

Title of Document	Digital Removal of Faeces
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	21.06.23	When is its next scheduled review?	21.06.26

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 Digital Removal of Faeces
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## Digital Removal of Faeces Work Instruction

### 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 Multiple Sclerosis (MS) and Spinal Cord Injury (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.

### 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). 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.
- 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.
- 2.11 As faeces is removed, it should be placed in an appropriate receptacle (such as a small plastic bag) as it is removed and dispose of it either into the toilet or double bagged into the household waste
- 2.12 Support the customer to wash and dry their buttocks and anal area.
- 2.13 Remove your gloves and apron and wash your hands.
- 2.14 Document the procedure in the customer's visit record notes, including the result of the procedure using the Bristol stool chart.
- 2.15 Report any abnormalities to the customers district nurse and/or GP.

### 3.0 Training

Sign off training can be achieved by completing the online Learning Management System (LMS) module also supported by face to face competency sign off with a Regional or District Nurse.



***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	Amendment to 2.0, Reviewed by Clinical team.	
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 – Access Care Planning Digital Removal of Faeces Fact Sheet	
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