

## 10 Glossary of Terms

<b>Term</b>	<b>Definition</b>
access	Entry to the blood stream for haemodialysis or entry to the abdominal cavity for peritoneal dialysis.
accreditation	A process, based on a system of external peer review using written standards, designed to assess the quality of an activity, service or organisation.
acute renal failure	The rapid loss of kidney function over a few hours or days.
acute sector	Hospital-based health services which are provided on an in-patient or out-patient basis.
adequacy	Refers to how well dialysis replaces the function of the kidneys.
allocation	The matching of an organ to a patient based on blood and tissue type.
anaemia	A reduction in the quantity of the haemoglobin in the blood. The main symptoms are excessive tiredness, breathlessness on exertion, pallor and poor resistance to infection.
anthropometry	The measuring of the human body or part of the human body.
antibiotic	A chemical substance produced synthetically or by a microorganism which has the capacity to inhibit the growth of or to kill other microorganisms.
APD	See automated peritoneal dialysis.
arteries	Blood vessels which carry blood away from the heart to supply the tissues.
arteriovenous fistula	A connection between an artery and a vein (this excludes arteriovenous grafts using artificial vessels).
assessment	The process of measuring the quality of an activity, service or organisation.
assessment (for transplantation)	The physical examination, tests and studies required to check whether a person is suitable to receive an organ transplant.
audit	A process which allows for the systematic and critical analysis of the quality of care.
automated peritoneal dialysis	A form of peritoneal dialysis that requires a machine to control the movement of fluid into and out of the peritoneal cavity. APD is carried out at home each night while the patient sleeps.
biochemical	Relating to the chemistry of the body.
biopsy	The removal of a small piece of tissue from an organ or part of the body for histological analysis, microscopic study, or pathologic evaluation.

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<b>blood pressure</b>	Blood pressure is related to the force of the heart pumping and the resistance to the flow of blood through the body. It is the pressure of the blood in the main arteries needed to push it through the smaller vessels of the circulation.
<b>blood transfusion</b>	The infusion of a volume of blood obtained from a healthy person into the bloodstream of a patient whose blood is deficient in quantity or quality, through accident or disease.
<b>brain stem testing</b>	A set of specific tests carried out by doctors to confirm death.
<b>BTS</b>	British Transplantation Society.
<b>cadaver kidney</b>	A kidney that has been donated by a previously healthy person who has died suddenly. Kidneys for donation are usually removed when the donor's death has been confirmed by brain stem testing but the heart is still beating due to artificial ventilation.
<b>calcium</b>	A chemical element obtained through diet that is essential in the formation of bones and teeth.
<b>CAPD</b>	See continuous ambulatory peritoneal dialysis.
<b>care plan</b>	A document which details the care and treatment that a patient/user receives and identifies who delivers the care and treatment.
<b>carer</b>	A person who looks after family, partners or friends in need of help because they are ill, frail, or have a disability. The care they provide is unpaid.
<b>catheter</b>	A hollow tube used to transport fluids to or from the body.
<b>chronic</b>	Present over a long period of time.
<b>chronic renal failure</b>	The slow and progressive deterioration of kidney function.
<b>clinical governance</b>	A framework through which NHS organisations are accountable for both continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish.
<b>Clinical Resource and Audit Group</b>	The lead body within the Scottish Executive Health Department promoting clinical effectiveness in Scotland. The main committee, together with its subcommittees provides advice to the Health Department, acts as a national forum to support and facilitate the implementation of the clinical effectiveness agenda and funds a number of clinical effectiveness programmes and projects. Abbreviated as CRAG. Website address: <a href="http://www.show.scot.nhs.uk/crag/">www.show.scot.nhs.uk/crag/</a>

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<b>clinical service</b>	Service provided by health care professionals.
<b>Clinical Standards Board for Scotland</b>	The Clinical Standards Board for Scotland is a statutory body, established as a special NHS Board in April 1999. Its role, in line with the Scottish Executive's commitment to quality, openness and public accountability, is to promote public confidence that the services provided by the NHS are safe and that they meet nationally agreed standards, and to demonstrate that, within the resources available, the NHS is delivering the highest possible standards of care. Abbreviated as CSBS.
<b>clinical trial</b>	Research study conducted with patients, usually to evaluate a new treatment or drug. Each trial is designed to answer scientific questions and to find better ways to treat individuals with a specific disease.
<b>cold storage</b>	The process that allows an organ to be kept cold in sterile conditions until it reaches the operating theatre.
<b>community hospital</b>	A local hospital, unit or centre providing an appropriate range and format of accessible health care facilities and resources. These will include in-patient and may include out-patient, diagnostic, day care, primary care and outreach services for patients provided by multidisciplinary teams. Medical care is normally led by general practitioners.
<b>computerised tomography (CT)</b>	An X-ray imaging technique used in diagnosis that can reveal many soft tissue structures not shown by conventional radiography.
<b>conservative management</b>	The treatment of renal failure without dialysis.
<b>continuous ambulatory peritoneal dialysis</b>	A form of peritoneal dialysis in which dialysis fluid is exchanged at regular intervals throughout the day.
<b>contra-indication</b>	Any condition, past or present, which makes a particular line of treatment unsuitable or undesirable.
<b>controlled trials</b>	Studies in which treatments are compared – these may include inactive or placebo therapy.
<b>core data set</b>	A minimal set of information related to a specific medical condition – includes demographic, clinical management and outcome data.
<b>CRAG</b>	See Clinical Resource and Audit Group.
<b>creatinine</b>	A waste product that is removed from the body by the kidneys, and excreted in the urine. A high level of creatinine in the blood indicates kidney damage.

creatinine clearance	A measure used by hospital staff to assess how well the kidneys are working or whether enough dialysis is being provided.
criterion/criteria	Criterion is the term used for the singular. We have one criterion, and several criteria. Criteria provide the more detailed and practical information on how to achieve a standard and can be described as structure, process and outcome criteria.
CSBS	See Clinical Standards Board for Scotland.
CT	See computerised tomography.
cytomegalovirus	A virus that can cause severe infections in patients who have recently had a renal transplant.
data set	A list of required and specific information.
data source	The source of evidence to demonstrate whether a standard or criterion is being met.
delayed graft function	A kidney transplant that does not work immediately.
desirable (criterion/criteria)	Good practice that is being achieved in some parts of the service and demonstrates levels of quality to which other providers of a similar service should strive.
diabetes	A disorder characterised by high levels of glucose (sugar) in the bloodstream.
diabetic nephropathy	Kidney disease that has developed as a result of diabetes.
diagnosis	Identification of an illness by means of its signs and symptoms. This involves ruling out other illnesses and causal factors for the symptoms.
dialysate	A sterile fluid used in dialysis to facilitate the extraction of waste from the blood.
dialysis	A treatment for kidney failure that removes wastes and water from the blood artificially.
dialysis fluid	See dialysate.
dietary assessment	An evaluation of the extent to which dietary intake is likely to meet nutritional needs. Factors assessed include current food and fluid intake, duration and severity of any changes in appetite and oral intake, and the presence of factors which may be affecting food and fluid intake.
dietician	An expert in nutrition who helps people with special health needs plan the kinds and amount of foods to eat.

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<b>discharge</b>	A discharge marks the end of an episode of care. Types of discharge are in-patient discharge, day-case discharge, day-patient discharge, out-patient discharge and PAM discharge.
<b>disconnect systems</b>	A peritoneal dialysis system in which the dialysis bag is not connected to the patient between exchanges.
<b>diuretic</b>	A drug that increases the flow of urine.
<b>donor</b>	Someone who gives blood or an organ from their body to be used in another person's body (the recipient).
<b>end stage renal failure</b>	Kidney failure requiring treatment by dialysis or kidney transplantation.
<b>erythropoietin (EPO)</b>	A substance normally produced by the kidneys which stimulates the bone marrow to produce red blood cells. In renal failure less is formed resulting in anaemia, but it can be replaced by an injection of artificially produced erythropoietin.
<b>essential (criterion/criteria)</b>	A criterion that should be met wherever a service is provided.
<b>European Dialysis and Transplant Association Registry</b>	A registry of patients on renal replacement therapy throughout Europe organised by the professional body for European nephrologists.
<b>evaluation</b>	The study of the performance of a service (or element of treatment and care) with the aim of identifying successful and problem areas of activity.
<b>evidence-based</b>	The process of systematically finding, appraising, and using contemporaneous research findings as the basis for clinical decisions.
<b>fistula</b>	See arteriovenous fistula.
<b>function</b>	The activity of an organ or part of the body.
<b>generic standards</b>	Standards that apply to most, if not all, clinical services.
<b>genetic disorder</b>	An illness or condition that has been inherited.
<b>glomerulonephritis</b>	The inflammation of the filtering units in the kidneys which alters their normal functions.
<b>glomerulus</b>	One of the tiny filtering units of the kidneys. Each kidney contains about one million glomeruli.
<b>GP</b>	General Practitioner.
<b>graft</b>	A transplanted organ or tissue.

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<b>guideline</b>	Systematically developed statements which assist in decision-making about appropriate healthcare for specific clinical conditions.
<b>haematocrit</b>	The ratio of the volume of red blood cells to the total volume of blood.
<b>haematological</b>	Relating to the blood.
<b>haemodialysis</b>	A treatment for kidney failure in which blood is purified by passing it across an artificial membrane to remove waste products.
<b>haemoglobin</b>	The part of red blood cells that carries oxygen around the body.
<b>HDL</b>	See Health Department Letter.
<b>Health Council</b>	Each NHS Board area has a Health Council, an organisation whose aim is to promote public consultation and participation in health-related matters. Sometimes referred to as a Local Health Council.
<b>Health Department Letter</b>	Health Department Letter (formerly known as Management Executive Letters - MELs), formal communications from the Scottish Executive Health Department to NHSScotland.
<b>healthcare professional</b>	A person qualified in a health discipline.
<b>home dialysis</b>	Dialysis that is carried out at home rather than in hospital.
<b>hospital dialysis</b>	Dialysis that is carried out in a hospital renal unit.
<b>hospital transportation</b>	Hospital vehicles that are used to transport patients to and from hospital for treatment.
<b>immediate function</b>	A kidney transplant that works immediately.
<b>immunosuppressive drug</b>	A drug that suppresses the immune system of a patient in order to allow that patient to accept a transplant.
<b>incidence</b>	How often a disease occurs; the number of new cases of a disease among a certain group of people for a certain period of time.
<b>iron</b>	A key component of haemoglobin. When red blood cells are lost, so is iron.
<b>Island NHS Board</b>	Island NHS Boards do the work of both Boards and Trusts in that they have a strategic and operational role. There are three Island NHS Boards, covering Shetland, Orkney, and the Western Isles.
<b>kidney</b>	One of two bean-shaped organs located near the middle of the back just under the ribcage. Kidneys filter waste from the blood, remove excess water from the body, maintain the proper balance of salts and acids in the body, and produce essential hormones.

Kidney Alliance	An 'umbrella' body representing all organisations involved in renal services.
Kidney Patients' Association	A group or society whose aim is to support kidney patients and their carers.
Kt/v	A calculation used by hospital staff to assess the adequacy of dialysis.
LHCC	See Local Health Care Co-operative.
liaison psychiatry	Services provided for the diagnosis, care and prevention of mental illnesses.
live donor	Someone who agrees to give one of their organs during life to another person.
Local Health Care Co-operative	A grouping of general medical practices.
malnutrition	Insufficient nutrition or the wrong sort of nutrition.
Management Executive Letter	Formal communications from the Scottish Executive Health Department to NHSScotland, now known as Health Department Letters (HDLs). Abbreviated as MEL.
matching	The process by which a suitable kidney is found for transplantation.
medication	Drugs prescribed to treat a condition.
MEL	See Management Executive Letter.
microbial count	Relating to micro-organisms or germs.
molecular weight	A term used to describe the weight or mass of chemical compounds.
monitoring	The systematic process of collecting information on clinical and non-clinical performance. Monitoring may be intermittent or continuous. It may also be undertaken in relation to specific incidents of concern or to check key performance areas.
multidisciplinary	A multidisciplinary team is a group of people from different disciplines (both healthcare and non-healthcare) who work together to provide care for patients with a particular condition. The composition of multidisciplinary teams will vary according to many factors. These include: the specific condition, the scale of the service being provided and geographical/socio-economic factors in the local area.
National Service Standard	Standards that have been set by the Kidney Alliance. They form the core objectives of the strategic plan for renal services (2001–2006) that aims to ensure patients with end stage renal failure receive the best medical care.
nephritis	An inflammation of the kidneys.

nephrologist	A doctor who specialises in kidney disease.
nephrology	The branch of medical science that deals with the kidneys.
nephron	A term which refers to the million or so structures within each kidney that filter blood in order to make urine.
NHS Board	NHS Boards replaced the separate board structures of Health Boards and NHS Trusts. The NHS Boards cover the same geographical area as the old Health Boards. The overall purpose of NHS Boards is to ensure the efficient, effective and accountable governance of the local NHS system and to provide strategic leadership and direction for the system as a whole, focusing on agreed outcomes.
NHS Priorities	The three national clinical priorities remain: Mental Health; Coronary Heart Disease and Stroke; and Cancer. Source: Scottish Office Department of Health Chief Scientist Office Research Strategy for the National Health Service in Scotland (Revised 1998).
NHSScotland	The National Health Service in Scotland.
nutrient	That which nourishes.
nutrition	All foods, the physical and chemical process by which food is converted into body tissue or energy.
nutritional intake	Dietary intake of healthy or nourishing foods.
nutritional status	A term that describes the extent to which an individual's nutritional needs are being met.
occupational therapy	The treatment of mental and physical health problems by encouraging people to participate in specific activities that will help them to reach their maximum level of function and independence in all aspects of their daily life. An occupational therapist is a person specifically trained to provide such assessment and treatment.
organ	A part of the body that performs a particular function.
outcome	The end result of care and treatment. In other words, the change in health, functional ability, symptoms or situation of a person, which can be used to measure the effectiveness of care and treatment.
out-patient	A patient reviewed in a hospital but who does not need to be admitted to the hospital.
PAM	See professions allied to medicine.



<b>patient</b>	A person who is receiving care or medical treatment. A person who is registered with a doctor, dentist, or other healthcare professional, and is treated by him/her when necessary. Sometimes referred to as a user.
<b>patient journey</b>	The pathway taken through the NHS by the patient (the person who is receiving medical treatment), and as viewed by the patient.
<b>patient survival rate</b>	The number or proportion of patients who remain alive on renal replacement therapy during follow-up.
<b>patient-month</b>	A measure of follow-up which takes account of the number of patients treated and the time during which they have been observed.
<b>PCRG</b>	See Primary Care Reference Group.
<b>PD</b>	See peritoneal dialysis.
<b>peer review</b>	Review of a service by those with expertise and experience in that service, either as a provider, user or carer, but who are not involved in its provision in the area under review. In the CSBS approach all members of a review team are equal.
<b>peritoneal cavity</b>	The space in the abdomen that contains the intestines and other internal organs.
<b>peritoneal dialysis</b>	A treatment for kidney failure in which dialysis fluid is introduced into the peritoneal cavity to remove wastes and water from the blood.
<b>peritonitis</b>	Inflammation of the peritoneum (the lining of the abdominal cavity).
<b>pharmacist</b>	A qualified professional who understands the nature and effects of medicines and how they may be produced and used to prevent and treat illness, relieve symptoms or assist in the diagnosis of disease. Pharmacists use their expertise for the well-being and safety of users and the public.
<b>phosphate</b>	A mineral commonly found in food, especially dairy products, which binds to calcium to keep bones strong and healthy.
<b>physiotherapy</b>	The branch of treatment that employs physical methods to promote healing, including the use of light, infrared and ultraviolet rays, heat, electric current, massage, manipulation and remedial exercise.
<b>planned patients</b>	Patients for whom treatment or surgery is planned in advance.
<b>pneumocystis infection</b>	A severe form of pneumonia in patients who have recently had a renal transplant.

policy	An operational statement of intent in a given situation.
polycystic kidney disease	An inherited kidney disease in which cysts replace normal kidney tissue, causing the kidneys to fail.
postgraduate qualification	A degree or qualification that is awarded after a period of further training.
potassium	An essential mineral in the body found in many foods, especially fruit and vegetables. It is responsible for normal muscle function, including heart muscle, but excessively high levels in the blood can cause the heart to stop beating.
pre-dialysis	Before dialysis.
prescription	Usually a written recipe of treatment.
primary care	The conventional first point of contact between a patient and the NHS. This is the component of care delivered to patients outside hospitals and is typically, though by no means exclusively, delivered through general practices. Primary care services are the most frequently used of all services provided by the NHS.
Primary Care Reference Group	Established to help the CSBS ensure that the component of care delivered to patients outside hospitals is included in its standards, and to promote the accreditation of general practices. Abbreviated as PCRG.
primary healthcare team	The primary healthcare team encompasses a range of family health services provided by family doctors, dentists, pharmacists, optometrists and ophthalmic medical practitioners.
professions allied to medicine	Healthcare professionals directly involved in the provision of primary and secondary healthcare. Includes several groups such as physiotherapists, occupational therapists, dieticians, etc. Abbreviated as PAM.
prophylaxis	The prevention of disease; preventive treatment.
prospective studies	Studies that are carried out from the present to the future.
protein	One of the three main classes of food. Proteins are made of amino acids, which are called the building blocks of the cells. The cells need proteins to grow and to mend themselves. Protein is found in many foods such as meat, fish, poultry and eggs.
protocol	A policy or strategy which defines appropriate action. Also covers the adoption, by all staff, of national or local guidelines to meet local requirements in a specified way, resulting in what are known as local protocols.

quality assurance	Improving performance and preventing problems through planned and systematic activities including documentation, training and review. Abbreviated as QA.
Quality Assurance Manual	CSBS document outlining the methods and procedures to be used in setting standards and reviewing services.
rationale	Scientific/objective reason for taking specific action.
recipient	A person who receives a new organ.
red blood cells	Cells in the bloodstream that contain haemoglobin which carries oxygen from the lungs to the tissues.
referral	The process whereby a patient is transferred from one professional to another, usually for specialist advice and/or treatment.
regimen	A course of treatment such as a prescribed combination of diet and drugs.
register	A collection of similar information from individuals to compile an overview observation.
renal	A term that means relating to the kidneys.
Renal Association	The Renal Association is the professional body for UK nephrologists. The Standards Subcommittee of the Renal Association has produced recommended standards and audit measures for the treatment of adult patients with renal failure. Where evidence or recommendations exist in the Renal Association standards for an area of renal services for which the CSBS is setting standards, it will be referenced.
renal failure	An abnormality resulting from the inability of the kidneys to function and resulting in a build-up of poisons in the body.
renal function	A measure of how well a person's kidneys are working to remove waste products from the body.
renal nutrition	Food and/or diet suitable for patients with kidney disease.
Renal Nutrition Group	A subgroup of the British Dietetic Association with special expertise in the nutritional aspects of renal failure.
renal replacement therapy	Treatment to replace the function of the kidneys in a person whose kidneys no longer work. Treatment is usually in the form of dialysis or transplant.
renal unit	The part of a hospital which specialises in the treatment of people with kidney failure.

renal vein	The blood vessel that returns filtered blood from the kidney to the rest of the circulation.
residual renal function	The remaining function of kidneys which are not working properly.
retrieval	A term used to describe the process by which organs are removed for the purposes of transplantation.
RRT	See renal replacement therapy.
Scottish Executive Health Department	The Scottish Executive Health Department is responsible for health policy and the administration of the National Health Service in Scotland. Abbreviated as SEHD.
Scottish Intercollegiate Guidelines Network	SIGN was established in 1993 by the Academy of Royal Colleges and Faculties in Scotland, to sponsor and support the development of evidence-based clinical guidelines for NHSScotland. Where a SIGN guideline exists for a specialty or service for which CSBS is setting standards, it will be referenced. For further information relating to SIGN guidelines or the methodology by which SIGN guidelines are developed, contact: SIGN Secretariat, Royal College of Physicians, 9 Queen Street, Edinburgh EH2 1JQ. Abbreviated as SIGN. Website address: <a href="http://www.sign.ac.uk/">www.sign.ac.uk/</a>
Scottish Renal Association	A group of healthcare professionals whose common purpose is to promote the highest standards of care for renal patients in Scotland.
Scottish Renal Registry	A national database which records the clinical details of renal patients throughout Scotland for audit purposes, and the clinicians who manage the Registry.
SEHD	Scottish Executive Health Department.
self-assessment	Assessment of performance against standards by individual clinical teams and/or Trusts providing the service to which the standards are related.
sensitise	The process by which repeated blood transfusions and previous transplants can reduce the likelihood of finding a compatible kidney in patients with renal failure.
SIGN	See Scottish Intercollegiate Guidelines Network.
SIGN guideline	Scottish Intercollegiate Guidelines Network guideline.
social work	Social work services provide advice and practical help for problems resulting from social circumstances. A social worker is a person who has obtained a professional qualification in social work. A social worker supports vulnerable people and their carers with the aim of enhancing the quality of all aspects of their daily lives.

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<b>standard statement</b>	An overall statement of desired performance.
<b>symptom</b>	A reported feeling or observable physical sign of a person's condition that indicates a physical or mental abnormality.
<b>therapy</b>	A word often used to mean treatment.
<b>thrombosis</b>	The formation of a blood clot in an artery blocking the blood supply. For example, a clot in a coronary artery can cause a heart attack.
<b>transplant</b>	An organ or tissue that is transferred from one individual to another.
<b>transplant co-ordinator</b>	Someone who assists in co-ordinating organ retrieval and the necessary tests, studies and other activities to assess the suitability of a person to receive a transplantation.
<b>transplant liaison nurse</b>	A nurse working in a renal unit that does not offer transplantation, who liaises with the transplant co-ordinator to ensure that patients are referred for transplantation and have all the necessary tests before being accepted onto the transplant waiting list.
<b>transplant surgeon</b>	A doctor who specialises in performing operations to put an organ from one person (the donor) into another (the recipient).
<b>transplant survival rate</b>	The number or proportion of transplants which remain functional during follow-up.
<b>transplantation</b>	The act of transferring an organ or tissue from one individual to another.
<b>Trust</b>	A Trust is an NHS organisation responsible for providing a group of healthcare services for the local population. An Acute Hospital Trust provides hospital services. A Primary Care Trust delivers primary care/community health services. Mental health services (both hospital and community based) are now usually provided by Primary Care Trusts.
<b>type 1 (insulin-dependent) diabetes</b>	Type 1 diabetes develops if the body is unable to produce any insulin. This type of diabetes usually presents before the age of 40. It is treated by insulin injections and diet.
<b>UK Transplant</b>	A special health authority working within the NHS to support transplant units throughout the UK and in Northern Ireland.
<b>ultrasound</b>	Test that bounces sound waves off tissues and converts the echoes into pictures.
<b>urea</b>	A waste product which is formed when the body breaks down protein.

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**urea reduction ratio**      A measurement (URR) used by hospital staff in haemodialysis to check that enough dialysis is being provided (dialysis adequacy).

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**URR**      See urea reduction ratio.

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## Our Commitment

The Board will:

- involve NHS staff, patients and the public in all parts of its work;
- work with and support NHS staff in improving standards;
- assist NHSScotland in delivering the highest quality of NHS care to each patient;
- base its conclusions and recommendations on the best evidence available;
- be open and transparent in all its work through wide circulation of reports written in language that can be understood by all and is jargon free;
- seek to avoid duplication of effort through working closely with other national organisations involved in improving the quality of care within the NHS;
- ensure that its own work is subject to quality assurance and evaluation.



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