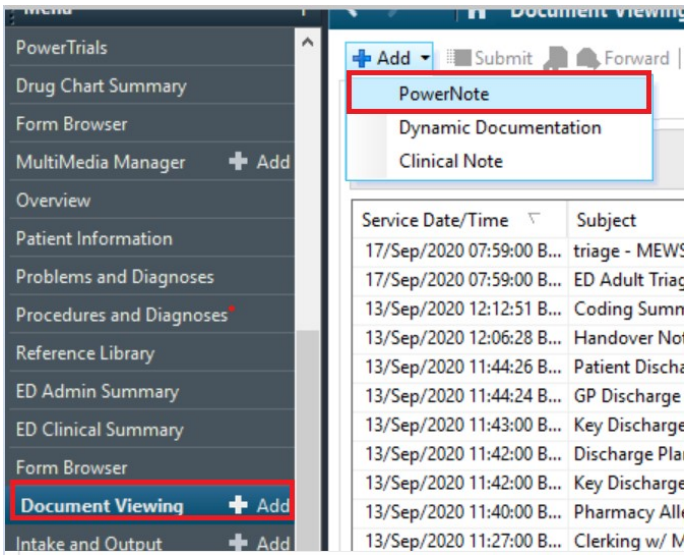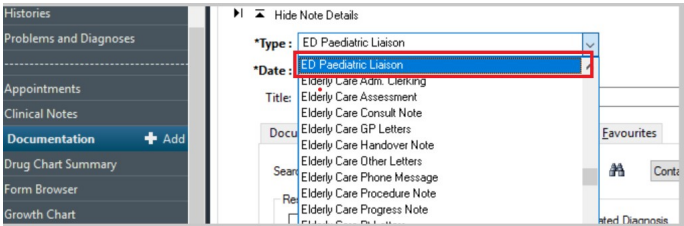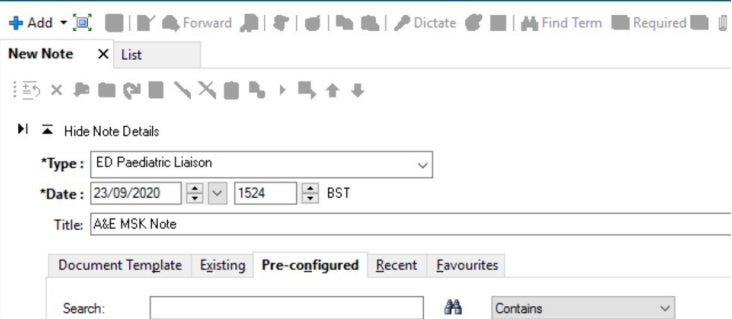| NHS Bradford Teaching Hospitals NHS Foundation Trust	Cerner	Calderdale and Huddersfield NHS Foundation Trust

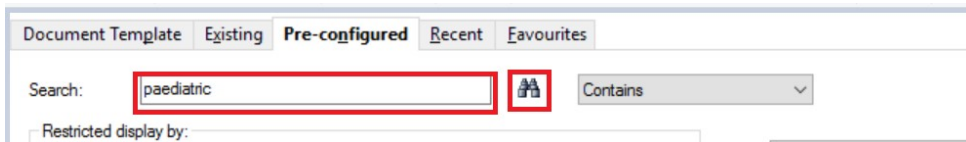## Electronic Patient Record (EPR)
Standard Operating Procedure (SOP)

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 organisations. 1. Written 2. Test phase 3. Review/ re-test/Amend 4. Ready for sign off 5. Complete
Related Documents	

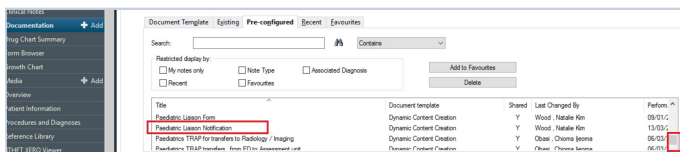| Step	Action	Responsible Role/s
1	Open **FirstNet,** select your patient and navigate to **document viewing.** Click on the arrow at the side of the **Add** and select **power Note.** 	ED staff
2	A new note tab opens, in the '**Type**' field select **ED Paediatric Liaison.** 	ED staff

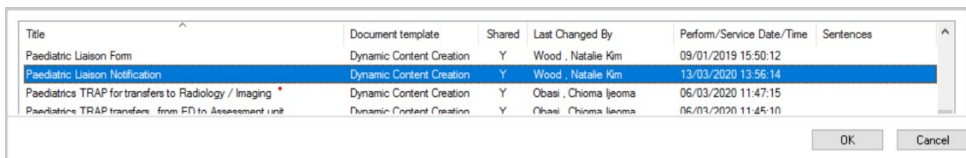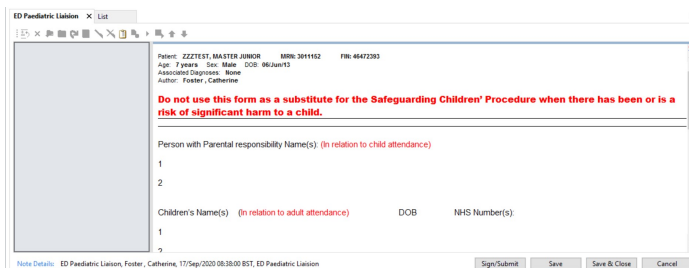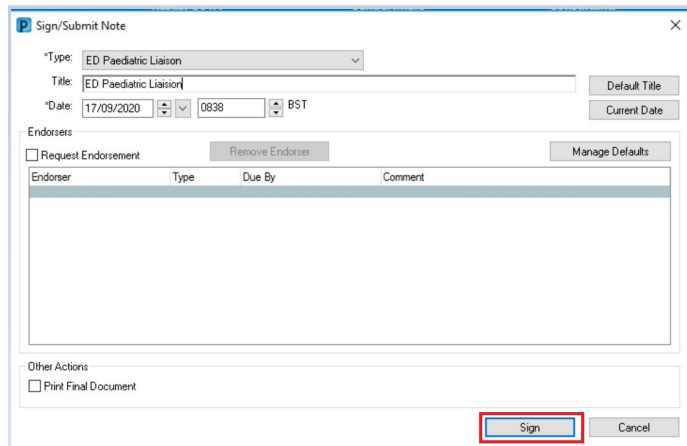|		
3	Select the **pre-configured** tab then enter **Paediatric** into the search field and click the **binoculars.** Scroll to find **Paediatric Liaison notification** note type. Highlight the paediatric liaison notification and click OK. 	ED staff
4	The preconfigured template opens: Navigate through this form completing all relevant sections using the **tab** and **arrow keys** for ease of completion.	ED staff
5	Once completed click sign/submit. 	ED staff

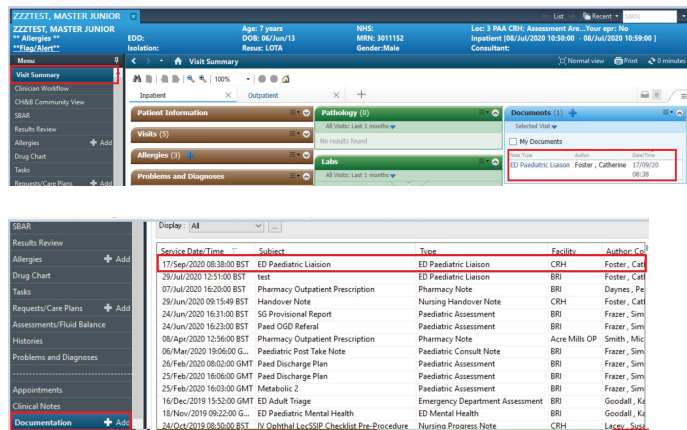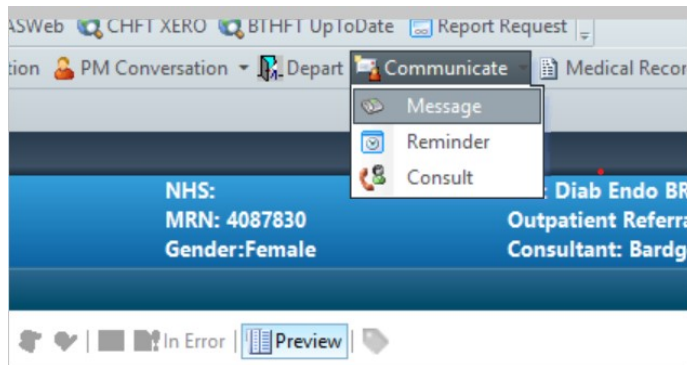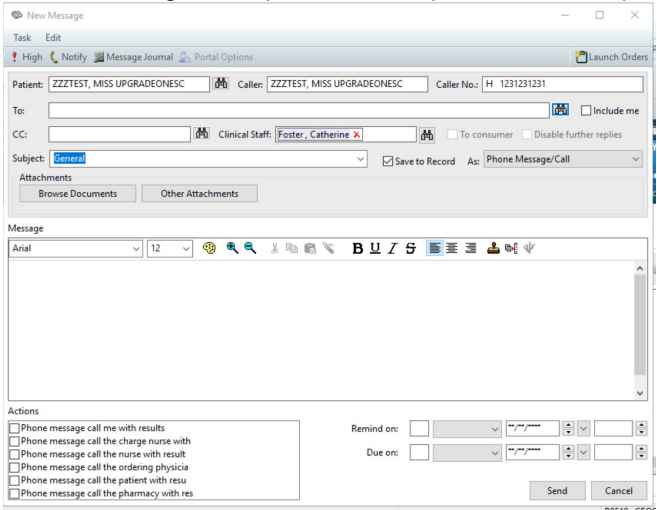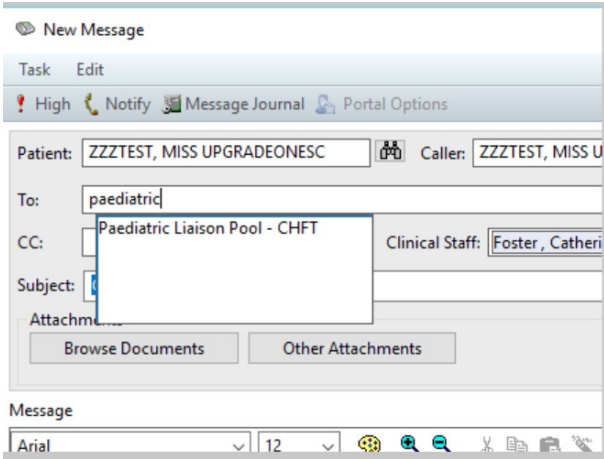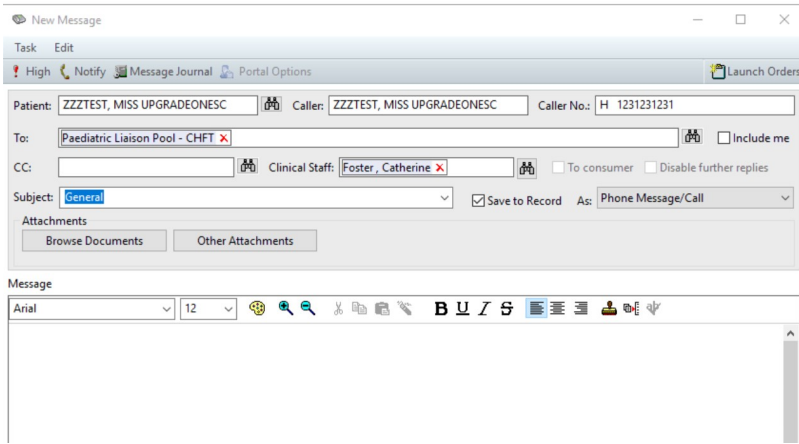| 6	Sign/submit note box opens if this need endorsing complete as required. If no endorsement is required, click **sign.**	ED staff
7	Once completed the Paediatric Liaison notification can be seen in visit summary under the documents tab, and in documentation in the main menu.	ED staff
8	To send the record to the paediatric liaison pool select **communication** from the top tool bar and select **message.**	ED staff

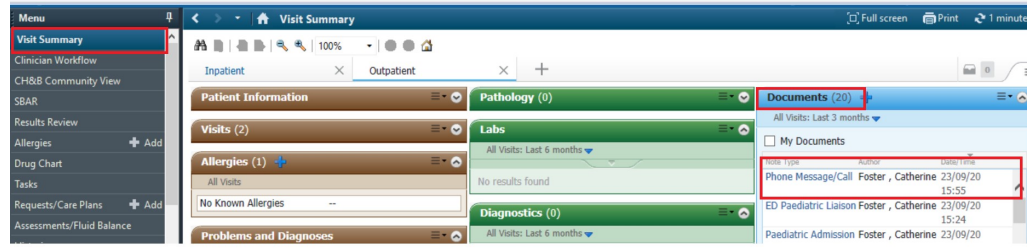|			
9	A new message box opens with the patient's details prepopulated.		ED staff
10	In the **'To'** field type '**Paediatric'-** Paediatric Liaison pool- CHFT is visible from the drop-down menu. **Double click** on this pool.		ED staff
11	In the message section type: see paediatric liaison notification in patient record.		ED staff

12	Click the send button, new message box disappears and will appear in the paediatric liaison poll for the safeguarding team to collect. This message is also recorded in the patient record and can be seen in visit summary in documents.	ED staff

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	CHT		
Approved by	EPR Change Board		
Approval date	27/10/2020		
Distribution	Master storage accessible EPR Website		
Location/s	Master storage accessible EPR Website.		
Document Control			

Version	Date	Author (AU) Approver (AP) Reviewer (R)	Status	Comments
V0.1	17/09/2020	(AU) Catherine Foster. EPR Paediatric lead EPR back office team	draft	
V0.2	21/10/2020	(R) Natalie Wood. Paediatric Liaison Sister CHFT	Checked and reviewed	Final
V1.0	27/10/2020	EPR Change Board (AP)	Final	Approved by EPR Change Board 27/10/2020. Uploaded to EPR SOP Site 10/11/2020