Electronic patient Record (EPR) Standard Operating Procedure (SOP)

Title	Completing Paediatric Liaison Notification and Referral to Paediatric Liaison Sister
Purpose	Describes the process of completing and sending a referral to paediatric Liaison Sister. It is designed to ensure all staff follow the process in a consistent approach to documentation.
Scope	All staff from the accident and emergency department who complete these referrals.
Pre-Requisite	This SOP assumes that the reader has had formal training and is designed to ensure that the trained user can follow the process without supervision.
Role/s	All staff from the accident and emergency department who complete these referrals.
Performance Measures	A trained user is able to carry out the procedure with minimal or no supervision.
Related Documents	

Step		Responsible Role/s
1	Log into firstnet , from Launchpoint find patient	Nursing/
		Medical staff
	ED Launchpoint	
	click on name to open the patient record	
	ZZZTEST JAMIE, JAMIE 3116309	
	01/07/08 14y F	
2	Select the AdHoc icon from grey menu bar above blue banner bar	Nursing/
		Medical staff
	r MadHoc	

3	Select the Safeguarding folder	Nursing/
	C Safeguarding Folder	Medical staff
4	Click on Paediatric Liaison Notification and select record.	Nursing/
	🔽 🖹 Readistric Lisison Notification	Medical staff
	Record	
5	Paediatric Liaison Notification powerform opens.	Nursing/
	This contains five sections	Medical staff
	Paediatric Liaison Notification form – Guidance	
	Child Contact and Visiting Arrangements do you want these renaming	
	Child – Contact and Visiting Arrangements do you want these renaming	
	Adult – Contact and Visiting Arrangements	
	Paediatric - Professional Contact Details	
	Paediatric Liaison Information from visit	
	E Paediatric Liaison Notification Form	
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	*Performed on: 14/07/2022	
	Paediatric Liaison Notification Form	
	Child - Contact and Visiting Arrangemen	
	Paediatric - Professional Contact Detail	
	* Paediatric Liaison Information from visit	
6	The first section contains guidance about completing the form. Select the category of patient inorder to open the correct section either Adult or Child .	Nursing/
		Medical staff
	Category of patient	
7	When Adult is selected the Adult – Contact and visiting arrangements open	Nursing/
		Medical staff
1		

	*Perform ZZZTEST JAMIE, JAMIE NHS: MRN: 3116309	C	ontact and visiting arrangements	
	Adut - O Yes O No	Interpreter Name	Mode of Interpretation History obtained from	Professional
	Paedat Paedat Accompanied by		Name of accompanying adult Contact number of accompanying a	duit
	Mother Filend Father Foster parent Social Worker	Forensic Medical Examiner Partner Other:		
	Sibling Health Vistor			
	Child 1 name: A	ge Child 1 DOB:	NHS Number Child 1 School/College Attends	
	Child 2 name:	22/06/2022 👻 🗉	3 3 MHS Number Child 2 School/Collage Attends	
	38	22/06/2022	40 iii iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	
	Child 3 name: A	ge Child 3 DOB:	NHS Number Child 3 School/Collage Attends	
	42	22/06/2022	∳ 44	
	Child 4 name: Ag	ge Child 4 DOB:	NHS Number Child 4 School/Collage Attends	
8	Complete all relevant fi	ields. Yellow fields	s are mandatory. Once complete clic	k the Nursing/
	return icon pictured be	low		Medical staff
	:u			Medical Stan
	J U			
0	When Child is selected	the Child - Cont	act and visiting arrangements open	Nursing/
3	Complete all relevant fi	ields. Yellow fields	s are mandatory. Once complete clic	k the
	return icon pictured be	elow.		Medical staff
	:y			
	- 0			
	Child - Contact and Visiting Arrangement C S Contact and Visiting Arrangement	ts - ZZZTEST JAMIE, MASTER JAMIE		
	ZZZTEST JAMIE, JAMIE			
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	Ensure this data is still relevant and up to date.	
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	V Paedatric Lason ZZZEST JAMIE, JAMIE Otid-Contact ar HHS: MRVI: 3116309 Professional Contact Details	
	Asse-Conset ar Pandanta - Pole Are any agencies aware/ involved? have any referral been made?	
	Paedatic Liaion Is the parent or carer aware of the content and nature of this form Avare	
	Social Worker Name Social Worker contact info Domestic Abuse Hub/DRAMM Domestic Abuse Hub/DRAMM contact info	
	9555 1 9556 1 9557 1 9558 1	
	Children's Social Care Children's Social Care Alcohol/substance misuse Alcohol/substance misuse service	
	Name contact info servicet Name contact info 9559 9560 9561 962 962	
	Health Visitor Name Health Visitor contact info CSE Name CSE contact info	
	School Nurse Name School Nurse contact info CAMHS Worker Name CAMHS Worker contact info	
	In Progress M0519 CFOSTER 14 July 2022 13:59	
11	The final teh (Deedictric Ligican Information from visit) is the section where	Nuroin a/
	reason for Liaison is documented. Provide as much information as possible	inursing/
	reason for Elaison is documented. Fromde as much information as possible.	Medical staff
	Paediatric Liaison Notification Form - ZZZTEST JAMIE, MASTER JAMIE	
	* •	
	✓ Paediatric Liaison ZZTEST JAMIE * Chid-Contact ar: NHS: MRN: 3116309 Paediatric Liaison Information from visit	
	Adut - Contact ar Paedattic - Profe O Yes O Yes	
	o Psecianc Lisor Has a referral been made to Châldrens No Has the paper referral been upboaded to ths No Social Care Social Care châld's medical no tes NA Referral	
	Please summarise concerns and follow up required	
	Reason for Liaison	
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12	To send an automatic referral to Paediatric Liaison sister ensure you complete the	Nursing/
	field shown below.	Mar Paral at aff
		Medical staff
	When yes is selected to the following question a referral to the Paediatric Liaision Sister will automatically be sent in EPR	
	Once this form is completed please check request/care plans section that the order is visible	
	as sent.	
	On completion of this form an automatic referral ONo can be sent to the Paediatric Liaison Sister.	
	Do you wish this referral to be sent?	l l
		l
12	Click the sign button	Nurcing/
13		inui siriy/
		Medical staff
1/	Then Yes has been selected and the document signed the user will see a discorn	Nursing/
14	alert informing that a referral to the Paediatric Liaison has been placed	riuraniy/

	Discen Notification (CFOSTER) -	Medical staff
	s task colit view nep Subject Event Date/Time	
	* Referral Placed 14/Jul/2022 14:03:11	
	The Kelerral to the Paediatric Liaison has been placed.	
	-	
15	Select the red cross to close the individual alert and then the black cross to close	Nursing/
	the discern box	Medical staff
	E 👷	
16	Select Request/Care Plans, under the orders tab select Consultations and	Nursing/
	check that the Referral to Paediatric Liaison has been placed.	Medical staff
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	ZZZTEST JAMIE, MASTER JAMIE Age: 14 years NHS:	
	Flag/Alert Isolation: Resus: For CPR Gender:Female	
	Menu ¥ ✓ Requests/Care Plans ED Clinical Notes 0	
	Critical Care	
	CH&B Community View Document in Plan	
	SBAR View Displayed: All Active Orders All Inactive Orders All Orders (All Statuses)	
	MAR Orders for Signature	
	Meds Request Document in Plan Document in Plan Tacks © Suggested Plans (6) Image: Constraint of the substration status Ordered	
	Requests/Care Plans + Add	
	Clinical Notes + Add □ Diet △ Laboratory	
	Assessments/Fluid Balance Continuous d Consultations	
	Medications Zaboratory	
	Allergies + Add Diagnostic Tests	
17	Exit the patient record.	Nursing/
		Madiaalataff
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Document Name	Completing Paediatric Liaison Notification and Referral to Paediatric Liaison Sister			
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Approval date				
Distribution				
Location/s				

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Version Retired	Date Retired	Reason For retirement	Additional Comments