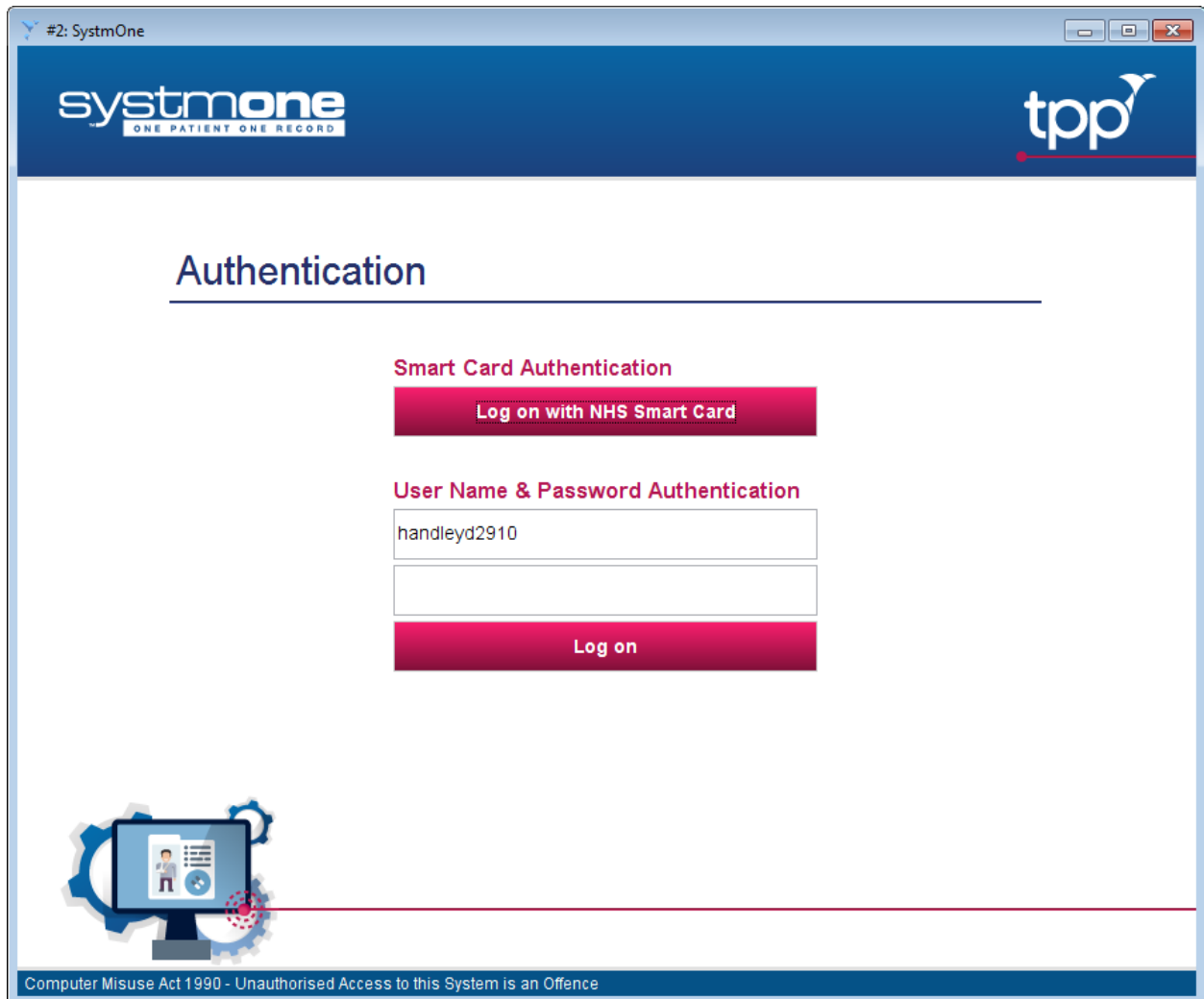


Appendix 2

Advising Children's 0-19 services of new registrations

Bradford District Care NHS Foundation Trust

Date: 30 July 2019

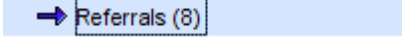


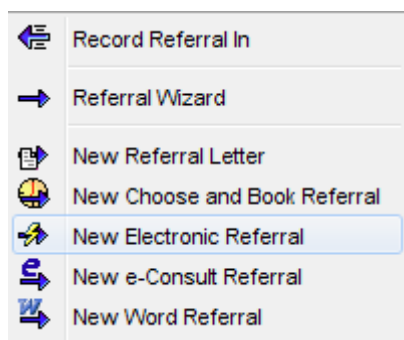
Sending an Electronic Referral to Childrens 0-19 Services

Please send one referral per child within the family to the appropriate unit dependent on age.

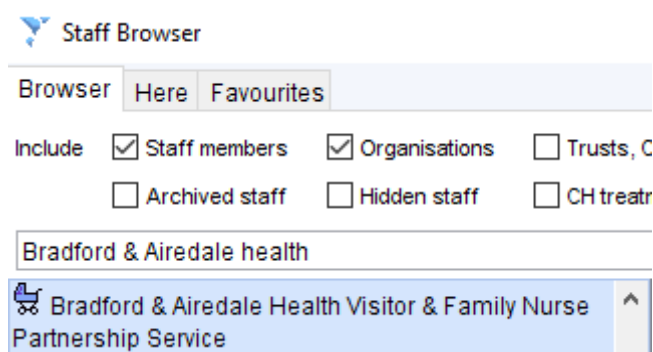
- Bradford & Airedale Health Visiting & Family Nurse Partnership Service – incorporates the Health Visiting Service and Family Nurse Partnership Team
- Bradford and Airedale School Nursing Service – incorporates School Nursing, Special Needs School Nursing Team and School Immunisation Team

Open the client record.

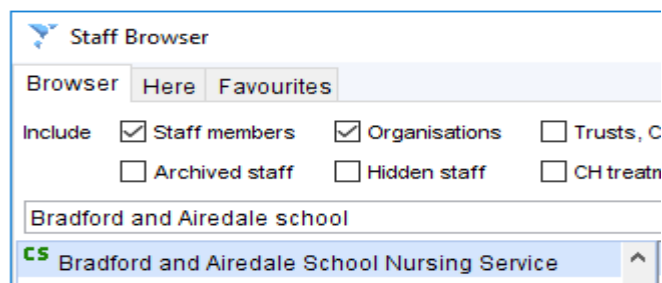
Right click on the referrals node  and select “New Electronic Referral”.



Please type in the staff browser the name of the Unit “**Bradford & Airedale Health Visiting and Family Nurse Partnership Service**” for child under 5 (It is important that the ampersand is used instead of the word “and” when searching for the unit).



For children over 5 please type Bradford and Airedale School in the staff browser



Highlight the unit and select “Ok”. Do not try to select the team at this time as it will not let you this can be done on the next screen.

The New Electronic Referral Window will appear.

Please add detail in the free text box. For children under 5 please include details of main carer (including NHS number) as health visiting incorporates supporting parental wellbeing and will allow us to offer our mandated health and wellbeing contacts.

Please add the read code for “referral to health visitor” or “referral to school nurse” and ensure the type of referral is Community.

In order to offer direct care to our clients it is essential that records are shared so we can ensure we are not duplicating work already undertaken and ensure that all services are working together in the best interests of the client. It also allows us to review if there are any risks or vulnerabilities that we need to consider as part of our health needs assessment.

If we cannot see the health record it may prevent an immunisation or prescription being administered.

Sharing In

Does the patient consent to the viewing of data by this organisation that is recorded at other care services that may care for the patient where the patient has agreed to make the data shareable?

Consent given

Consent refused

Consent not asked

View shared record

Do not view shared record

Policy

Mental capacity

Child Record

Data Source

Ok Cancel

We have various processes in place to ensure that our service is compliant with GDPR recommendations and we only register clients onto our unit who we are offering direct care to.

Our Privacy Notice is available on our website.

Since the EDSM update to the sharing model introduced by TPP in 2018 there were various discussions with the CCG and a recommended “Approved user” List” was provided to all GP practices, our organisation (BDCFT) was added to that list.

Please complete the Sharing In box as appropriate and select OK.

Once you save the record a task will be sent to the health visiting team/ school nursing team informing them of the registration.

The health visitors/school nurses will then add the child to their caseload and will contact the family as per local policy.