



EPaCCS Guide

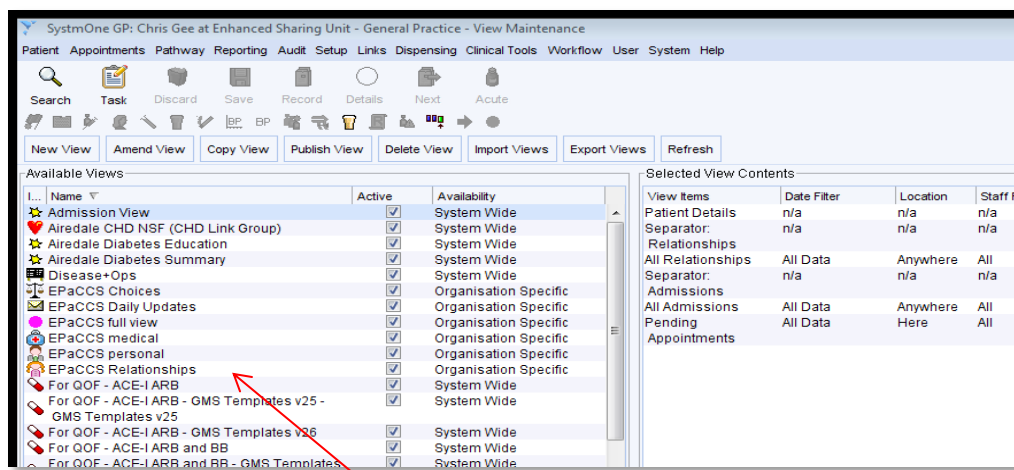
Project	EPaCCS (Electronic Palliative Care Coordination System)
Title	SystemOne GP Practice Guide
Version	1
Last Updated	25/02/14
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1 – Configuration

Before the EPaCCS template and views can be used they need to be installed into your SystemOne unit.

These processes will need to be completed by a system administrator.

The Views that are used in the template and on the clinical tree will have been published to your unit by the CCG, these will appear in your list of views. To check these go to **Setup>Data Output>View Maintenance**



You should then see the EPaCCS views in the list. If you do not have these in the list of views please contact the service desk.

Template

The main template for EPaCCS is named “EPaCCS Main Template” This will need to be added to the location of your templates. If help is required configuring the tree or your template dashboard please call the service desk.

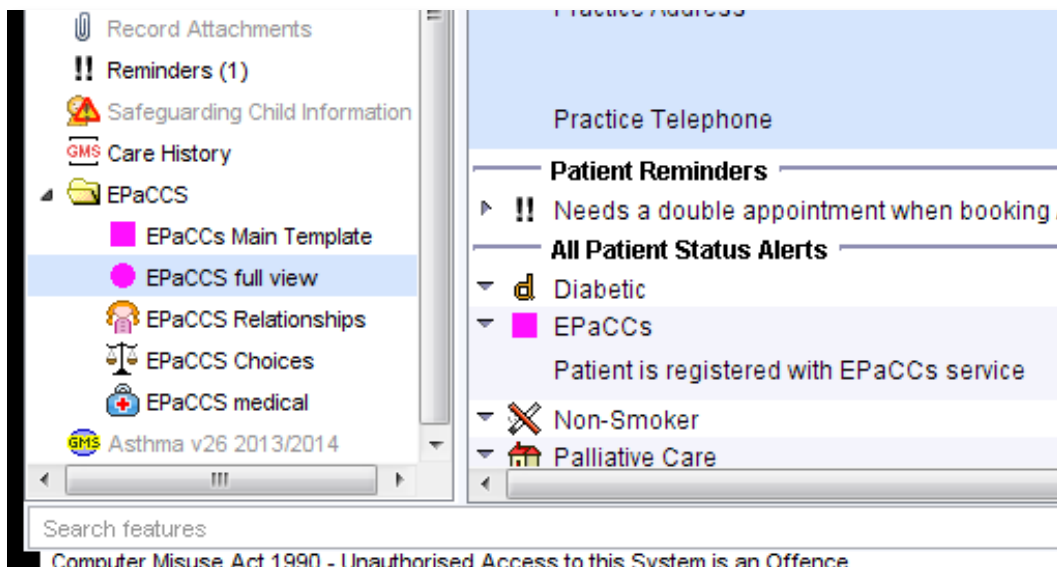
The template will have been published to your unit, to check go to **Setup>Data Entry>Templates>New Template Maintenance** You should have a folder named EPaCCS click on the folder and you should see the EPaCCS main template. This is the template that needs to be added to your Clinical Tree/Template Dashboard/Toolbar (depending how your SystemOne unit is configured) If you want to see updates from DN’s etc then also install the EPaCCS Update template. This is the main EPaCCS template with the QOF codes etc removed. This is the template DN’s etc will use to update palliative information.

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Include	Unpublished	Name	Category	Active At Current Unit	Availability
		Demo Risk Assessment	District Nursing	<input checked="" type="checkbox"/>	System Wide
		Demo Skin Assessment	Lymphoedema	<input checked="" type="checkbox"/>	System Wide
		Demo Symptoms	Palliative Care	<input checked="" type="checkbox"/>	System Wide
		Demo Wound Assessment	District Nursing	<input checked="" type="checkbox"/>	System Wide
		Depression v25 2013/2014	GMS Templates v25	<input checked="" type="checkbox"/>	System Wide
		Depression v26 2013/2014	GMS Templates v26	<input checked="" type="checkbox"/>	System Wide
		Diabetes v25 2013/2014	GMS Templates v25	<input checked="" type="checkbox"/>	System Wide
		Diabetes v26 2013/2014	GMS Templates v26	<input checked="" type="checkbox"/>	System Wide
		Diabetic foot assessment - Education	Podiatry	<input checked="" type="checkbox"/>	System Wide
		Diabetic foot assessment - Neurological Assessment	Podiatry	<input checked="" type="checkbox"/>	System Wide
		Diabetic foot assessment - Orthopaedic Assessment	Podiatry	<input checked="" type="checkbox"/>	System Wide
		Diabetic foot assessment - Plan of action	Podiatry	<input checked="" type="checkbox"/>	System Wide
		Diabetic foot assessment - Vascular Assessment	Podiatry	<input checked="" type="checkbox"/>	System Wide
		Discharge from services (NDTMS)	NDTMS	<input checked="" type="checkbox"/>	System Wide
		Drugs of Abuse Screen	Assistive Technology	<input checked="" type="checkbox"/>	System Wide
		e-Consult - general	eConsults	<input checked="" type="checkbox"/>	Organisation Specific
		Elderly Health Assessment	Health Visiting	<input checked="" type="checkbox"/>	System Wide
		EPaCCs Main Template	EPaCCS	<input checked="" type="checkbox"/>	cg1
		Epilepsy v25 2013/2014	GMS Templates v25	<input checked="" type="checkbox"/>	System Wide
		Epilepsy v26 2013/2014	GMS Templates v26	<input checked="" type="checkbox"/>	System Wide
		Ethnicity	Miscellaneous	<input checked="" type="checkbox"/>	System Wide

Views

If required the views can be added to the clinical tree. The views do appear in the template so previous readings can be seen when entering into the template.



In the example above the template and views have been added to the clinical tree in a folder called EPaCCS, this will very much depend on how your SystemOne unit is configured.

2 – Using The Template

After you have configured the unit the template will be available for use. Load the template in the usual way (either from the clinical tree or from your template dashboard) and you will be presented with the main EPaCCS template.

(Please note that this template replaces all previous palliative care templates, please remove all other palliative templates from your clinical tree/template dashboard)

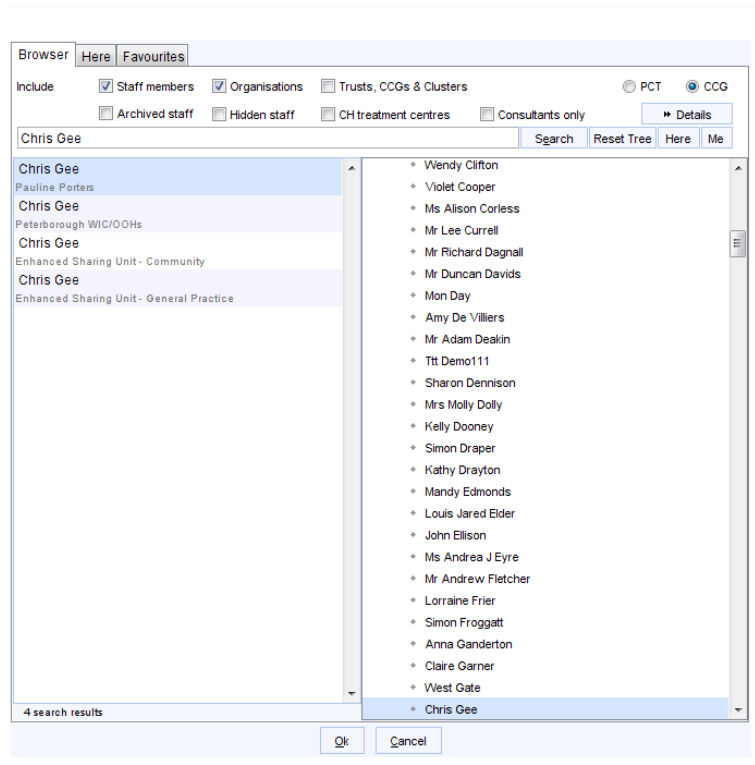
The screenshot shows the 'EPaCCS Main Template' interface. The 'Personal' tab is selected, displaying 'Patient Details & Contacts'. The form includes various input fields and checkboxes for patient information, such as 'Need for interpreter', 'Main Spoken Language', and 'Disability'. There are also buttons for recording specific details like 'Record Power of Attorney', 'Record Main Carer', 'Record Key Worker', 'Record Carer', and 'Record Relationship'. A section for 'Professionals involved in care' lists several roles with checkboxes. A 'Confirmation patient has a yellow folder' checkbox is present, with a note about document inclusion. A right-hand pane shows 'Authority of Lasting power of attorney' with a table for 'Date' and 'Selection'. At the bottom are 'Information', 'Print', 'Suspend', 'Ok', and 'Cancel' buttons.

The template has four pages which are on the tabs at the top of the template. The majority of the fields are either tick boxes or drop down lists to make data entry easy. The buttons link to other areas of SystmOne for recording things like relationships (Carer, power of attorney etc) When clicking one of these buttons they have already been programmed with the relationship type.

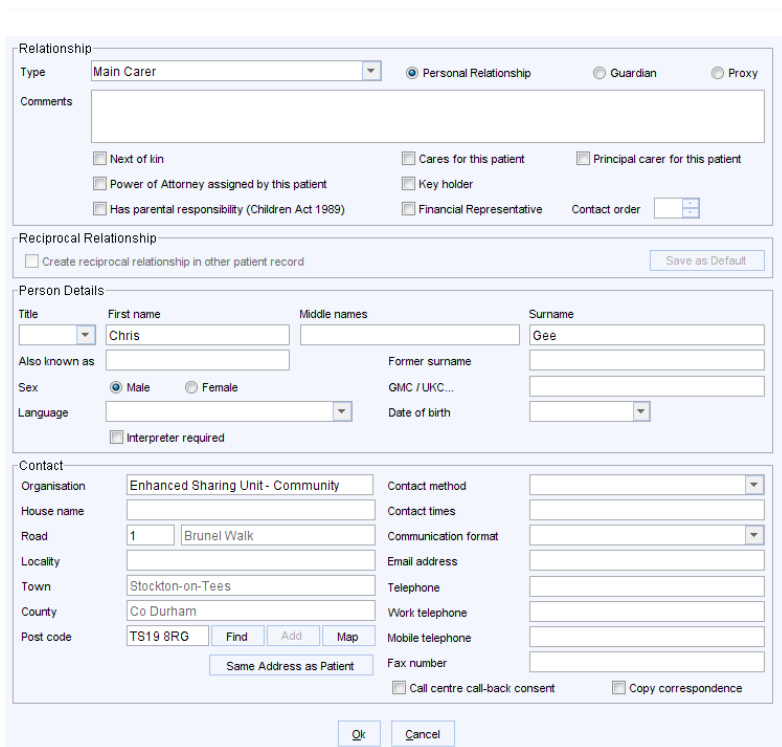
The dialog box is titled 'Record a relationship with'. It contains five radio button options: 'a SystmOne user or organisation', 'a patient cared for at this organisation', 'a patient elsewhere (NHS number required)', 'a person from the address book', and 'someone else (record a textual relationship)'. There are 'Ok' and 'Cancel' buttons at the bottom.

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When one of the relationship buttons is pressed the screen above will appear, If the relationship is somebody (Patient or user) select the appropriate button and you can search for the user or patient to save entering their address details.



For the above example we have selected a SystemOne user, this brings up a window where you can search for the user and select them from the search results. You will then be asked if you want to send a task to the user to tell them about the relationship you are setting up. Click yes or no.



The relationship type will be set to match the button you pressed from the template. Select any other options required and click OK when finished.

The screenshot shows the 'EPaCCs Main Template' software interface. The 'Information' tab is selected, and the 'Patient Details & Contacts' section is active. On the right side, a yellow panel titled 'Record Main Carer' displays a newly created relationship: 'DJC on 25 Feb 2014' with 'Main Carer: Fred Flintstone'. The main form area includes fields for telephone numbers, address, interpreter needs, language, disability, and assessment of daily activities. A list of professional roles is provided for selection, and a table shows the 'Current Relationships' with details for Fred Flintstone. At the bottom, there are buttons for 'Event Details', 'Information', 'Print', 'Suspend', 'Ok', and 'Cancel'.

In the view of the template you will see the new relationship created. This method should be used to add all relationships the patient has to do with their care.

If there is no button for the relationship you want to add click the add relationship button and set the relation type from the list provided.

EPaCCs Main Template

Information Personal **Medical** Choices End of Life

Medical Details

Palliative Care diagnosis Issue of palliative care anticipatory medication box
(Please use the pencil icon to give location of anticipatory medicines)

Primary Diagnosis for Palliative Care End of life tools in use

Other relevant end of life clinical problems Integrated care priorities for end of life

Record Allergy or Sensitivity GSF Status

Is the patient aware of the diagnosis? Special Patient Note for End of Life recorded on Adastra:
 Notif to primary care OOHs of palliative care plan in place

Is the patients family aware of the diagnosis?

Palliative Care Diagnosis

Date	Selection	
21 Oct 2013	On gold standards palliative care framework (XaJv2)	<input type="button" value="QOF"/>
21 Oct 2013	Patient held palliative care record (XaZZe)	<input type="button" value="QOF"/>

Primary Diagnosis for Palliative Care

14 Feb 2014... Palliative Care Diagnoses (Y1000)
 Notes Primary Diagnosis

All Read coded entries matching Clinical findings (XaBVJ)

14 Feb 2014... Clinical findings (XaBVJ)
 Notes Other relevant end of live etc etc etc.

Sensitivity & Allergy Summary

21 Oct 2013... PHENOXYMETHYLPENICILLIN

Show recordings from other templates
 Show empty recordings

Event Details Information Print Suspend Ok Cancel

The second page of the template is for medical details, the first field is where the Palliative QOF code is entered. Click the yellow QOF button to see the available choices for the field. The rest of the fields are self-explanatory. The view at the bottom of the screen will show any previous information that has been entered onto this page previously.

Choices

Advance Statement, requests or preferences

Please select CPR choice and enter Date of decision in date box. Use Pencil button to record Date of review & Location of Documentation.

CPR Choices

Preferred place of death (First Choice)

Preferred place of death (second choice)

ADRT (advance decision to refuse treatm...
(Use the pencil icon to record where documentation is stored)

Consent Status

Before the patient can be referred to the EPaCCS service, the sharing preference **MUST** be set to OUT for this patient.

Record Sharing

Refer to Suffolk; Palliative Care System

Create EPaCCS Record for Patient

When template is complete, use the button to to below to add the details to the EPaCCS service. (This is not a Palliative Care referral, just used as a notification to the EPaCCS team).

Advance Statement request or preferences

Preferred place of death (First Choice)

21 Oct 2013...	Preferred place of death: home (first choice) (Y105f)
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Preferred Place of Death (Second Choice)

21 Oct 2013...	Preferred place of death: community hospital (second choice) (Y...
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ADRT (Advance decision to refuse treatment)

21 Oct 2013...	Has ADRT (advance decision to refuse treatment) (MCA 2005) (XaY...
----------------	--

For Attempted CPR or Not for Attempted CPR Decision and Details

21 Oct 2013...	Not for attempted CPR (cardiopulmonary resuscitation) (XaZ9c)
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Record Sharing Summary

Patient Record uses Enhanced Sharing
Outgoing Record Sharing Permitted

Event Details | Information | Print | Suspend | Ok | Cancel

Advance Statement, requests or preferences

Date	Selection
No previous values	

Show recordings from other templates
 Show empty recordings

The third page of the template is where to enter the patient choices, again the fields are self-explanatory. Before you can transfer the details to the EPaCCS service the sharing options must be set for the patient. The record sharing button will bring up the following screen.

KENT, Clark (Mr) Born 01-Jan-1960 (53y) Gender Male NHS No. Unknown

Organisation: Enhanced Sharing Unit - Community
Consent period started: 23-Sep-2013

An informed patient, in consultation with a Health Care Professional, can choose to permit or restrict access to the information entered into their record at each SystemOne organisation that accesses their record. The patient will be asked to give their record sharing consent at each organisation at which they receive care. The patient's consent can be changed at any time.

Sharing Out

Does the patient consent to the sharing of data recorded here with any other organisations that may care for the patient that use SystemOne?

Yes - share data with other organisations
 No - do not share any data recorded here
 Consent not asked
 Yes - share record
 No - do not share the record
 Policy
 Mental capacity

NELFT Organisational Policy

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 that use SystemOne where the patient has agreed to make the data shareable?

Consent given
 Consent refused
 Consent not asked

Data Source

Ok | Cancel

For the EPaCCS service to see the template information the “Yes – share data with other organisations” option **MUST** be set.

The “Sharing in” option **MUST** be set to “Consent Given” so any updated information is shared back to your practice.

It is envisaged that the patient would have given their consent for both these options.

EPaCCs Main Template

Information Personal Medical **Choices** End of Life

Choices

Advance Statement, requests or preferences

Please select CPR choice and enter Date of decision in date box. Use Pencil button to record Date of review & Location of Documentation.

CPR Choices

Preferred place of death (First Choice)

Preferred place of death (second choice)

ADRT (advance decision to refuse treatm...)

(Use the pencil icon to record where documentation is stored)

Consent Status

Before the patient can be referred to the EPaCCS service, the sharing preference **MUST** be set to OUT for this patient.

Record Sharing

Create EPaCCS Record for Patient

When template is complete, use the button to to below to add the details to the EPaCCS service. (This is not a Palliative Care referral, just used as a notification to the EPaCCS team).

Refer to Suffolk Palliative Care System

Advance Statement request or preferences

Preferred place of death (First Choice)

21 Oct 2013... Preferred place of death: home (first choice) (Y105f)

Preferred Place of Death (Second Choice)

21 Oct 2013... Preferred place of death: community hospital (second choice) (Y...

ADRT (Advance decision to refuse treatment)

21 Oct 2013... Has ADRT (advance decision to refuse treatment) (MCA 2005) (XaY...

For Attempted CPR or Not for Attempted CPR Decision and Details

21 Oct 2013... Not for attempted CPR (cardiopulmonary resuscitation) (XaZ9c)

Record Sharing Summary

Patient Record uses Enhanced Sharing

Outgoing Record Sharing Permitted

Event Details Information Print Suspend Ok Cancel

Advance Statement, requests or preferences

Date Selection

No previous values

Show recordings from other templates

Show empty recordings

When the template is complete you need to press the Refer to EPaCCS button. This will do a direct electronic referral to the EPaCCS unit. The details of this unit are programmed into the button. After clicking the button you will see the following screen.

Other Details... Exact date & time Wed 02 Oct 2013 13:17

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button Hide Warning

EPaCCS

Referrer: Chris Gee

Recipient: Enhanced Sharing Unit - Community

Recipient ID: EDSM1

Caseload / team:

Read code: Referral to palliative care service

Type: Hospital Secondary care PCT triage Community DTC GPSI e-Consult Other

Reason for referral:

Service: District Nurse Practice

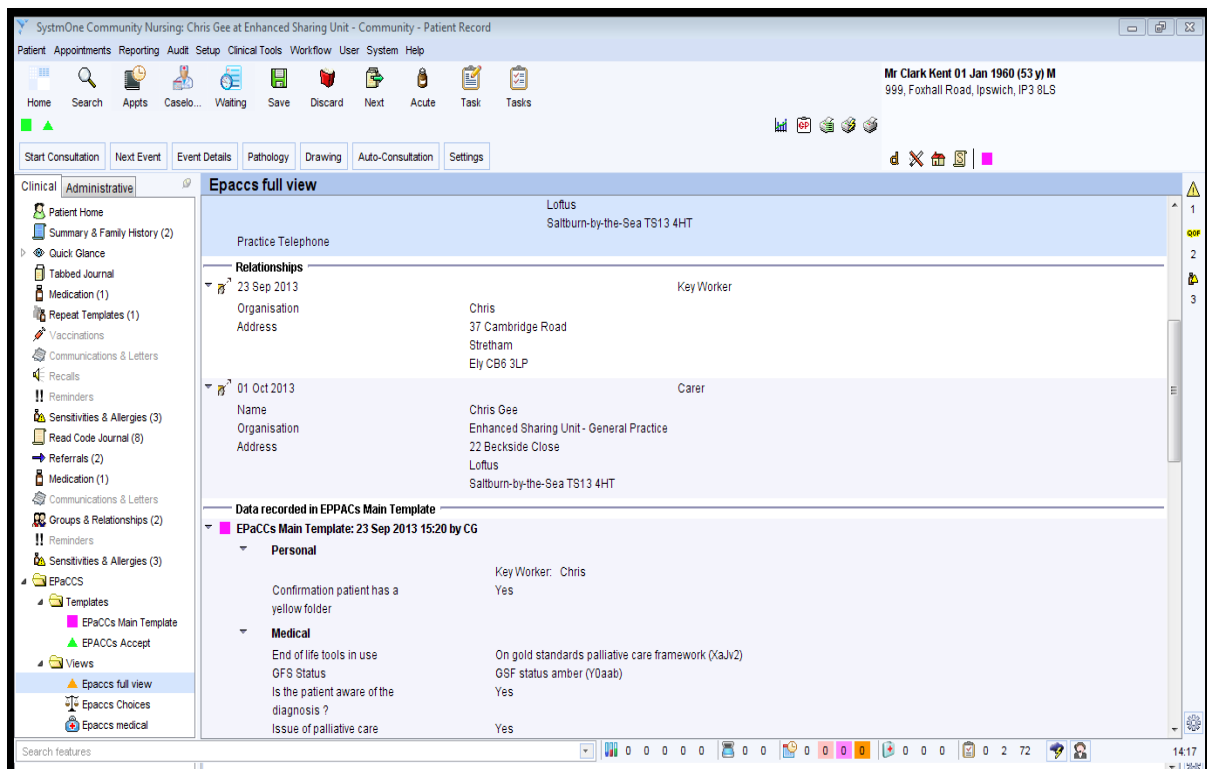
Urgency: Routine

Referral summary:

Ok Cancel

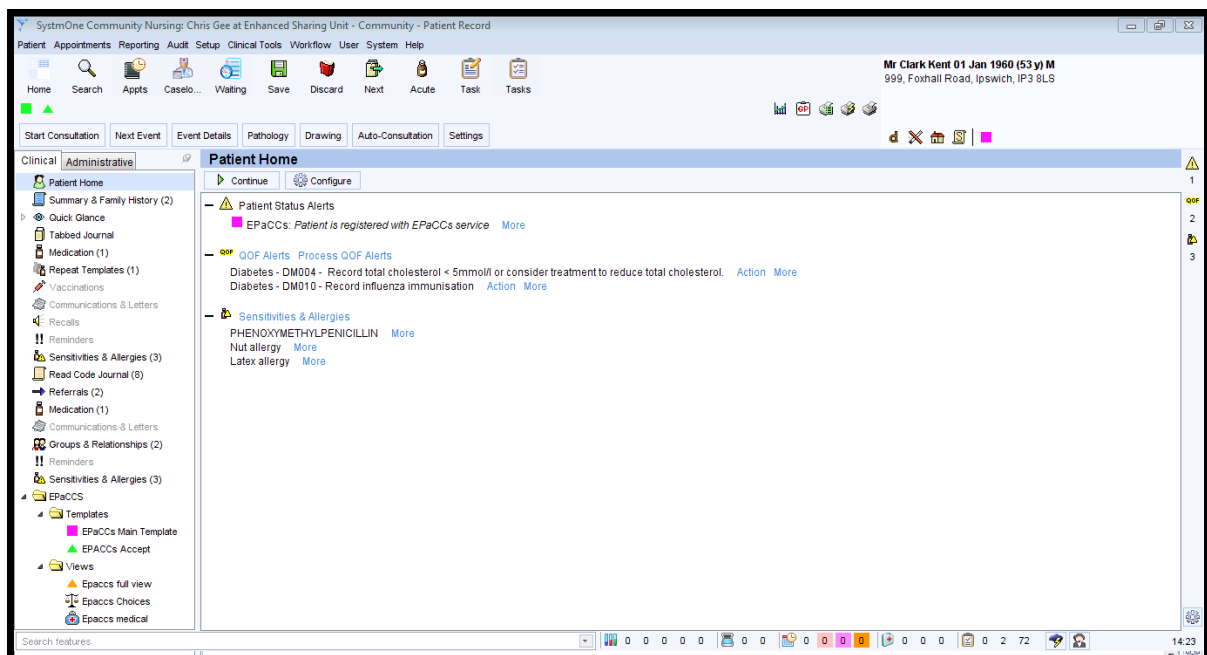
The only entry needed on this page is to enter the words EPaCCS into the main field at the top. If you prefer you can set this up on a pre-set with the pre-set button. Clicking OK will add the patient and template details to the EPaCCS service.

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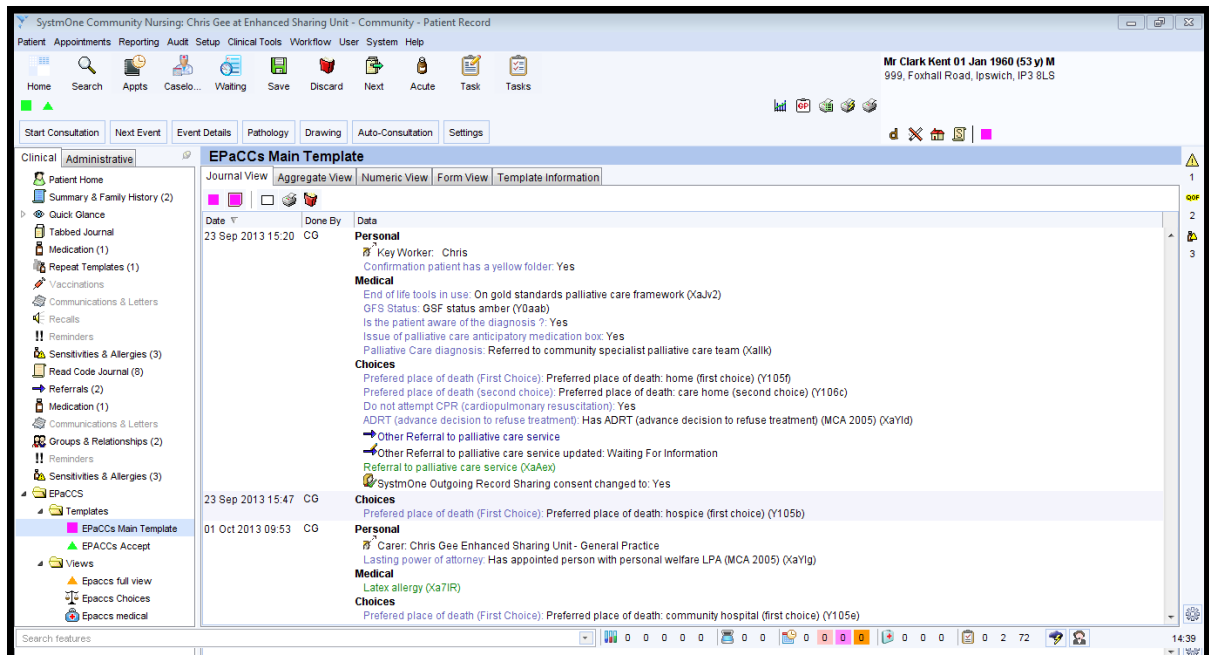


The EPACCs full view will then show everything that has been entered into the EPACCs template. Click on the EPACCs main view in the clinical tree and the full EPACCs view will be displayed.

After the EPACCs team have processed the referral you notice a status alert appear on the bar below the patient's demographic information, this will also appear on the patient homepage.



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Left clicking on the template in the clinical tree will show all entries (separated by date) into the EPaCCS template. If you want to see all updates to the EPaCCS information you will need to install the "EPaCCS update" template in your clinical tree. Alternatively you can use the journal to view any updates.