

Clinical Physiology

Standard Operating Procedure for Administrative Support for Community Spirometry Clinics in South Ayrshire.

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Standard Operating Procedure Content

1.0	Introduction	3
2.0	Purpose of the Standard Operating Procedure	3
3.0	Scope of the Standard Operating Procedure	3
4.0	Standard Operating Procedure Content	3-4
5.0	Appendix	4-5

1.0 Introduction

The purpose of a spirometry test is to examine a person's lung volume and airflow and this test provides the information a clinician needs to make a diagnosis of chronic obstructive pulmonary disease (COPD).

Historically, spirometry tests have been carried out in GP practices but, due to funding and capacity constraints, some GPs have chosen not to continue this service. As a result, there is no consistent spirometry service in Ayrshire and Arran.

Therefore, a pilot of a community based spirometry service is currently being trialled in identified locations across South Ayrshire to address this gap and provide patients with equitable access to spirometry services.

2.0 Purpose of the Standard Operating Procedure

- Ensure all staff can receive referrals and appoint patients to an appropriate clinic in a timely manner
- Ensure all staff are able to send patients appointment letters and all relevant information about the spirometry test
- Ensure all staff are able to reallocate patients who are unable to attend the clinic or are unable to carry out the spirometry test on the day of their appointment
- Ensure all staff are able to update the referrer of the results of a spirometry test
- Ensure all staff can update the data collection spreadsheet appropriately

3.0 Scope of the Standard Operating Procedure

This Standard Operating Procedure applies to all staff grades who provide admin support for the South Ayrshire Community Spirometry Service.

4.0 Standard Operating Procedure Content

4.1 Appointment Scheduling

- Referrals will be emailed to aa.Clinical_Bookings at GCH-MHC, this inbox to be checked once a day minimum.
- Check that the patient does not meet any of the contraindications listed in appendix 5.1. If the patient has any of the contraindications noted, please inform the referrer that the patient is not a suitable candidate for spirometry at this time (use standard letter template).
- If there are no contraindications, staff should phone the patient to offer them an appointment
- Once the appointment date and time is confirmed, appointment letter confirming the details (see the standard appointment letter) should be sent to the patient. Also send the patient a copy of the spirometry information leaflet (see appendix 5.2).
- Add the patient's details to the data collection spreadsheet on the South Ayrshire Spirometry Pilot Data Collection Teams channel. All relevant information is detailed on the referral document.

4.2 Patient unable to attend appointment

- If a patient phones to reschedule, they should be offered an appointment at the next available clinic
- Once the appointment is confirmed, patients should be sent an appointment letter (use standard appointment letter) confirming the date and time. Patients should be sent a copy of the spirometry information leaflet (see appendix 5.2).

4.3 Patient does not attend appointment

- If the patient does not attend their appointment, staff should phone the patient and offer another appointment
- Once the appointment is confirmed, the patient should be sent an appointment letter (use standard appointment letter) confirming the date and time, along with a copy of the spirometry information leaflet (see appendix 5.2), as above. A letter should also be sent to the referrer to inform them that the patient did not attend their appointment (use standard letter).
- If the patient does not attend their appointment on three occasions, their case should be closed and a standard letter should be sent to the referrer to inform them that the patient has been discharged from the service

4.4 Day of clinic

- The patient list and patient satisfaction surveys should be printed for the clinician arriving in the morning
- Patients will present for their appointment at the main reception and they should be shown to sub-waiting area
- If the patient presents as unfit to complete spirometry due to short-term illness or contraindication (i.e. recent surgery or infection) - this patient should be reappointed to a later suitable appointment. Another appointment letter should be sent to the patient confirming the date and time.

4.5 Post spirometry test

- Patients should be advised to return the satisfaction survey to reception and the scores are to be added to Smart Survey
- At the end of the clinic day, all the results of the spirometry tests will be given to admin staff. Results should be scanned and emailed to the relevant GP clinical mailbox.
- Results of spirometry tests should be populated into the data collection spreadsheet and number of appointments for that day recorded
- Clinic lists should be stored for 12 weeks. After this time has passed, lists should be destroyed via confidential waste.

5.0 Appendix

5.1 Contraindications for Spirometry

- Contraindications:
 - Haemoptysis (coughing up blood) of unknown origin
 - Pneumothorax

- Unstable Cardiac status, or recent myocardial infarction (heart attack) or pulmonary embolus (blood clot in the lungs)
- Thoracic, abdominal or cerebral aneurysm
- Recent eye surgery
- Presence of acute illness or symptom that would interrupt test, e.g. nausea or vomiting
- Recent thoracic or abdominal surgery

5.2 Patient instructions

Pulmonary Function Tests/Spirometry

What is it?

This test allows various measurements to be made of the lung capacity.

Why is it done?

It will confirm the diagnosis of several lung problems, and allow the Doctor to assess the degree of the problem. He/she will then be better able to treat you.

How is it done?

You will be weighed, and your height will be measured. You will then be asked to breathe into a machine using a special mixture of gases. These will cause you no harm – all are present in air, but the proportions are carefully measured. You will be asked to perform various breathing exercises under the instruction of the physiologist.

Preparations for the test

- 1) No smoking for 24 hours prior to test
- 2) No alcohol consumption for at least 4 hours
- 3) Avoid vigorous exercise in the 30 minutes preceding this test
- 4) Wear loose fitting clothing when attending for this test
- 5) Avoid eating a substantial meal in the 2 hours preceding this test
- 6) No short acting bronchodilators (no inhalers) for 4 hours preceding this test

This test will be carried out by a Cardiac Clinical Physiologist, and no results will be available at this time. You will not see a doctor on your attendance today.

The test is entirely harmless, and will last approximately 50 minutes. If you have any worries or doubts, please discuss them with the physiologist.