

Title of Document	Navina Smart		
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	Governance Committee
Approval date and committee chairperson signature	24.10.23	When is its next scheduled review?	24.10.26

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?

Purpose of the Work Instruction	To ensure that all staff who work with customers have competency and knowledge to deal with Navina Smart				
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## Navina Smart Work Instruction

### 1.0 Purpose

Navina Smart is a type of rectal irrigation (sometimes called anal irrigation or trans-anal irrigation) has been practiced for many hundreds of years. Over recent years it has been more widely used as a bowel management solution.

Navina Smart empties the bowel by introducing water into the bowel using a rectal catheter. It is performed whilst sitting on the toilet. The water stimulates the bowel and flushes out the stool, leaving the lower half of the bowel empty. As it only requires water, Navina Smart is an effective alternative to other bowel management methods that call for the use of medication. Customers may be independent with using Navina Smart or may need support from their carer. This enables the customer to decide when and where they want to empty their bowel.

Navina Smart uses a digital control which increases the customers independence as the catheter balloon inflation and instilling the water is controlled at the touch of a button. As the device also has a Bluetooth function, it links with an app on a compatible smart phone or tablet and sends information on the effectiveness of the procedure to the customers Registered Continence Nurse/ Navina Nurse Specialist.

### 2.0 Process

- 2.1 Explains the procedure to the customer and gain consent. Communicates with the customer throughout the procedure to ensure they feel comfortable and involved in all aspects of their care.
- 2.2 Checks the customers' history within the Activities to understand their Bowel Activity history.
- 2.3 Maintains customers privacy and dignity, closing doors and curtains, assisting to loosen clothing that ensures they are covered where possible.
- 2.4 Washes hands and puts on non-sterile gloves and apron.
- 2.5 Assist the customer to transfer to the toilet if not on it already.
- 2.6 Fill water reservoir (it is important to fill the bag completely, even if the full volume will not be used: this makes it easy to control how much water is inserted and ensures the system works efficiently). Use lukewarm (not hot or cold to the touch) tap water. If possible, ask the customer to feel the temperature and make sure they are satisfied.
- 2.7 Assemble the equipment: connecting the irrigation bag, control unit and single-use rectal catheter blue to blue and grey to grey. Lock the connections by turning them 90 degrees clockwise. Turn the control unit on.
- 2.8 Strap pump to the customers' leg if this is most convenient, otherwise hold this yourself securely.
- 2.9 Press the droplet button to fill the unit with water and expel any air, this will also lubricate the coating on the catheter.



- 2.10 Holding the catheter by the finger grip, gently insert into the anus as far as the finger grip will allow. If you feel any resistance while inserting the catheter. NEVER use force, take the catheter out, check that there is not hard stool blocking the insertion, and gently try again.
- 2.11 Once in the correct position, inflate the balloon as per the customers' Individual Plan using the Digital Control.
- 2.12 Once this is complete, instil the water into the bowel as per the customers' Individual Plan, again using the Digital Control.
- 2.13 Once this is complete, deflate the balloon using the Digital Control. This should then fall out into the Toilet bowl, or it may need a gentle tug.
- 2.14 Once the Catheter is used, this must then be disposed either in the packaging or in the Household waste bin.
- 2.15 Following this, allow the customer to sit on the toilet for the desired amount of time to let the water take effect and stimulate the bowel to open.
- 2.16 Assist the customer to meet their hygiene needs as appropriate. Prior to this Carer washes their hands and puts on non-sterile gloves and apron.
- 2.17 Dismantle the Navina system and allow the tubing to dry. Clean the unit with a damp, soapy cloth, do not submerge in water.
- 2.18 Safely store the unit until next time. Place the Digital Control unit on to the charging station.
- 2.19 Following this, again, disposes of used equipment, double bagged into the household waste.
- 2.20 Complete the customers' Activities log.
- 2.21 Documents the outcome of the procedure within the Activities log, uses the Bristol Stool Chart for guidance.
- 2.22 Reports any issues as appropriate, to the customer, the customers' Health Care Professional, Helping Hands Manager; whilst also completing an Accident and Incident form.

### 3.0 Training

This intervention is a Nurse Led intervention only. Training is to be completed using online resources on the Helping Hands company Workspace training platform "LMS" and a face-to-face competency sign off with the customers' Registered Continence Nurse/ Navina Nurse Specialist. From which, a Tac form needs to be completed, if this cannot be obtained, please consult your Regional Clinical Lead Nurse or the Clinical Team within Helping Hands who will facilitate the training and sign off.

***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	Amendments to 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
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