

The Hong Kong College of Obstetricians and Gynaecologists

Guidelines for a Gynaecological Specialist Service

Outpatient

1. At least one gynaecologist* should attend and supervise each gynaecological outpatient consultation.
2. The outpatient sessions should be supervised by at least a qualified nurses (Enrolled Nurses or higher qualification). Chaperon should be available during examination of patients.
3. Consultation area should be comfortable and has privacy.
4. Facilities should be available in the outpatient clinic for provision of bedside procedures including cervical smear, vaginal swab for microbiological study, endometrial biopsy or aspiration, and insertion of vaginal supportive pessary.
5. Facility is available in the outpatient clinic for observation and resuscitation of patients.
6. Pregnancy test kits should be available in the clinic.
7. A call-back system should be in place for patients with abnormal investigation result.

Inpatient

1. Each new patient should be assessed by a gynaecologist within 24 hours of admission for non-urgent conditions, and within 30 minutes for life threatening conditions. A mechanism should be in place to monitor the guideline.
2. The patients should be under the supervised care of a gynaecologist.
3. The ward should be under the charge of a Registered Nurse or higher qualification at all times.
4. Facilities for close monitoring of unstable patient in the ward should be available such as cardiac monitor, pulse oximeter, automated blood pressure manometer.
5. Facilities for treatment of unstable patient in the ward should be available such as bedside oxygen supply, suction apparatus, motorised infusion devices, blood and patient warming devices or similar facility.
6. Cardiopulmonary resuscitation facilities should be readily available.
7. The ward should provide adequate facilities to conduct pelvic examination in privacy and comfort.
8. A call-back system should be in place for patients who have been discharged but later found to have abnormal investigation results.

Gynaecological Operation

1. All patients scheduled for gynaecological operations should be assessed by a gynaecologist pre-operatively.
2. All gynaecological operations should either be performed or supervised by a gynaecologist.
3. All patients undergoing gynaecological operations under regional or general anaesthesia should be assessed by a qualified anaesthesiologist pre-operatively.
4. Twenty-four hour emergency gynaecological operation can be arranged.

Supporting facilities

1. The laboratory should provide 24-hour emergency services.
2. Ultrasound scans support should be available on site.
3. Twenty-four hour blood bank services should be available.
4. Twenty-four hour anaesthesia service should be available.
5. I.C.U. care should be available.
6. Consultation to other specialists and other allied health professionals should be available.
7. Physiotherapy should be available to inpatients and outpatients.
8. An efficient medical record, storage and retrieval system is in place.
9. Medical reports should be available to patients.

Clinical Audit and Quality Assurance

1. A committee including gynaecologists as members should be in place to look after the auditing and quality assurance of gynaecological service of the hospital. The committee should submit an annual report for all gynaecological operations according to the requirement of the College.
2. The hospital should also participate in various audit and quality assurance activities organized by the College.

Gynaecologist = F.H.K.A.M.(O&G) or equivalent