

## APPENDIX 3

### **FOR CARERS TO BE COMPETENT TO UNDERTAKE ADMINISTRATION OF MICRO-ENEMAS OR SUPPOSITORIES FOLLOWING ASSESSMENT THEY NEED TO:**

- فـ Be willing to undertake the procedure.
- فـ Demonstrate the correct selection of equipment.
- فـ Identify issues of client consent, privacy and comfort and inform them of the procedure and correct positioning.
- فـ Demonstrate correct usage of the equipment, maintaining a safe procedure and technique taking into account hand washing and infection control issues.
- فـ Be able to recognize and describe the normal bowel movement and know how and when to call for assistance / further intervention.
- فـ Maintain accurate legible records, to provide a point of reference in the event of any queries, and for establishing an ongoing monitoring system.

### **Support from the D/N Team**

Staff need to agree to take on the procedure and be assessed by D/N team regarding competency, and assessment forms need to be completed and signed.

Assessment is individualised for each client and procedures are not transferable unless staff reassessed.

Each resident will have his or her bowel care regime prescribed and documented in their care plan and reassessed as appropriate.

D/N to ensure contact numbers of nurse team, out of hours service and GP are available if further intervention is required.

D/N will visit if problems highlighted from staff (as above).

If care staff who are competent are not available, D/N team to visit to undertake procedures.

Annual teaching updates for staff or more regular if required.