1 Emergency endoscopy requests are for patients who have had episodes of haematemesis or melena within the last 24 hrs.

2 Requests for emergency endoscopy should be telephoned to Endoscopy Suite on Ext 2063 between 0900hrs and 1630hrs. Outwith these hours please telephone Ward 2 on Ext 2239. A green endoscopy request card must also be completed and sent to number 2063 via the pneumatic tube system.

3 Emergency endoscopies should be telephoned no later than 0700hrs on the morning of the procedure. Failure to do so will mean that the procedure will not be carried out in the Endoscopy Suite.

4 The Endoscopy Suite does not open Saturday, Sunday or Public Holidays, therefore emergency endoscopy requests should be referred to Main Theatres on Ext 2165 who provide this service outwith endoscopy hours.

5 Patients must be consented for endoscopy by medical staff at the time of referral. If a patient is unable to consent themselves, the relevant consent form should be signed by the consultant in charge of the patients care. The consent form must be completed before 0800hrs on the morning of the procedure.

6 An endoscopy checklist must be completed by ward staff and together with the drug kardex should be sent with the case notes when the patient attends the unit for their procedure.

7 The patient must have iv access before leaving the ward.

8 The Endoscopy Suite must be informed of any reason why the patient should be considered to be of high risk, ie Hepatitis, MRSA etc.

9 The patients haemoglobin must be made available on the morning of the procedure.

10 If the patient is on anti-coagulant therapy an INR result is required for the day of, or the day before the procedure.

11 Patients must be Nil By Mouth for at least 4hrs prior to the procedure

12 The emergency endoscopy list runs from 0830hrs until 0900hrs and is limited to 2 procedures.

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