

Manual Evacuation

As an NDIS provider, Life Without Barriers (LWB) must comply with the NDIS Practice Standards and Quality Indicators to deliver high quality and safe High Intensity Daily Personal Activities (HIDPA) support. In addition, trainers should use the [High Intensity Support Skills Descriptors](#) to ensure the training they offer equips LWB staff with the skills and knowledge expected to provide high-intensity supports.

To support this, on the next page is a table to guide Appropriately Qualified Health Practitioners (AQHP) in the training requirements regarding the provision of Complex Bowel Care.

When training LWB staff in Manual Evacuation, please include ALL the essential elements relevant to the person's plan and support task.

You will be asked to complete an endorsement following training to confirm the following:

- you have accessed the NDIS LWB 5637 HIDPA Complex Bowel Care Manual Evacuation – Training Essentials (this document)
- you have accessed the relevant LWB HIDPA Support Procedure
- names of staff member/s you trained in the person's plan and support task
- that the staff member/s were assessed as competent and effectively demonstrated skills, knowledge and understanding associated with the plan, or whether further training is required.

If you have any additional questions regarding the training and requirements of our staff, please contact our Professional Learning Team at LearningDMH@lwb.org.au

Thank you for working in partnership with LWB to maintain the safety and well-being of the people we support, and for assisting us in complying with the [NDIS Practice Standards and Quality Indicators](#) related to the provision of Complex Bowel Care.

Essential Training Element	Training Outcome LWB staff members will practically demonstrate:
Understands the process of complex bowel care manual evacuation, the purpose and complications associated with the procedures	Knowledge of the basic anatomy of the lower gastro-intestinal tract and how the nervous system impacts the lower gastro-intestinal tract
	An understanding of the role of good bowel care in supporting a person to lead the life they choose and the purpose of rectal check and manual removal of faeces
	An understanding of the person’s Bowel Care Plan and when and if manual evacuation is required
	An understanding of complications with rectal checks and manual removal
Emergency Response	An understanding of when to stop the procedure and what action to take
Administer PR checks and manual evacuation as per the person’s plan	How to check the person’s Complex Bowel Care Plan
	How to gather and prepare the equipment
	How to use required PPE, including two (2) pairs of gloves (double gloving)
	How to correctly position the person as per the plan
	How to check for abnormalities, including bruising, pressure injury, skin tags and haemorrhoids
	How to apply lubricant as per the plan to their index finger as well as the person’s anus
	How to perform rectal checks and manual removal of faeces as required
	An understanding of when and if repeating the procedure is required
How to record any abnormalities, including bruising, pressure injury, skin tags and haemorrhoids	

Essential Training Element	Training Outcome LWB staff members will practically demonstrate:
	How to document evacuation results and observations in the Bowel Chart
Shows respect for the individual and works with them to make the process comfortable	Ensuring support practice respects the person throughout the process
	An explanation to the person of each step to be taken and seek their consent before performing any tasks
	Actively involving the person in their support, as outlined in their plan, and to their chosen level
	How to assist the person into the correct position for the procedure and reassuring them throughout the process
Health, Safety and Environment	Hygiene and infection control procedures. For example, they wash their hands and put on appropriate PPE before commencing activities
	How to clean and dispose of all equipment and waste appropriately
	Appropriate and accurate documentation, when the procedure is completed