

# Chaperone Policy

## Kirkvoe Medical

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Version No:	1
Policy Owner / Author:	Dr Zoe Shepherd

## 1. Reason for Policy / Purpose of Policy

This policy sets out guidance for the use of chaperones and procedures that should be in place for consultations, examinations and investigations.

## 2. Policy Statement and Aims

All medical consultations, examinations and investigations are potentially distressing. Patients can find examinations, investigations or photography involving the breasts, genitalia or rectum particularly intrusive (these examinations are collectively referred to as “intimate examinations”). Also consultations involving dimmed lights, the need for patients to undress or for intensive periods of being touched may make a patient feel vulnerable. This policy outlines the chaperone procedures of Kirkvoe Medical in order to provide support to patients who require it.

## 3. Scope

This policy applies to all consultations at Kirkvoe medical.

## 4. Procedure

All patients attending for an ENG1 medical will be offered a chaperone at the time of booking due to the regulations attached to these. For other patients it is likely the need for a chaperone will be identified during the consultation - for example an intimate examination, an examination involving close contact or an examination with a patient of the opposite sex. A chaperone may also be offered to protect the clinician if felt necessary. At this point a verbal offer of a chaperone will be made by Dr Shepherd.

This chaperone policy will be visible on the practice website.

If a chaperone is required Dr Shepherd will request the presence of one of the other clinicians working in the building. There are 2 other consulting rooms in the facility in use at the same time by a registered chiropractor as well as alternative health practitioners. These users will have a disclosure Scotland check in their role as a healthcare provider and are able to act as a chaperone. Where possible the chaperone should be the same gender as the patient.

A friend or relative of the patient may act as a chaperone at the request of the patient but it is important to note this does not provide protection for Dr Shepherd and a chaperone from within the practice may be felt to be more appropriate.

The offer of a chaperone will be recorded in the patients notes. If Dr Shepherd feels a chaperone is necessary but the patient declines Dr Shepherd will again explain why a chaperone is felt necessary. If the offer is declined again the examination will not be performed. Dr Shepherd has no obligation to proceed with an examination she is uncomfortable doing.

If a chaperone is requested but one is not available then the examination will be deferred to another date. This is felt to be unlikely and any instance will be subject to a significant event analysis to ensure it is not repeated. The fee for the consultation will be refunded.

## *5. Responsibilities*

Dr Shepherd is responsible for the implementation and maintenance of this policy.

## *6. Enforcement / Compliance*

Repercussions for non-compliance may include enforcement or disciplinary action from regulatory bodies.

## *7. Related information*

This policy has been informed by the chaperone policy of Frome medical and the Care Quality Commission. [Chaperone Policy \(fromemedicalpractice.co.uk\)](http://fromemedicalpractice.co.uk)  
Further information is available from the MDDUS [Chaperones - for doctor and patient | MDDUS](#)