

## *Moira Surgery*

### **CHAPERONE POLICY**

- Patients are encouraged to ask for a chaperone, if required, at the time of booking their appointment wherever possible
- All staff are aware of, and have received appropriate information in relation to the surgery chaperone policy
- All formal chaperones understand their roles and responsibilities and are competent to perform that role
- The chaperone policy is advertised through notices in the waiting areas and on the surgery website

### **Chaperone Policy for Intimate Examinations**

- Establish that there is a genuine need for an intimate examination and discuss this with the patient
- Explain to the patient why an examination is necessary and give the patient an opportunity to ask questions
- Offer a chaperone or invite the patient to have a family member or friend present.
- If the patient does not want a chaperone, record that the offer was made and declined in the patient's clinical record
- Obtain the patient's verbal consent before the examination and be prepared to stop the examination at any stage at the patient's request
- Once the chaperone has entered the room, give the patient privacy to undress and dress. Use curtains where possible to preserve dignity
- Explain what you are doing at each stage of the examination, the outcome when the examination is complete and what you propose to do next. Keep discussion relevant and avoid personal comments

- Record any other relevant issues or concerns immediately following the consultation