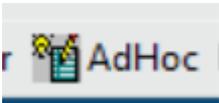
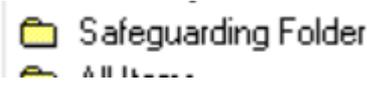
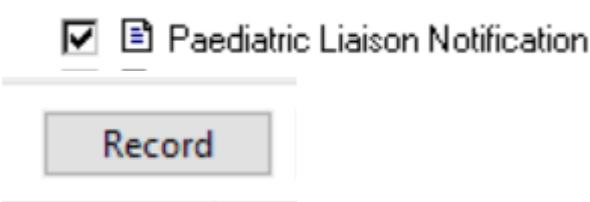
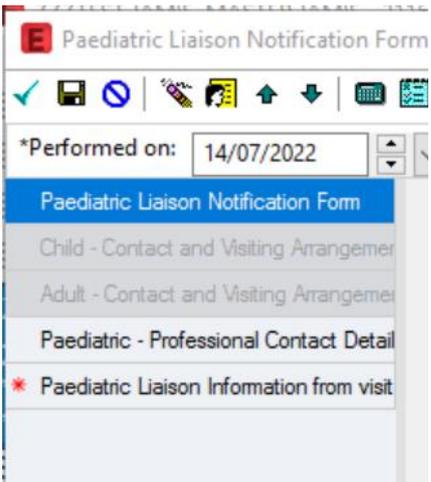


## Electronic patient Record (EPR) Standard Operating Procedure (SOP)

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	<p>Log into <b>firstnet</b>, from <b>Launchpoint</b> find patient</p>  <p>click on name to open the patient record</p>	Nursing/ Medical staff
2	<p>Select the <b>AdHoc</b> icon from grey menu bar above blue banner bar</p> 	Nursing/ Medical staff

3	<p>Select the <b>Safeguarding</b> folder</p> 	Nursing/ Medical staff
4	<p>Click on <b>Paediatric Liaison Notification</b> and select <b>record</b>.</p> 	Nursing/ Medical staff
5	<p>Paediatric Liaison Notification powerform opens.</p> <p>This contains five sections</p> <p>Paediatric Liaison Notification form – Guidance</p> <p><b>Child – Contact and Visiting Arrangements do you want these renaming</b></p> <p><b>Adult – Contact and Visiting Arrangements</b></p> <p>Paediatric - Professional Contact Details</p> <p>Paediatric Liaison Information from visit</p> 	Nursing/ Medical staff
6	<p>The first section contains guidance about completing the form. Select the category of patient in order to open the correct section either <b>Adult</b> or <b>Child</b>.</p> 	Nursing/ Medical staff
7	<p>When Adult is selected the Adult – Contact and visiting arrangements open</p>	Nursing/ Medical staff

8 Complete all relevant fields. Yellow fields are mandatory. Once complete click the return icon pictured below



Nursing/  
Medical staff

9 When Child is selected the Child – Contact and visiting arrangements open. Complete all relevant fields. Yellow fields are mandatory. Once complete click the return icon pictured below.



10 Click on **Professional Contact Details**. Input details of professional involved in family life. Any data previously input will automatically pull through.



This is identified by the following icon

Nursing/  
Medical staff

Ensure this data is still relevant and up to date.

The screenshot shows the 'Professional Contact Details' section of the Paediatric Liaison Notification Form. It includes a header with the patient's name 'ZZZTEST JAMIE, JAMIE' and NHS number 'MRN: 3116309'. Below this, there are several sections for recording contact information:
 

- 'Are any agencies aware/involved? have any referral been made?' with a Yes/No radio button selection.
- 'Is the parent or carer aware of the content and nature of this form?' with a Yes/No radio button selection.
- 'Reason why parent/carer not aware' with a text input field.
- A grid of input fields for various professionals: Social Worker Name (9555), Social Worker contact info (9556), Domestic Abuse Hub/DRAMM Name (9557), Domestic Abuse Hub/DRAMM contact info (9558), Children's Social Care Name (9559), Children's Social Care contact info (9560), Alcohol/substance misuse service Name (9561), Alcohol/substance misuse service contact info (9562), Health Visitor Name (9563), Health Visitor contact info (9564), CSE Name (9565), CSE contact info (9566), School Nurse Name, School Nurse contact info, CAMHS Worker Name, and CAMHS Worker contact info.

11 The final tab (**Paediatric Liaison Information from visit**) is the section where reason for Liaison is documented. Provide as much information as possible.

Nursing/  
Medical staff

The screenshot shows the 'Paediatric Liaison Information from visit' section. It contains:
 

- Radio buttons for 'Has a referral been made to Children's Social Care' (Yes/No).
- Radio buttons for 'Has the paper referral been uploaded to this child's medical notes' (Yes/No/N/A).
- A 'Social Care Referral comment' text input field.
- A blue instruction: 'Please summarise concerns and follow up required'.
- A 'Reason for Liaison' section with a rich text editor (MS Word style) containing a yellow highlighted area.

12 To send an automatic referral to Paediatric Liaison sister ensure you complete the field shown below.

Nursing/  
Medical staff

The screenshot shows a specific question in the form:
 

- Text: 'When yes is selected to the following paper question a referral to the Paediatric Liaison Sister will automatically be sent in EPR'.
- Text: 'Once this form is completed please check request/care plans section that the order is visible as sent.'
- Text: 'On completion of this form an automatic referral can be sent to the Paediatric Liaison Sister. Do you wish this referral to be sent?'.
- Radio buttons for 'Yes' and 'No'.

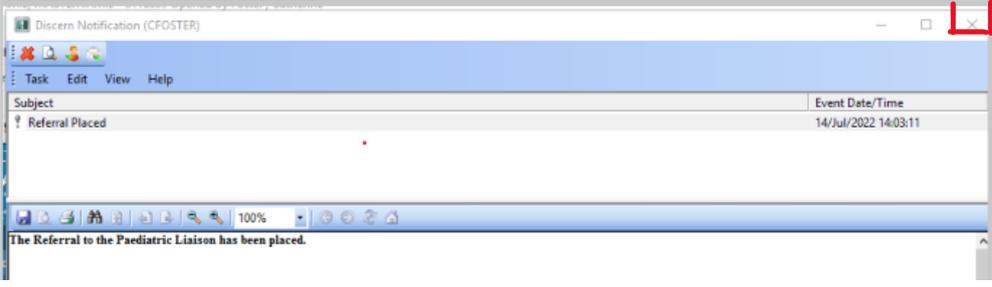
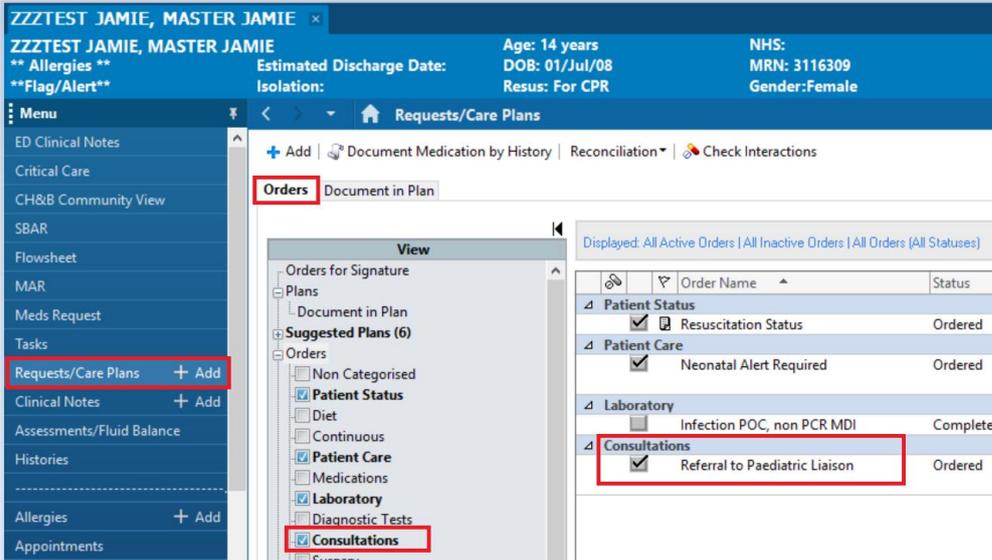
13 Click the **sign** button

Nursing/  
Medical staff



14 Then Yes has been selected and the document signed the user will see a discern alert informing that a referral to the Paediatric Liaison has been placed.

Nursing/

		Medical staff
15	<p>Select the red cross to close the individual alert and then the black cross to close the discern box</p> 	Nursing/ Medical staff
16	<p>Select <b>Request/Care Plans</b>, under the <b>orders</b> tab select <b>Consultations</b> and check that the <b>Referral to Paediatric Liaison</b> has been placed.</p> 	Nursing/ Medical staff
17	Exit the patient record.	Nursing/ Medical staff

Document Name	Completing Paediatric Liaison Notification and Referral to Paediatric Liaison Sister		
Code			
Version			
Effective Date		Review Date	
Author/s	Catherine Foster Paediatric Lead EPR Back Office		
SOP Owner	CHFT		
Approved by			
Approval date			
Distribution			
Location/s			

Document Control				
Version	Date	Author (AU) Approver (AP) Reviewer (R)	Status	Comments
V0.1	28/07/2022	(A) Catherine Foster Paediatric Lead EPR Back Office	Draft	

Version Retired	Date Retired	Reason For retirement	Additional Comments