





## Electronic Patient Record (EPR) Standard Operating Procedure (SOP)

| Title                | ED Paediatric Liaison notification process  |  |  |  |  |
|----------------------|---|--|--|--|--|
| Purpose              | To ensure consistence in practice when referring to Paediatric Liaison Sister form the Accident and Emergency departments (ED)  |  |  |  |  |
| Scope                | All ED EPR  |  |  |  |  |
| Pre-Requisite        | Patient to have and active ED encounter in EPR  |  |  |  |  |
| Role/s               | Nursing and medical staff in ED   |  |  |  |  |
| EPR Module/s         | First net   |  |  |  |  |
| Performance Measures | To ensure that all SOPs are managed and signed off the same way across both<br>organisations.1.Written2.Test phase3.Review/ re-test/Amend4.Ready for sign off5.Complete |  |  |  |  |
| Related Documents    |   |  |  |  |  |

| Step | Action  |          |  |  |  |
|------|---|----------|--|--|--|
| 1    | Open <b>FirstNet</b> , select your patient and navigate to <b>document viewing</b> .<br>Click on the arrow at the side of the <b>Add</b> and select <b>power Note</b> .   | ED staff |  |  |  |
|      | PowerTrials         Drug Chart Summary         Form Browser         MultiMedia Manager         MultiMedia Manager         Patient Information         Problems and Diagnoses         Procedures and Diagnoses         Reference Library         ED Admin Summary         ED Clinical Summary  |          |  |  |  |
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|   | Highlight the paediatric liaison notification and click OK.  |          |
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|   | Paediatric Liaison Notification         Dynamic Content Creation         Y         Wood , Natalie Kim         13/03/2020 13:56:14           Paediatrics TRAP for transfers to Radiology / Imaging *         Dynamic Content Creation         Y         Obasi , Chioma Ijeoma         06/03/2020 11:47:15   |          |
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| 6        | Sign/submit note box opens if this need endorsing complete as required. If no endorsement is required, click <b>sign.</b>  | ED staff |
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|          | Other Actions       Print Final Document   |          |
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| <u> </u> |  |          |
| 7        | Once completed the Paediatric Liaison notification can be seen in visit summary  | ED staff |
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|          | **Alley/Bair         EDD:         Did: 6/L/w1/3         MBN: 201112         Inputient (8/L/w1/200 11:55:00 )           **Bay/Bairt*         Isolation:         Resus: LOTA         Gender:Atale         Consultant:           Mone         €         > • ♠ Yask Summary         E)Demod ure:         E)Demod ure:         E)Demod ure:   |          |
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|          | Drug Chart 29/W/2020 12:51:00 85T test ED Paediatric Liaison BRI Foster, Cat Tools 07/W/2020 15:10 085T Pharmacy Outpatient Precription Pharmacy Note BRI Deyne, Pe 20/W/2020 10:51 Pharmacy Outpatient Precription Pharmacy Note 20 Pharmacy Note 21 Pharmacy Note 2 |          |
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| 8        | To send the record to the paediatric liaison pool select <b>communication</b> from the   | ED staff |
|          | top tool bar and select message.   |          |
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| 9  | A new message box opens with the patient's details prepopulated.   | ED staff |
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| Document Name           |                 | ED paediatric Liaison notification process |   |              |  |        |            |
|-------------------------|-----------------|--|---|--------------|--|--------|------------|
| Code                    |                 | CHFTCED045                                 |   |              |  |        |            |
| Version                 |                 | V1.0                                       |   |              |  |        |            |
| Effective Date          |                 | 27/10/2020                                 |   | Review Date  |  |        | 27/10/2022 |
| Author/s                |                 | Catherine Foster and Natalie Wood          |   |              |  |        |            |
| SOP Owner               |                 | СНТ  |   |              |  |        |            |
| Approved by EPR Chang   |                 | EPR Change                                 | Board   |              |  |        |            |
| Approval                | date            |  |   |              |  |        |            |
| Distributio             | 'n              | Master stora                               | je accessible EPR Website   |              |  |        |            |
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| Document Control        |                 |  |   |              |  |        |            |
| Version                 | Date            |  | Author (AU)<br>Approver (AP)<br>Reviewer (R)                            | )            | Status   | Commer | nts        |
| V0.1                    | V0.1 17/09/2020 |  | (AU) Catherin<br>Foster. EPR<br>Paediatric lea<br>EPR back offi<br>team | e<br>d<br>ce | draft  |        |            |
| V0.2                    | 0.2 21/10/2020  |  | (R) Natalie<br>Wood. Paedia<br>Liaison Sister<br>CHFT                   | atric        | Checked<br>and<br>reviewed   | Final  |            |
| V1.0 27/10/2020         |                 | EPR Change<br>Board (AP)                   |   | Final        | Approved by EPR Change Board<br>27/10/2020. Uploaded to EPR SOP Site<br>10/11/2020 |        |            |