



# Guidance for use of the National Catheter Passport (NCP)

## Background

Urinary tract infection (UTI), are the most common type of infection seen in acute and care settings in Scotland (PPS 2012). In an effort to tackle this problem, many UTI reduction resources have been developed both nationally and locally within NHS Boards, and within social care settings.

With this in mind, in 2014, the Scottish Government requested the formation of a network which would bring together groups of people across Scotland who are involved in UTI reduction work across all strands of health and social care. The Scottish UTI Network (SUTIN) was then formed with an aim of co-ordinating the sharing of these resources as well as promoting the development of a community from within NHS and social care setting that is intent on seeing UTI reduction across Scotland. One of the requests from SUTIN members was the formation of a national Urinary Catheter Passport (NCP) which could be given to patients as a resource where there is no suitable alternative to urinary catheterisation.

The primary function of this document is:

- An education tool for the person who has a urinary catheter
- A communication tool for health and social care staff around the person's catheter – why they have it, when it was inserted and future plans like trial without catheter

In this way, the hope is seamless care for people with urinary catheters as they move through the various pathways of health and social care, but more importantly as a means of encouraging self-management of their device in a way which will reduce the risk of complications such as catheter associated urinary tract infections (CAUTI).

## National Catheter Passport

This document has been developed and tested by stakeholders from various health and social care settings across Scotland. Although its' primary function is around improving care and communication in terms of urinary catheters, the NCP does not promote the use of urinary catheters. The focus is around the prudent use of catheters and prompting early removal and trial without catheter.

## How it should be used

There are 2 distinct sections within the passport – patient and clinical. The patient section supports effective care of the catheter in order to reduce the risk of infection and the clinical section includes essential information around the catheterisation itself and should contain the plan of care – reason for catheterisation and plans for trial without catheter. There is also a catheter maintenance section which includes an evidence based bundle of care which can be completed by the HCW, carer or patient themselves. For guidance around who should get a passport and how it should be used, please see the FAQs section on page 3.

The inside front cover of the document should be completed by the HCW issuing with the essential contact details.

This is a person-held document therefore consent should be obtained from the person prior to issue (there is a section within the document on page one to capture this information). As well as this, when/if the catheter is removed, then the passport must be sent back reconciled with either the acute care or community notes (N.B. if the person is resident in a care home, this may be retained within their care notes). The desired return address should be added to the back inside cover.

When the NCP is issued to patients, it is important that the nurse/carer provides them with guidance for its use. The person should be instructed to bring the catheter passport with them if they have clinic appointments so that it can be updated if required. They should also be directed to the troubleshooting guide within the passport which gives simple solutions to possible catheter problems as well as signposting appropriate help.

As the passport is a national document, it was agreed by the Short Life Working Group that it should not specify procedures as these would be agreed locally within Boards/Care Homes. In addition please refer to modules available from NES for training material.

<http://www.nes.scot.nhs.uk/education-and-training/by-theme-initiative/healthcare-associated-infections.aspx>.

We hope that you find the NCP useful and should you have any queries, please refer to the FAQs document attached. Alternatively you can email the SUTIN inbox below.

NSS.ScottishUTINetwork@nhs.net

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## Frequently Asked Questions (FAQs)

### 1. Who should get the passport?

- We would anticipate that people who require a long-term catheter as there are no suitable alternatives would receive a passport. However it is entirely up to individual organisations themselves to decide what works best for them. Below are some examples of when a passport would be used.
  - A person is catheterised post surgery – the passport should be completed with reason for initial insertion and a documented plan for TWOC. If TWOC unsuccessful and the catheter needs to remain in at discharge, the passport would then be given to the person as part of the discussion around the need for the catheter, how to care for it, how to avoid infection etc. Consent for use of the passport must also be obtained from the person. Should the TWOC be successful, then the passport would be filed in their medical notes.
  - A person is catheterised due to retention of urine – As above
  - A person is catheterised due to neurological injury or progressive neurological disease e.g. spinal injury, MS etc – the passport should be completed with the reason for initial insertion as well as a documented care plan which may include alternatives to indwelling urinary catheterisation such as intermittent self catheterisation (ISC) or other continence aids.
  - A person is catheterised within a care home – the passport would be completed with reason for initial insertion and a documented plan of care and proposed TWOC. Again, consent must be received from the person.
- Remember that the person must be informed of the reason for long term catheterisation. This must be documented and consent must be also obtained from them around using the passport

### 2. Should the patient get a new passport with every catheter change?

- No. The original passport should suffice unless all fields are complete.

### 3. Where can I get the passports from and where should they be stored?

- The NCP will be available via the NDC. Please order from NDC in your usual manner, using SKU code **223848**. **In order to keep costs down, the NCP must be ordered with other catheter products.**
- We are working with other distributors to ensure that those organisations that do not use the National Distribution Centre (NHS Board / Care home / District Nursing Service in Scotland) also have access to the passports.
- These should be completed and given to patients who have indwelling catheters along with information around the contents and how to use the document.
- We would recommend that ordering information for the passport is located alongside that of catheters and accessories e.g. urine draining bags, valves etc. to ensure that it is a regular stock item.
- Storage of passports – We would recommend that the passport is stored next to catheters to act as a reminder to staff that it may be required.

### 4. Will each organisation need to pay for the NCP?

- Provision of the passport has been included in the national catheter contract, with suppliers agreeing to incur the costs thus making it free at point of use.

### 5. What do I do with the passport once the person's catheter has been removed?

- Passports should be retained within the person's medical notes – either hospital, community (GP) or care home.