

# **DOCUMENTATION, KPI'S & AUDIT IN ENDOSCOPY**

**Ms Josephin D Legaspi**

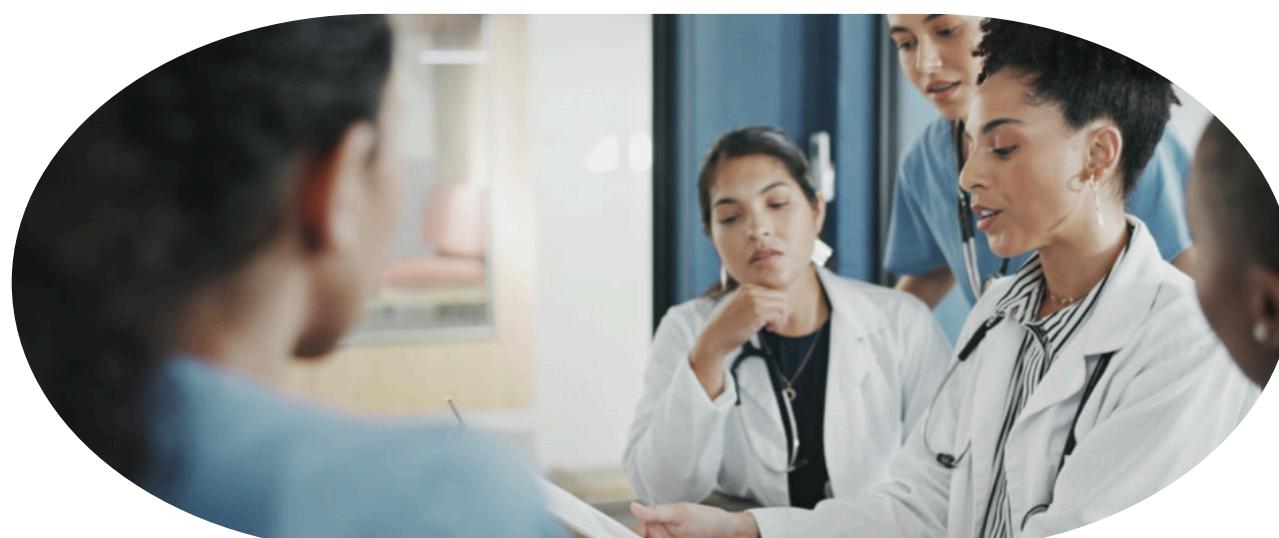
**Ms Raniya Al Nabhani**

**Ms Sahana Raju**

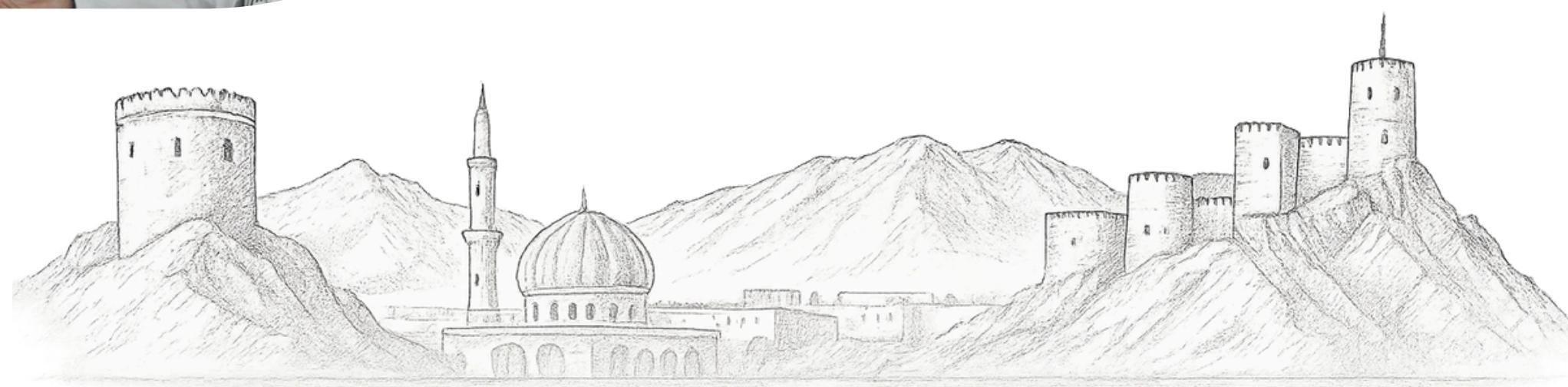




# Objectives



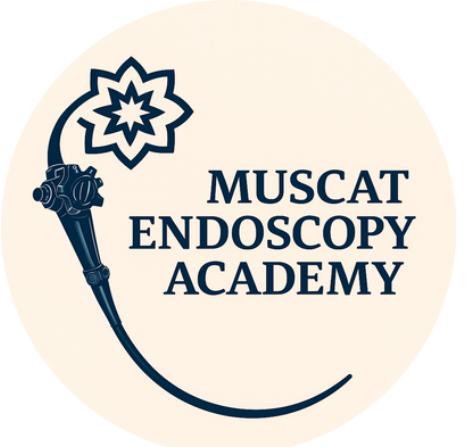
- 01 Understand key endoscopy documentation components.
- 02 Identify required photo-sets and sample labeling standards.
- 03 Learn the structure of reprocessing documentation.
- 04 Emphasis on accurate documentation
- 05 Explore nurse-driven KPIs impacting quality care.



# Importance of Documentation

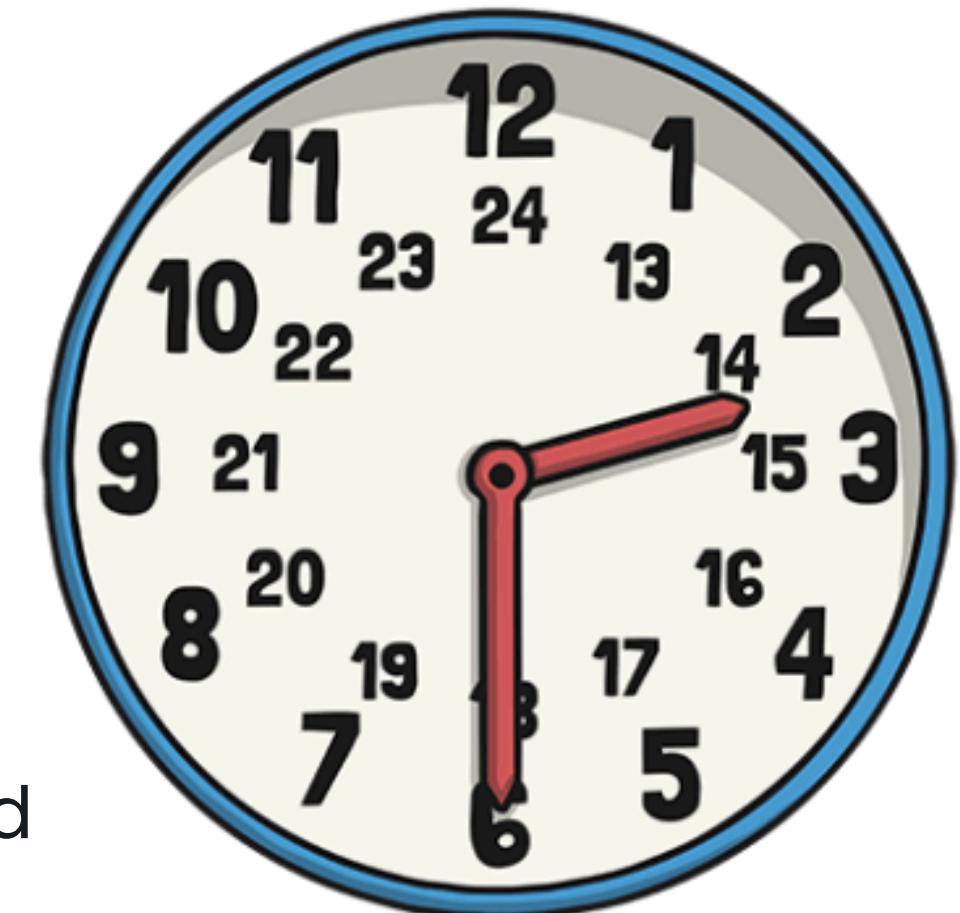
- To Ensure patient safety is the top most priority
- Supports quality improvements and audits
- Avoid sample errors and communication gaps
- Mandatory for health care accreditation (JCI, WEO, ACHSI)
- Protects staffs legal

**Documentation = Protecting patients + protecting staff + improving quality**



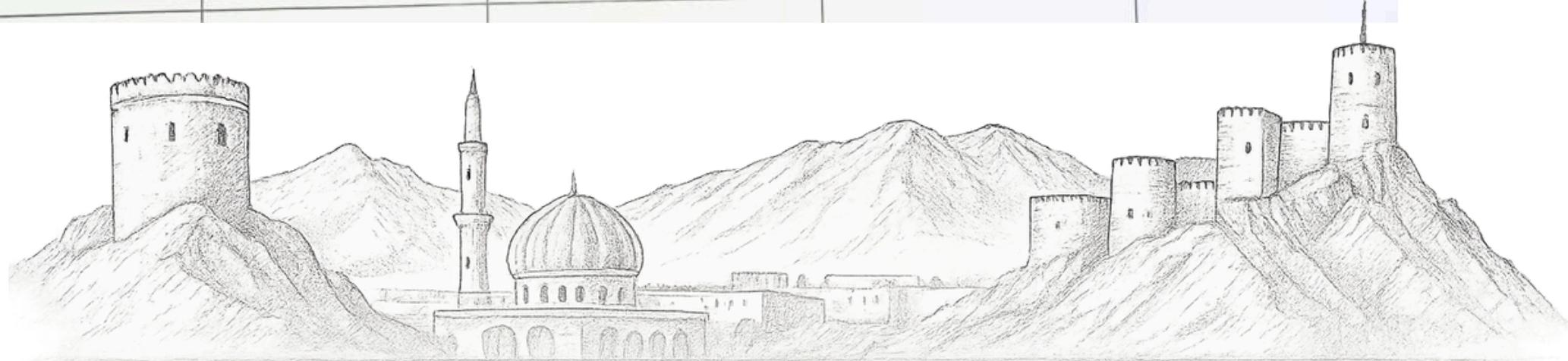
# Principles of Effective Documentation

- Accurate, Complete
- Date and Time of each recording:24 hours clock wise
- Correct spelling
- Use accepted terminology only
- Chart the record soon after the procedure, not before or delayed



# Debriefing of patients schedule on 29/11/2025

SL NO	PATIENT DETAILS -PID NAME /AGE	PROCEDURE	INDICATION FOR PROCEDURE	PAST MEDICAL HISTORY	ANTICOAGULANTS	REMARKS
1	Mr.Mohammed AGE: 51 yrs\Female-1002	Colonocopy	Epigastric Pain , Chronic Diarrhea, Wt loss > 8kg	Previous HP positive . OGD done on 17/8/25 by Dr. adnan	Aspirin	NIL
2	Mariya Age- 22 yrs\Female 10004	OGD	Epigastric Pain mainly after food .	UbT positive Never had OgD	NIL	NIL
3	Suhailah Saif Age:33 yrs/Female 10005	Colonscopy	PR Bleed	Last scopy done in 31\8\25 was incomplete due to disease severity Cytomegalovirus reactive		NIL



# Daily Check list



**MUSCAT  
ENDOSCOPY  
ACADEMY**

**ENDOSCOPY ROOM DAILY CHECKLIST**

1. Check cupboard (consumables & accessories)

Item	Available (□)	Remarks
Cold snare		
Hot snare		
Hybrid snare		
Polyp trap		
Diathermy pad		
Injector (gastric)		
Injector (colonic)		
Hemoclip ≤11 mm		
Hemoclip ≥11 mm		
Special clips (OTSC / Mantis / Resolution)		
Biopsy forceps (gastric)		
Biopsy forceps (colonic)		
Gloves (S, M, L)		
Surgical gown / yellow gown		
O <sub>2</sub> face mask & nasal cannula		
Inco-pad / face shield		
Specimen containers & formalin		

2. Check top of trolley



**MUSCAT  
ENDOSCOPY  
ACADEMY**

Buscopan inj × 5		
Adrenaline 1:10 000 inj × 3		
Naloxone inj × 3		
glycerin solution		
Black dye / methylene blue/ Indigo carmine		

4. Check endoscopy tower & suction system

Item	Available (□)	Remarks
Water bottle connected		
Suction liner + tubing intact		
Yankauer suction tip available		
CO <sub>2</sub> cylinder level checked		
Water irrigation bottle filled		
Air pump functioning		
Light source and camera head clean and functional		
Printer paper + ribbon available		
Keyboard, foot switch, and monitor cables secure		

5. Scope station (per procedure)

Item	Available (□)	Remarks
Scope model & serial logged		
Leak test done before procedure		
Scope lens clean, angulation check OK		
Channel irrigation check OK		
Scope rack & connectors clean and ready		



# Endoscopy Check list

 <b>Endoscopy checklist</b>	Patient Identification:																												
	Date:	Time:																											
Location <input type="checkbox"/> RM 1 <input type="checkbox"/> RM 2 <input type="checkbox"/> RM 3 <input type="checkbox"/> RM 4																													
Clinical Type: <input type="checkbox"/> MOPD <input type="checkbox"/> SOPD <input type="checkbox"/> Ward _____ <input type="checkbox"/> OPD																													
<b>Pre-Endoscopy Preparation:</b> <table border="1"> <thead> <tr> <th>Item</th> <th>Completed</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>T, P, BP, SPO2</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>Patient file, ID band, stickers</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>Consent form completed</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>Upper GI fasting from:</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>_____</td> </tr> <tr> <td>IV cannula in situ</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>Jewelry removed</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>Dentures / loose teeth</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>Driver/escort</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> </tbody> </table>			Item	Completed	Remarks	T, P, BP, SPO2	<input type="checkbox"/> Yes <input type="checkbox"/> No		Patient file, ID band, stickers	<input type="checkbox"/> Yes <input type="checkbox"/> No		Consent form completed	<input type="checkbox"/> Yes <input type="checkbox"/> No		Upper GI fasting from:	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	IV cannula in situ	<input type="checkbox"/> Yes <input type="checkbox"/> No		Jewelry removed	<input type="checkbox"/> Yes <input type="checkbox"/> No		Dentures / loose teeth	<input type="checkbox"/> Yes <input type="checkbox"/> No		Driver/escort	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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3. Choose one prep:																													

<b>Infectious Risk Screening:</b>																			
<b>Infectious Disease:</b>																			
<input type="checkbox"/> HIV <input type="checkbox"/> Hep B <input type="checkbox"/> Hep C <input type="checkbox"/> Gastroenteritis <input type="checkbox"/> TB																			
<b>MDRO (colonization or infection with multidrug-resistant organisms):</b>																			
<input type="checkbox"/> MRSA <input type="checkbox"/> ESBL <input type="checkbox"/> VRE <input type="checkbox"/> CRE <input type="checkbox"/> Other: _____																			
<b>Allergies &amp; Medications:</b>																			
<b>Allergies:</b>																			
<input type="checkbox"/> None <input type="checkbox"/> Opiates (e.g morphine, fentanyl,) <input type="checkbox"/> Local anesthesia( lidocaine spray)																			
<b>Antiplatelets:</b>																			
<input type="checkbox"/> None <input type="checkbox"/> Clopidogrel – Stopped: _____ <input type="checkbox"/> Aspirin – Stopped (if ampullectomy): _____																			
<b>Anticoagulants:</b>																			
<input type="checkbox"/> Warfarin – last INR: _____ Stopped: _____ <input type="checkbox"/> DOAC (e.g Rivaroxaban, Edoxaban, Dabigatran, Apixaban) Name: _____ Stopped: _____																			
<b>Intra-Procedure Checklist:</b>																			
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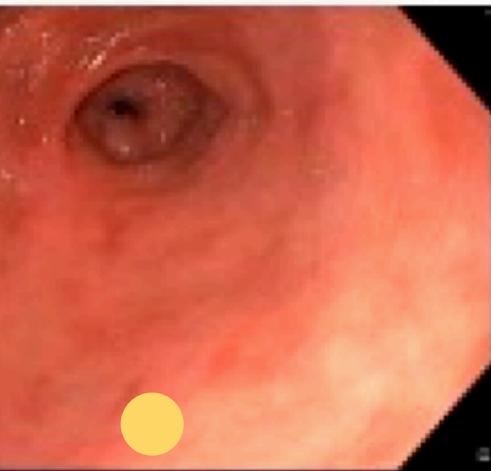
# Standard Photo-Sets



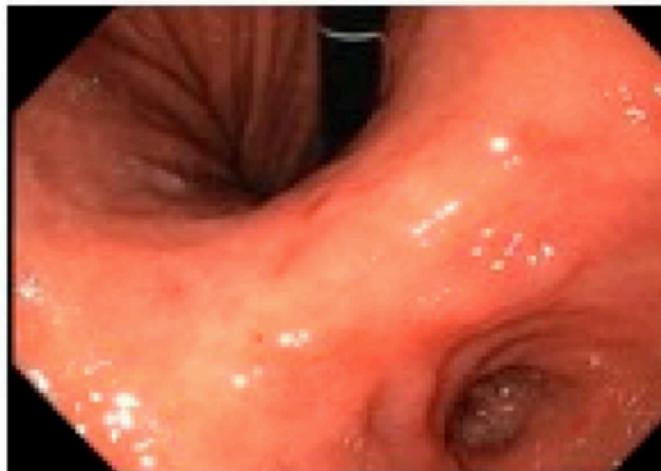
Duodenal Bulb



Body – Antrum Transition (



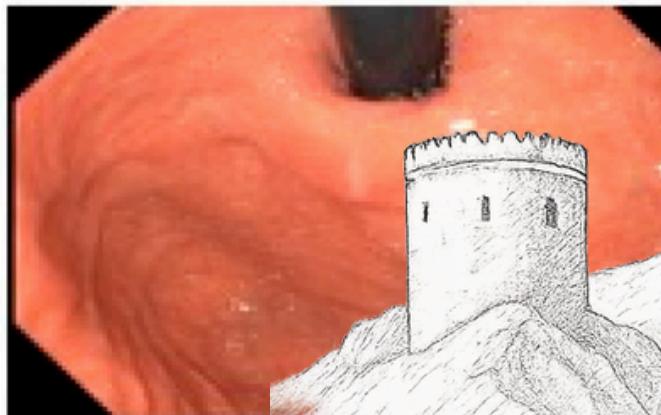
Antrum



Incisura



Pylorus



Fundus

**Photo-sets = visual evidence of safe and complete endoscopy.**

## What **MUST** be included:

-  Patient ID screen (Name, MRN, date/time)
-  Anatomical landmarks (e.g., Z-line, fundus, antrum, D1/D2)
-  Pathology images (polyps, ulcers, inflammation)
- Intervention documentation (before & after treatment)



# Specimen Documentation

Each biopsy or specimen **MUST** include:

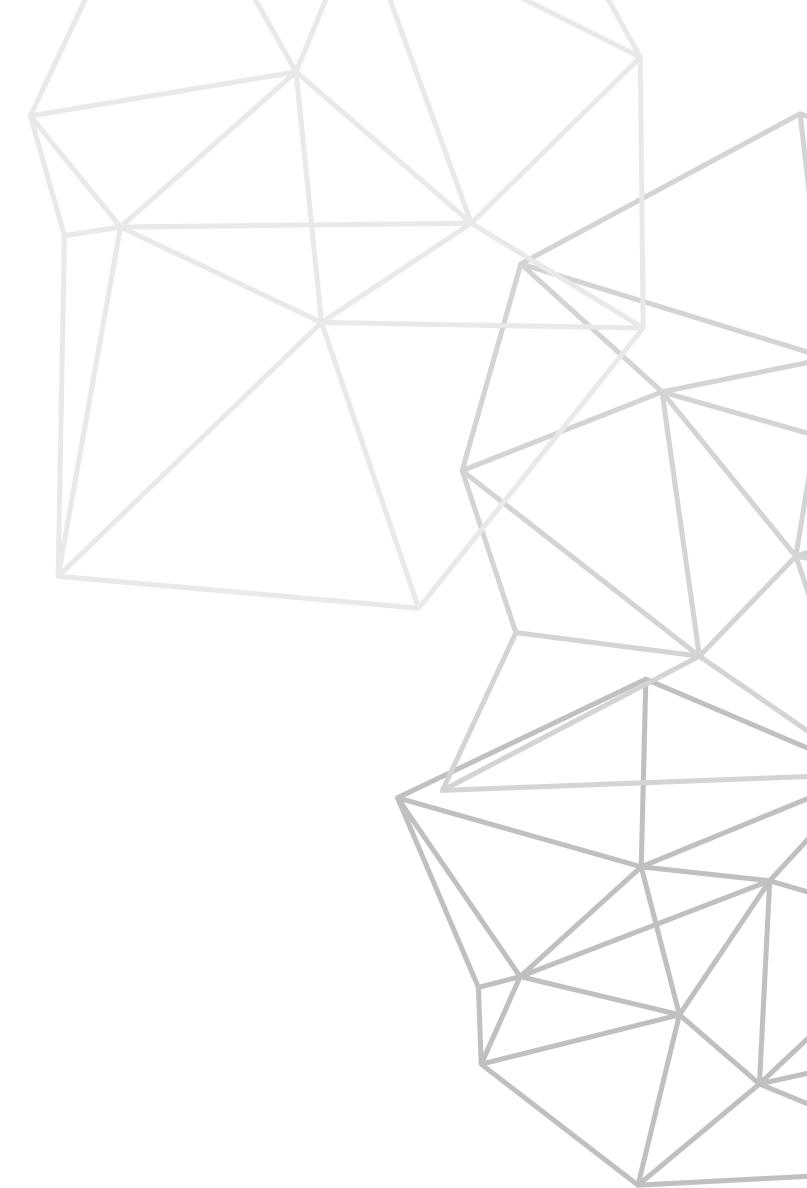
- Patient name & MRN
- Site of biopsy (e.g., antrum, esophagus, duodenum)
- Date & time collected

Why labeling matters:

Prevents mix-ups

Ensures correct diagnosis for the correct patient

Required by international safety standards



# Reprocessing Documentation



- Scope serial no.
- Leak test result
- Cycle completion
- Technician's name and signature
- Record of ⚠ Any deviation (delays, failed cycles, missing steps)

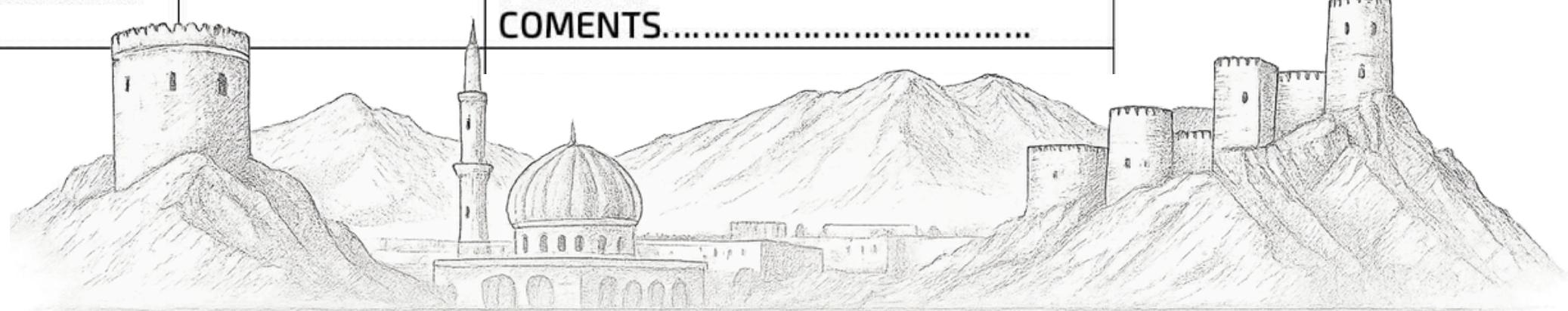
## Why it matters:

- Ensures the scope is safe for the next patient
- Prevents infection transmission
- Supports accreditation compliance
- Provides legal traceability



## FLEXIBLE ENDOSCOPE TRACKING CHART

DATE OF THE PROCEDURE:	TIME:	SPECIALITY : MEDI- SURG-	
LOCATION -ENOSCOPY ROOM 1 ROOM 2 ROOM 3 ROOM 4 ICU OT			
ENDOSCOPE DETAILS	MODEL /SERIAL NO	PRE-CHECKED BY	COMMENTS/ REMARKS
GASTROSCOPE			
COLONOSCOPE			
DUODENOSCOPE			
BRONCHOSCOPE			
TEE			
THERAPEUTIC SCOPE			
PEDIATRIC GASTROSCOPE			
PEDIATRIC COLONOSCOPE			
ENDOSCOPIC ULTRA SOUND			
ENTEROSCOPE			
ACTUAL PROCEDURE DONE:		REPROCESSED BY	
.....		LEAK TEST PASS FAILED	
.....		FURTHER COMMENTS.....	



# Tracking Chart



# INCIDENT & NEAR-MISS REPORTING



**Incident:** any deviation from the regular practice

**Near-Miss:** Error caught before harm

## Reporting Route:

- Identify the incident or near-miss
- Notify the charge nurse / supervisor
- Document in the reporting system.
- Review by Quality & Safety Committee
- Training to improve & avoid the reoccurrence

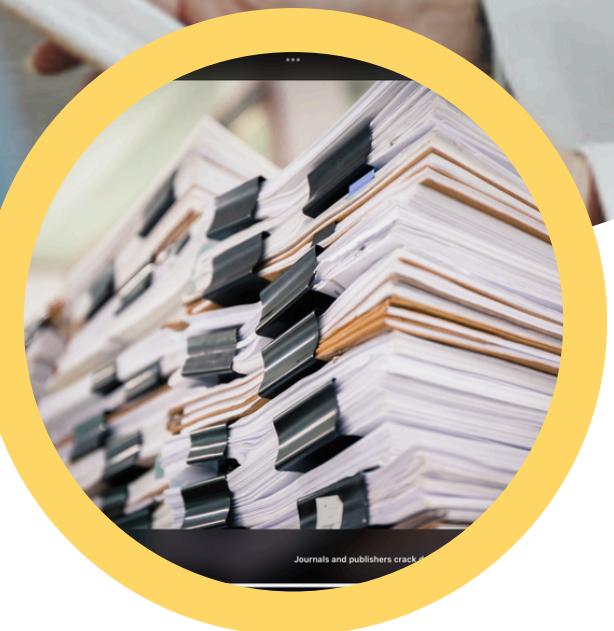
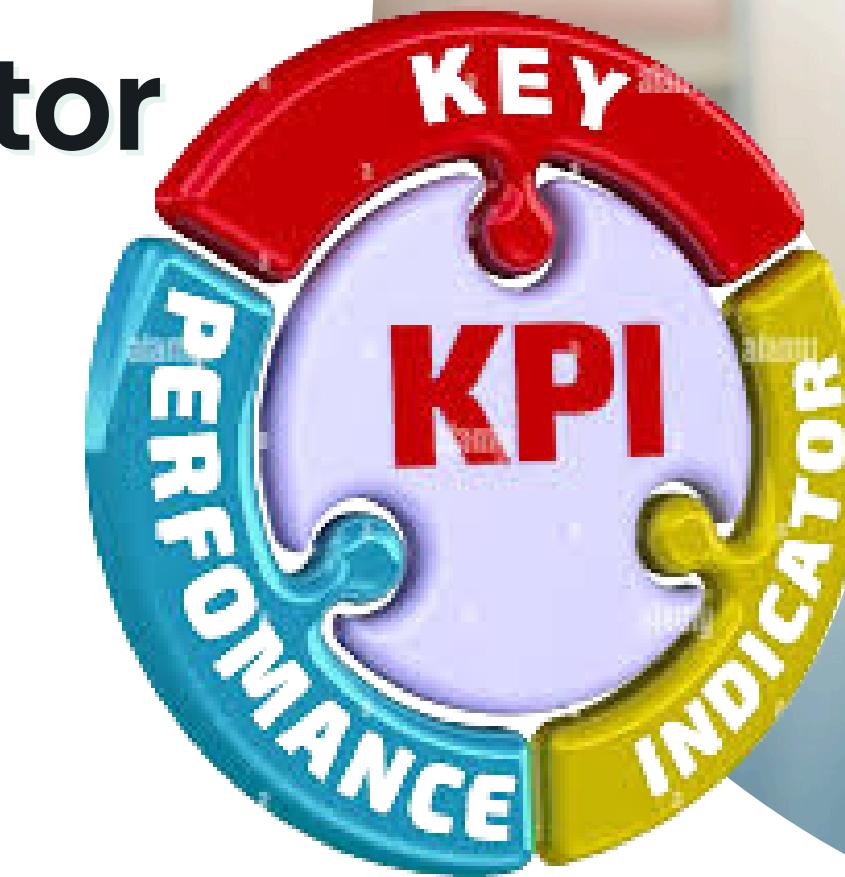
## Why it matters:

- Learning tool, not punishment
- Improves patient safety
- Reduces future errors



# **KPI = Key Performance Indicator**

→ A measurable value that shows how effectively the endoscopy unit and nursing staff are performing critical tasks.



# Nurse-Influenced KPIs



## Turnover Time

- Time taken to prepare the room between procedures & Measures efficiency and patient flow

## Reprocessing deviations

- Deviations during cleaning or HLD cycles & Tracks safety & compliance with infection control

## Equipment Issues/Malpractice

- Any delays caused by faulty or missing instruments & Indicates operational readiness



# Nurse-Influenced KPIs



## Photo-Set Completion Rate

- Percentage of cases with full standard photo-set captured

## Specimen handling Accuracy

- Correct labeling of biopsies, forms, and devices

## Infection control practice

- Use of PPE, Hand hygiene etc





## Why KPIs matters:

- Shows efficiency, safety, and quality of care
- Supports audits and accreditation

Key Message:

- **Nurse-driven KPIs = direct impact on patient safety and workflow efficiency.**



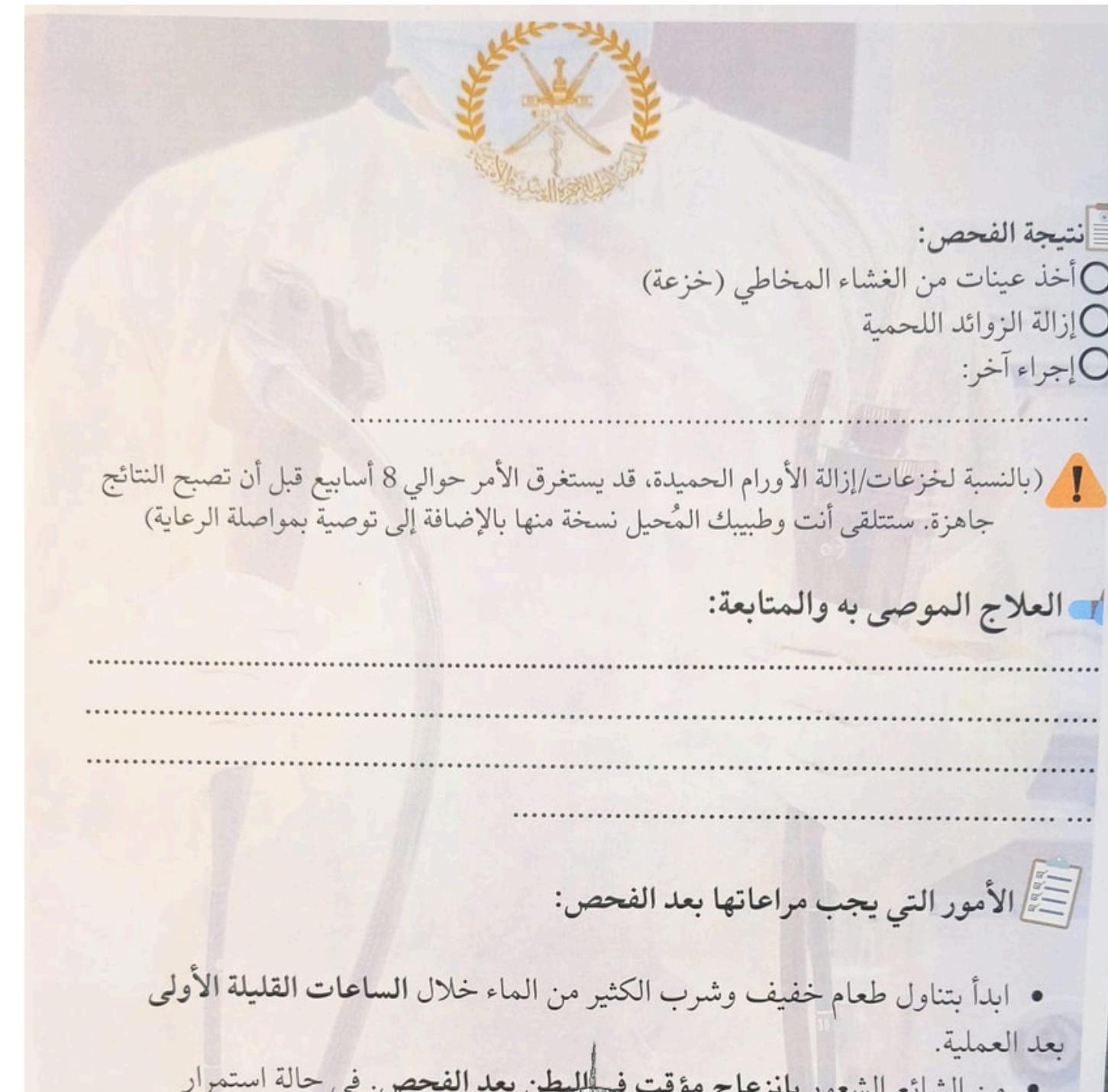


# AUDIT

An endoscopy audit should cover pre-procedure checks, equipments, the intra-procedure "time out," and post-procedure verification.



# Post procedure hand out/feedback



# Summary

- Standard photo-sets confirm anatomy & pathology
- Labels & lot tracking ensure traceability
- Reprocessing logs guarantee patient safety
- KPIs show efficiency, compliance, and staff performance
- Incident / near-miss reporting prevents reoccurrence of event



## Take-Home Message:

**Documentation + KPIs + Reporting = Safer, more efficient endoscopy service**



**Thank You for your attention  
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learn more**



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