.07.23	When is its next scheduled review?	31.07.26

Who does it apply to?	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 support customers with the Qufora Cone System have the required skills and competency to do so.
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Qufora Cone System Work Instruction

1.0 Purpose

- 1.1 The Qufora® IrriSedo Cone system is developed for customers who are able to sit on or over a toilet. It can be used by customers (or their carers) by holding a cone in the rectum while the water is being instilled. The system works by connecting a tube from the water bag to a cone. 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, tubing that connects the water bag and cone, pump, hydrophilic coated rectal cone.
- 2.3 Position the customer appropriately ensuring their privacy and dignity at all times.
- 2.4 The carer should then wash their hands and don a clean apron and gloves.
- 2.5 Fill the water bag with the amount of lukewarm water advised by the customer’s healthcare professional who oversees their Qufora irrigation, plus an additional 200mls for preparing the system.
- 2.6 Hang the water bag at shoulder height or lower (a ceiling track hoist can be used to hang the bag from if available).
- 2.7 Tear off the edge of the purple pouch containing the cone. Remove the sticker and secure the pouch to a dry surface.
- 2.8 Attach the purple end/connector to the cone.
- 2.9 Open the valve and compress the pump so the tube and pump fill with water (turn the pump the other way up to fill and remove air). Then close the valve.
- 2.10 Wet the cone using clean tap water to activate the hydrophilic lubricant. Do not use additional lubricant.
- 2.11 With the customer seated on a toilet or commode, gently insert the cone into the rectum.
- 2.12 Open the valve completely.

- 2.13 Pump water into the rectum – for most adults this is usually 500mls.
- 2.14 Close the valve and remove the cone. Residual water and faeces should then flow into the toilet/commode.
- 2.15 Twist the cone off of the tube and dispose of the cone into the purple pouch.
- 2.16 Seal the purple pouch and dispose of into a tied waste bag.
- 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 Carer 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 be escalated to NHS111 or 999 (always use 999 if the customer is taking anticoagulant medication). Minor bleeding could be due to trauma – ensure that the cone 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 cone is inserted far enough into the rectum and support it firmly with your hand.
- 3.3 If no water comes out after the cone 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. Ensure that the customer is sitting on the toilet for long enough – the procedure should not be rushed. Check with the healthcare professional who oversees the customer's rectal irrigation procedure to ensure that enough water is being instilled.

4.0 Training

- 4.1 Training is completed by a Helping Hands Regional Clinical Lead or the customer's 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 balloon rectal irrigation.

- 4.2 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

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

Associated Documents	Training & Competency Form – Access Care Planning
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