EPaCCS Guide

Project	EPaCCS (Electronic Palliative Care Coordination System)
Title	SystmOne GP Practice Guide
Version	1
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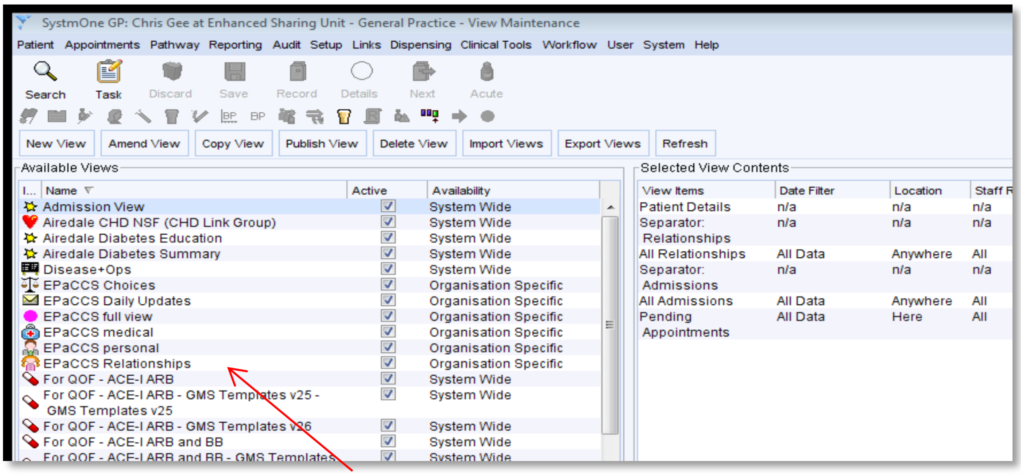
1 – Configuration

Before the EPaCCS template and views can be used they need to be installed into your SystmOne 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**

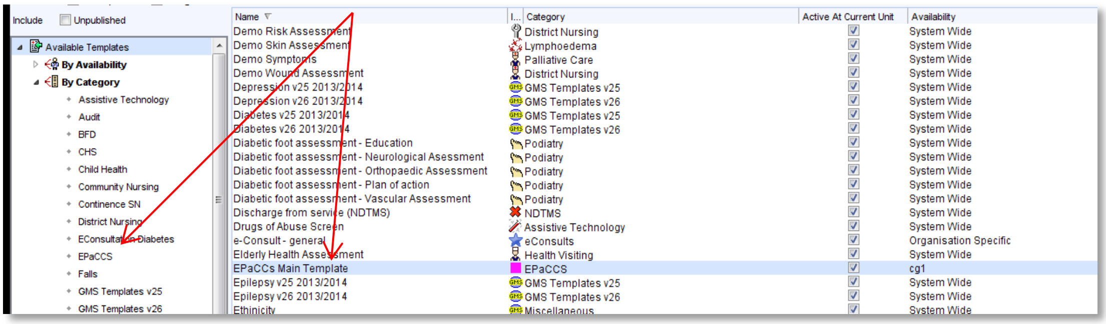


You should then see the EPaCCS views in the list. If you do not have these in the list of views please contact the service desk.

Template

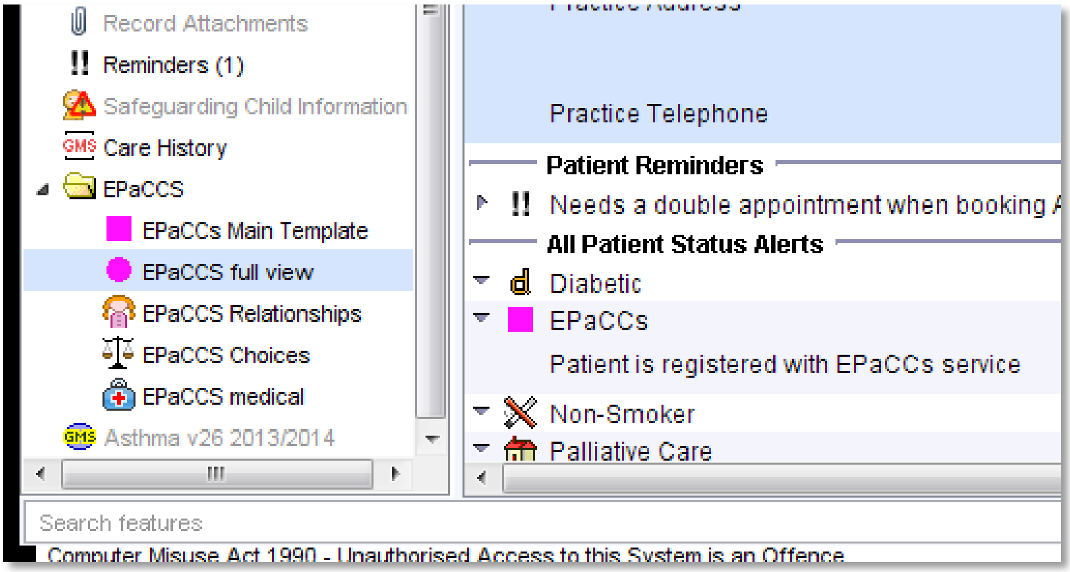
The main template for EPaCCS is named “EPaCCS Main Template” This will need to be added to the location of your templates. If help is required configuring the tree or your template dashboard please call the service desk.

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 SystmOne 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.



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.

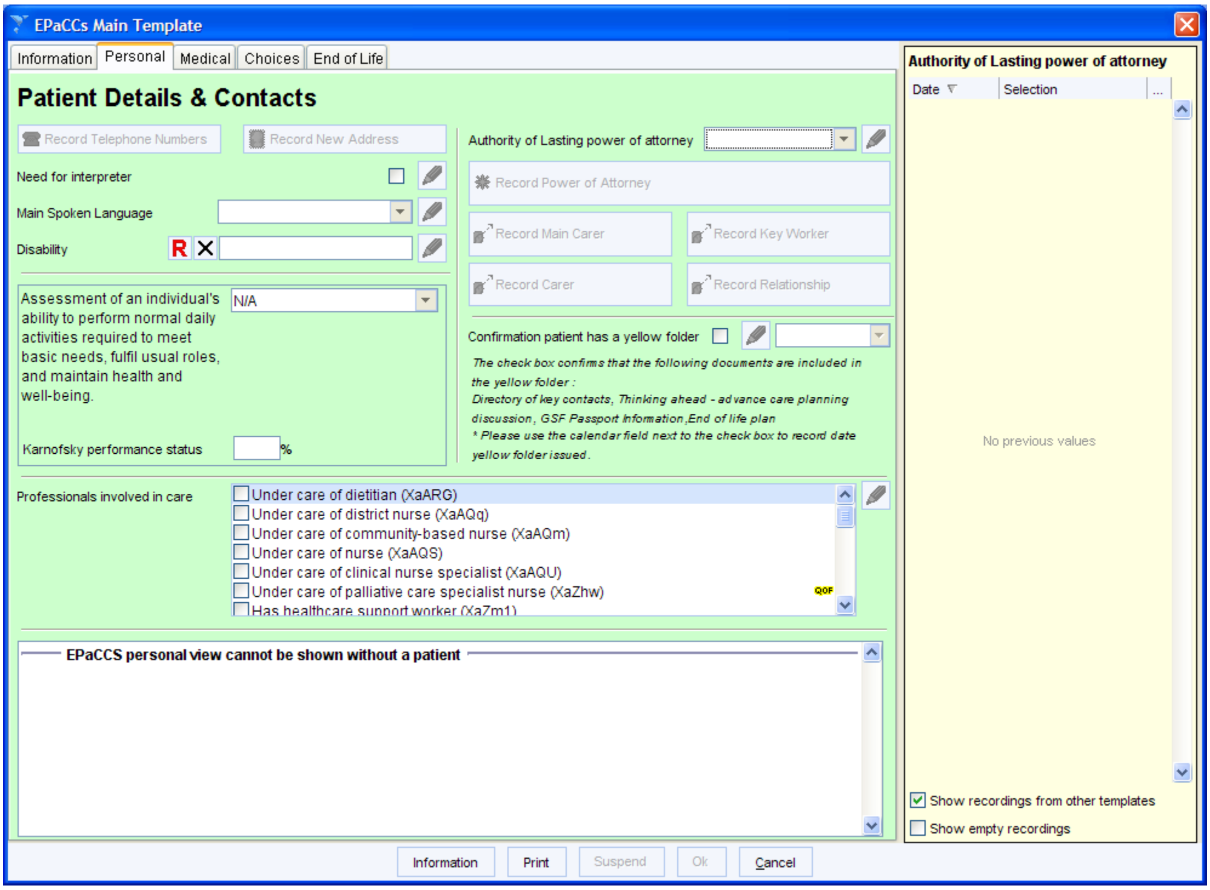


In the example above the template and views have been added to the clinical tree in a folder called EPaCCS, this will very much depend on how your SystmOne unit is configured.

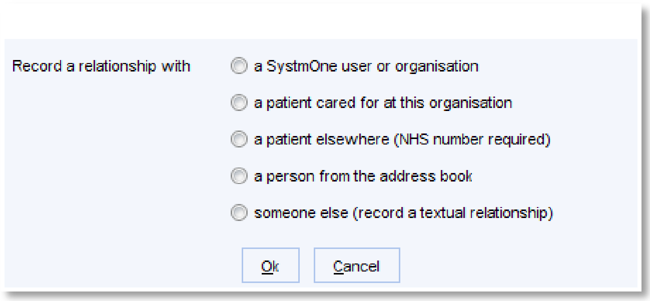
2 – Using The Template

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.

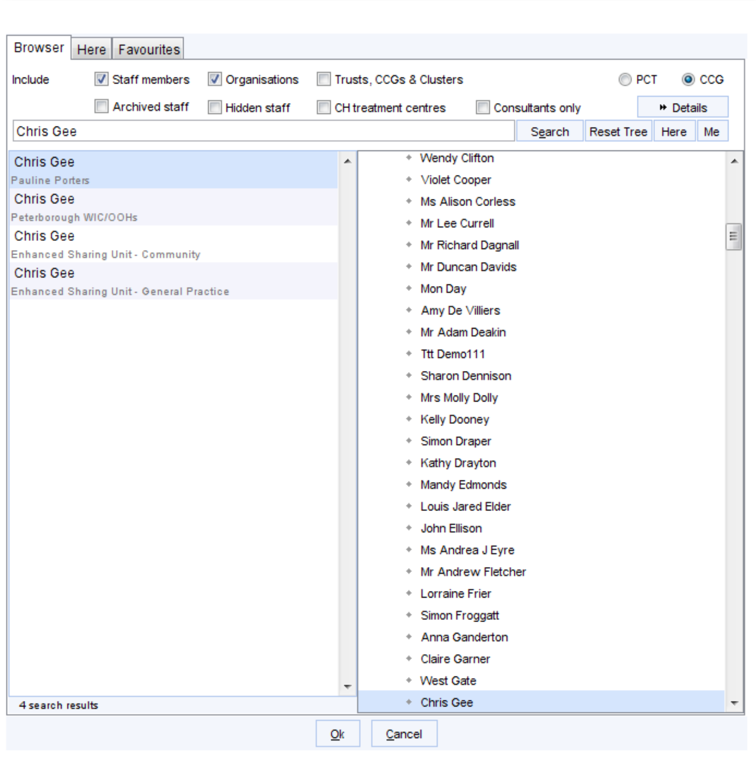
(Please note that this template replaces all previous palliative care templates, please remove all other palliative templates from your clinical tree/template dashboard)



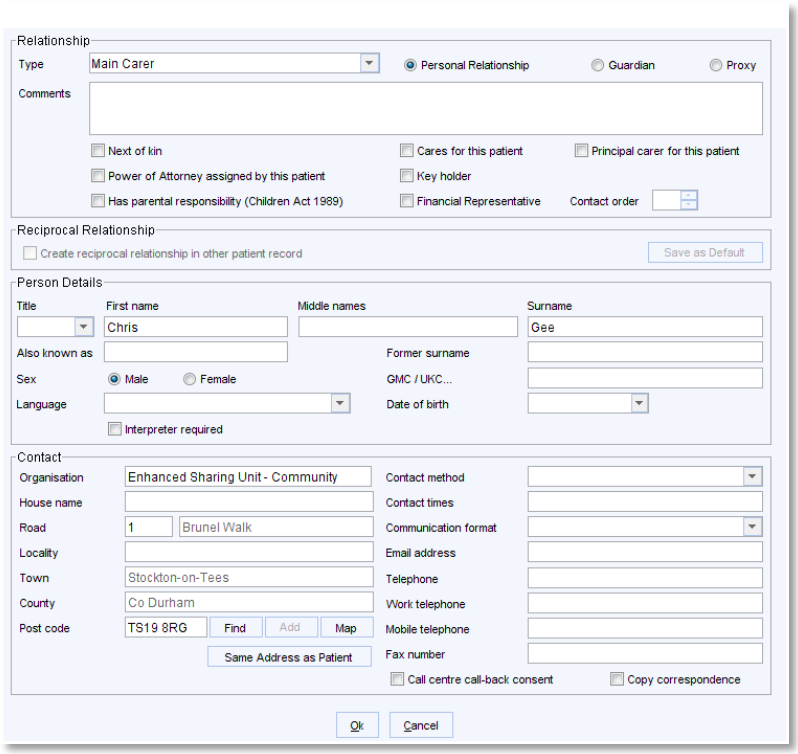
The template has four pages which are on the tabs at the top of the template. The majority of the fields are either tick boxes or drop down lists to make data entry easy. The buttons link to other areas of SystmOne for recording things like relationships (Carer, power of attorney etc) When clicking one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



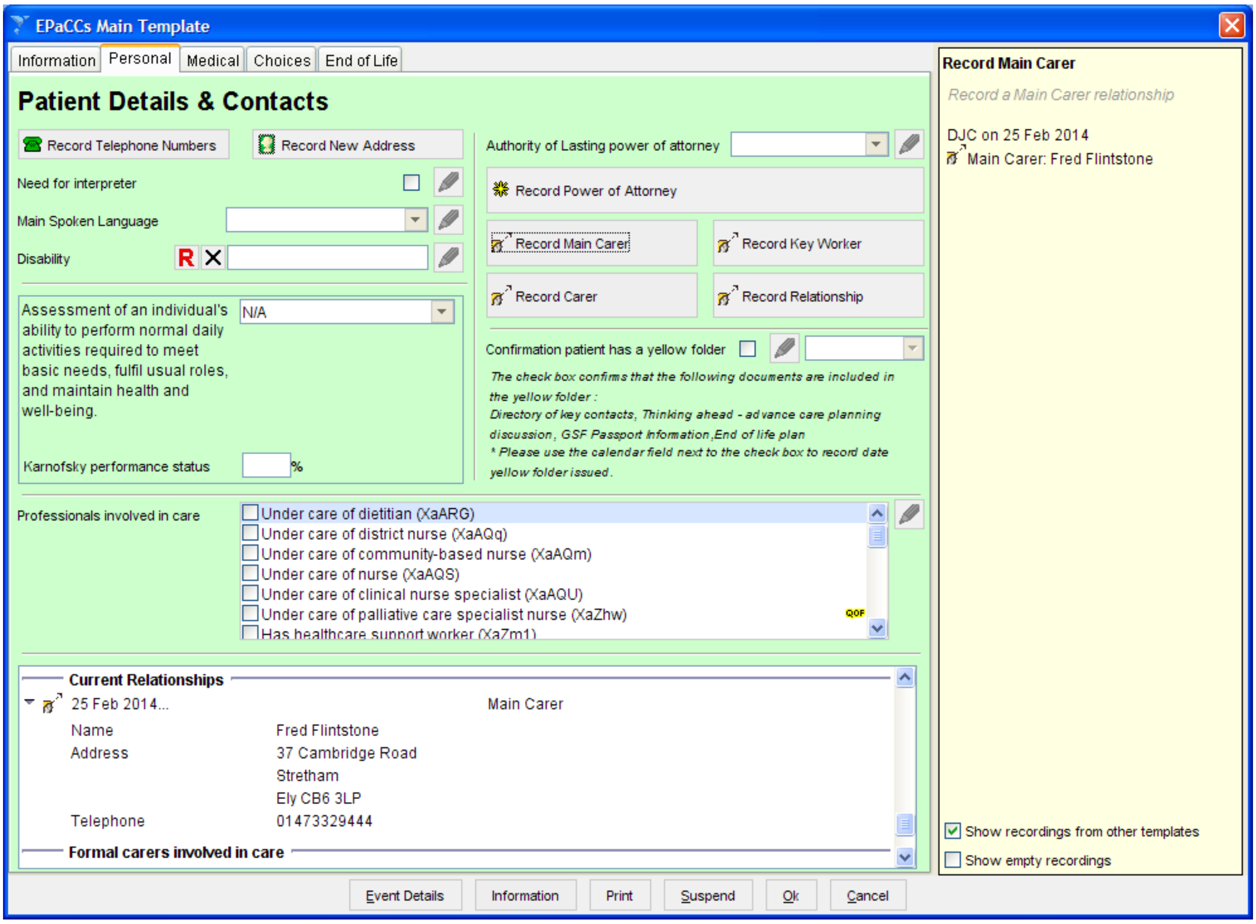
When one of the relationship buttons is pressed the screen above will appear, If the relationship is somebody (Patient or user) select the appropriate button and you can search for the user or patient to save entering their address details.



For the above example we have selected a SystmOne 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.

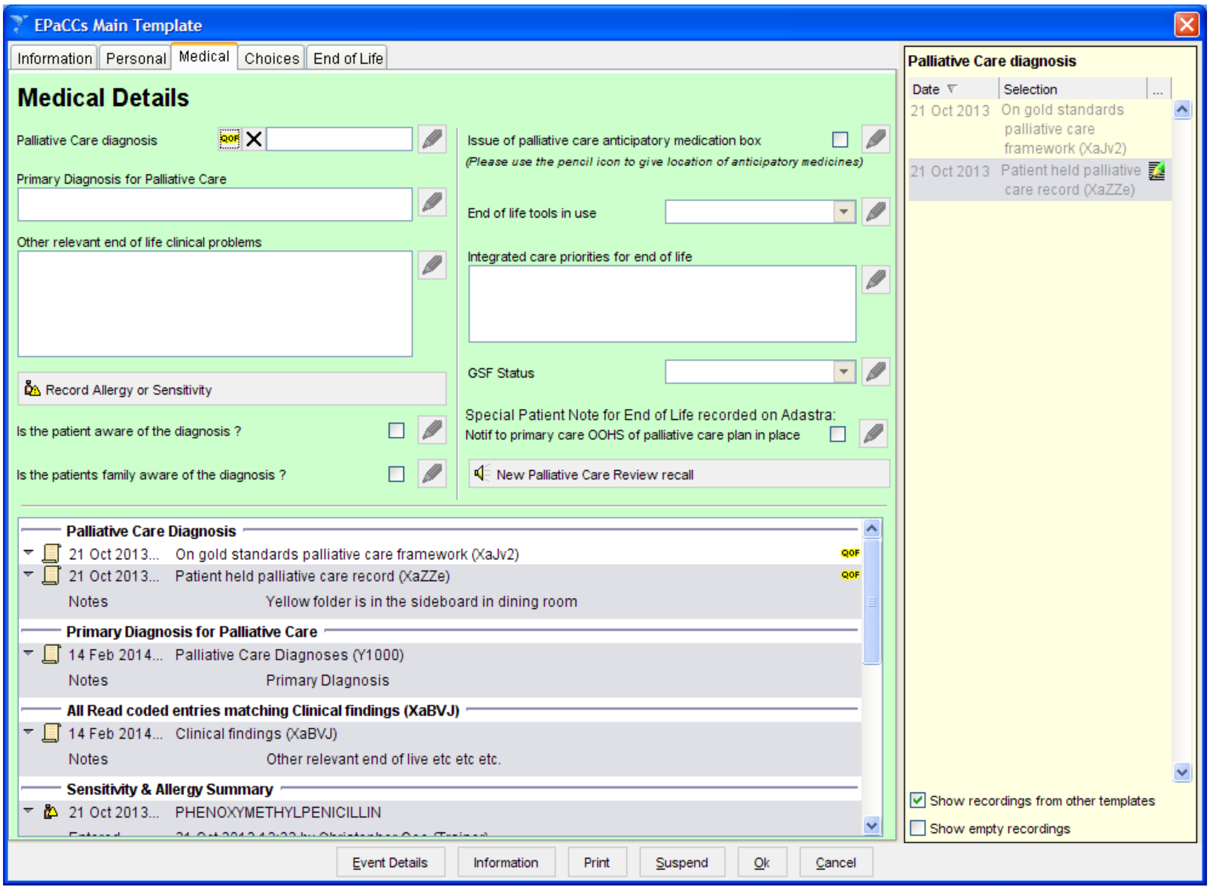


The relationship type will be set to match the button you pressed from the template. Select any other options required and click OK when finished.

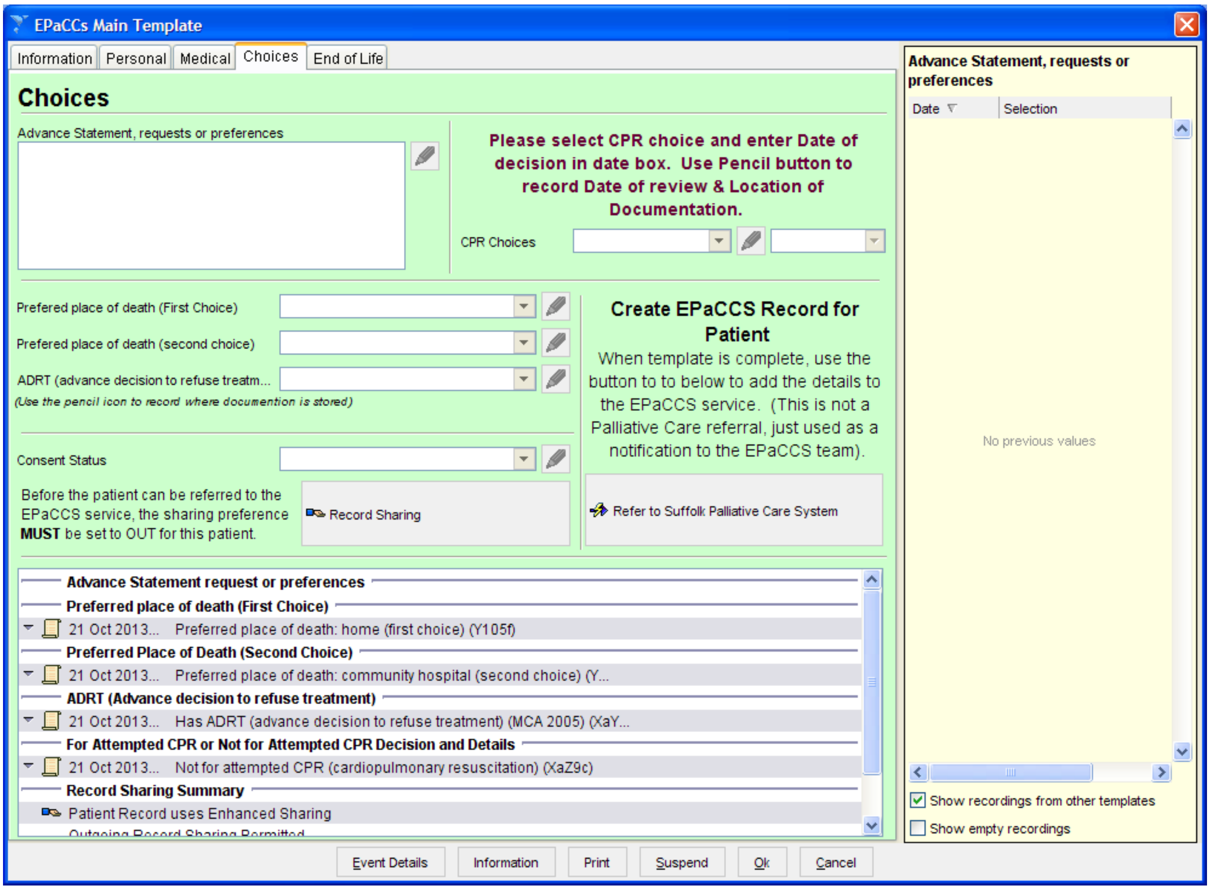


In the view of the template you will see the new relationship created. This method should be used to add all relationships the patient has to do with their care.

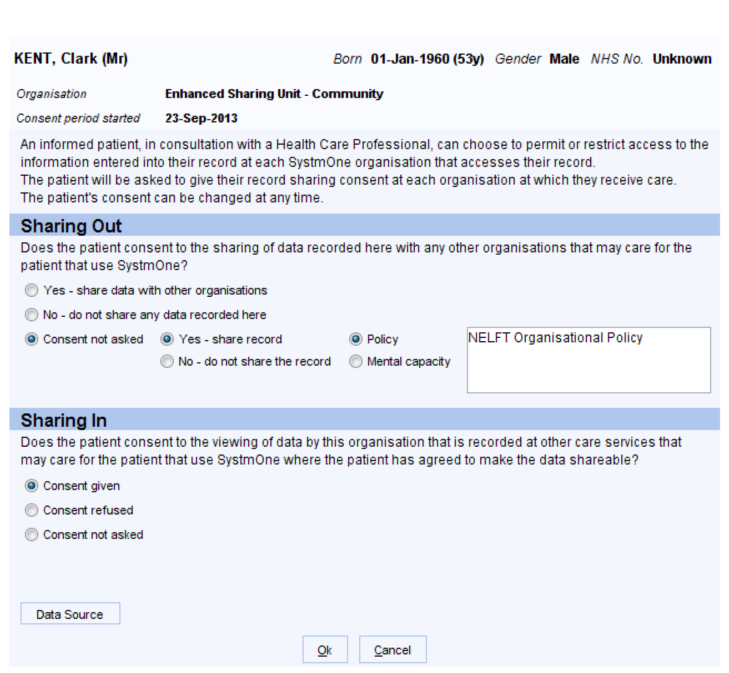
If there is no button for the relationship you want to add click the add relationship button and set the relation type from the list provided.



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.



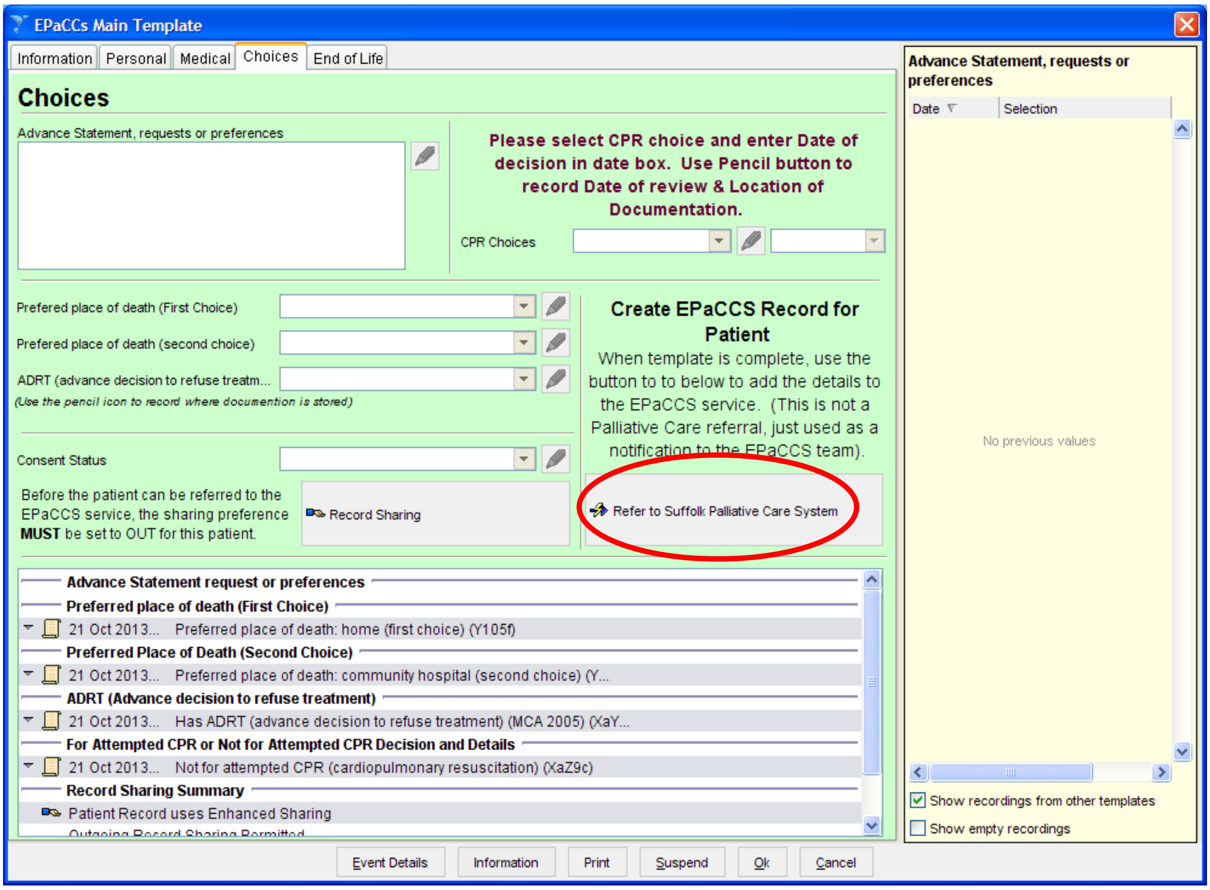
The third page of the template is where to enter the patient choices, again the fields are self-explanatory. Before you can transfer the details to the EPaCCS service the sharing options must be set for the patient. The record sharing button will bring up the following screen.



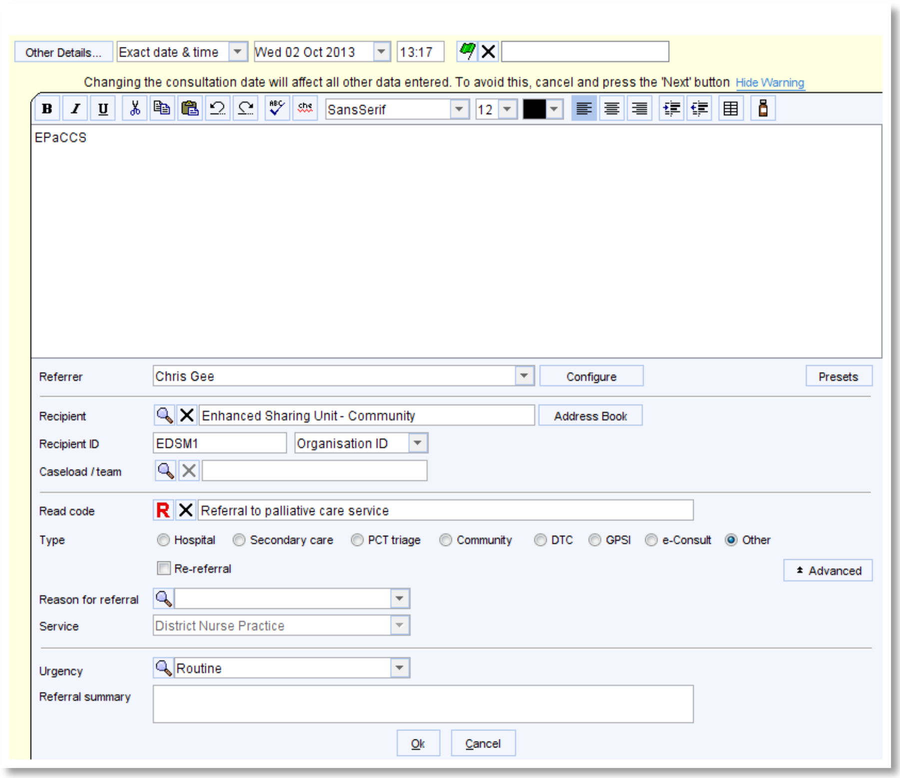
For the EPaCCS service to see the template information the “Yes – share data with other organisations “option **MUST** be set.

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

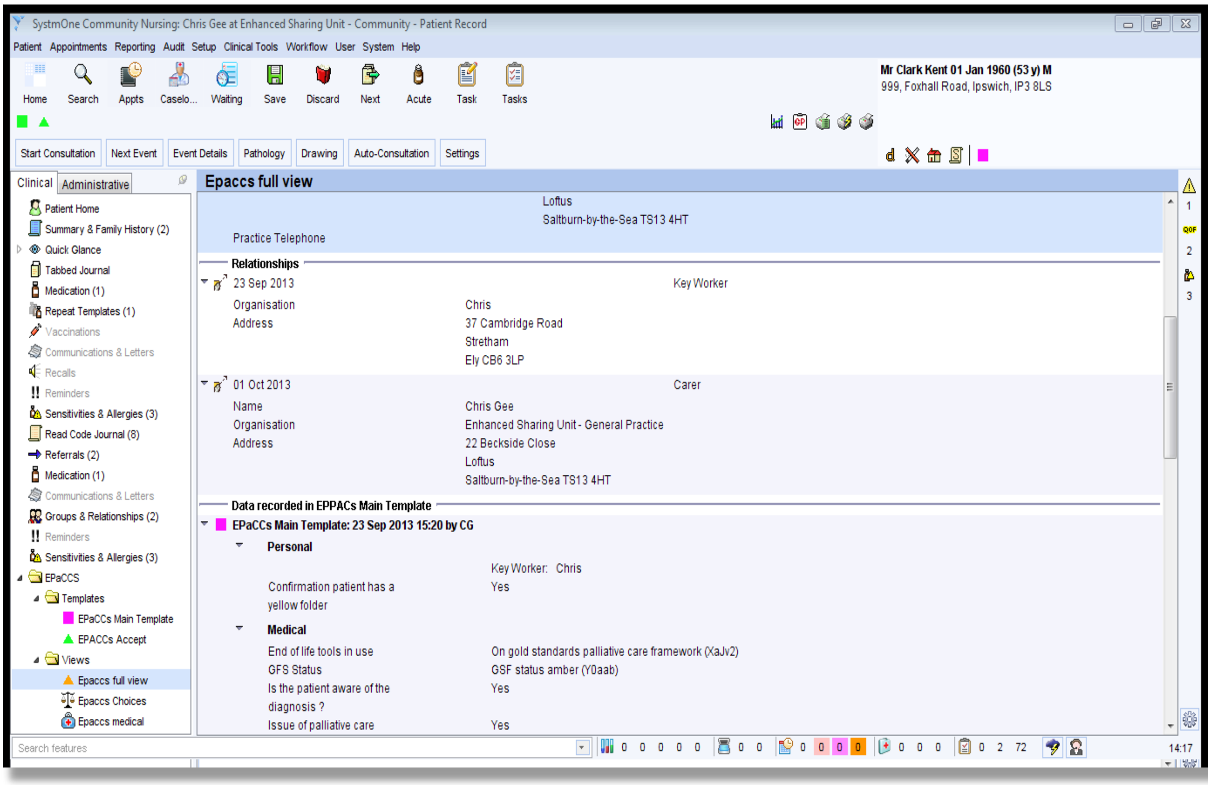
It is envisaged that the patient would have given their consent for both these options.



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.

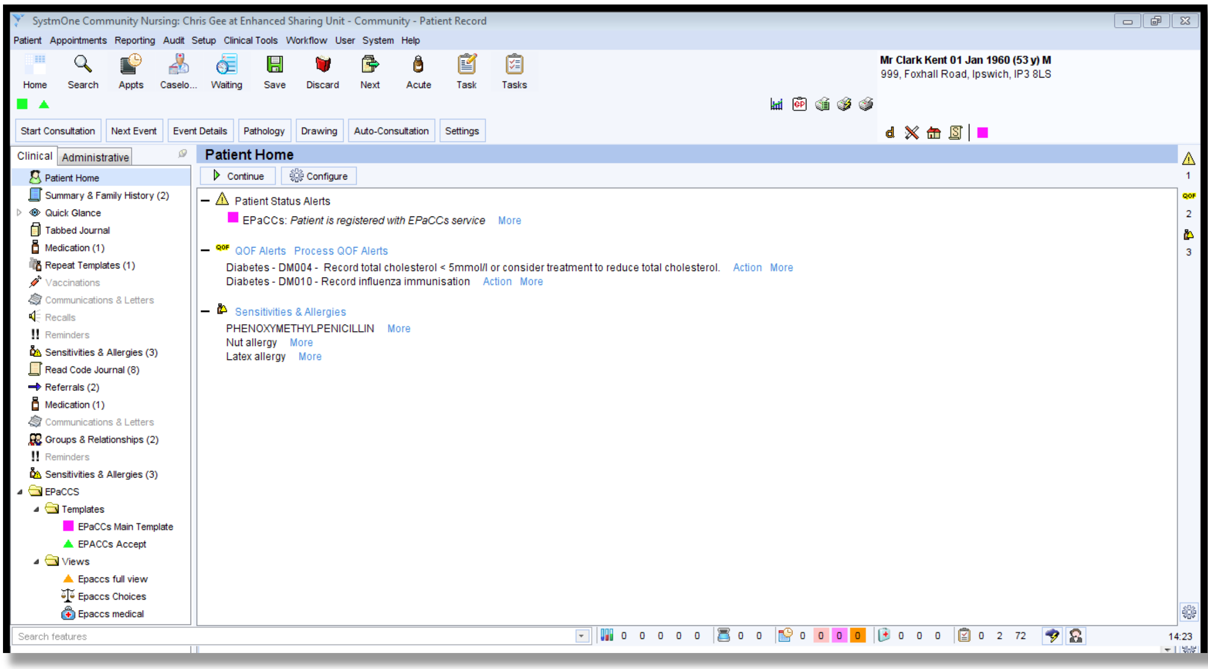


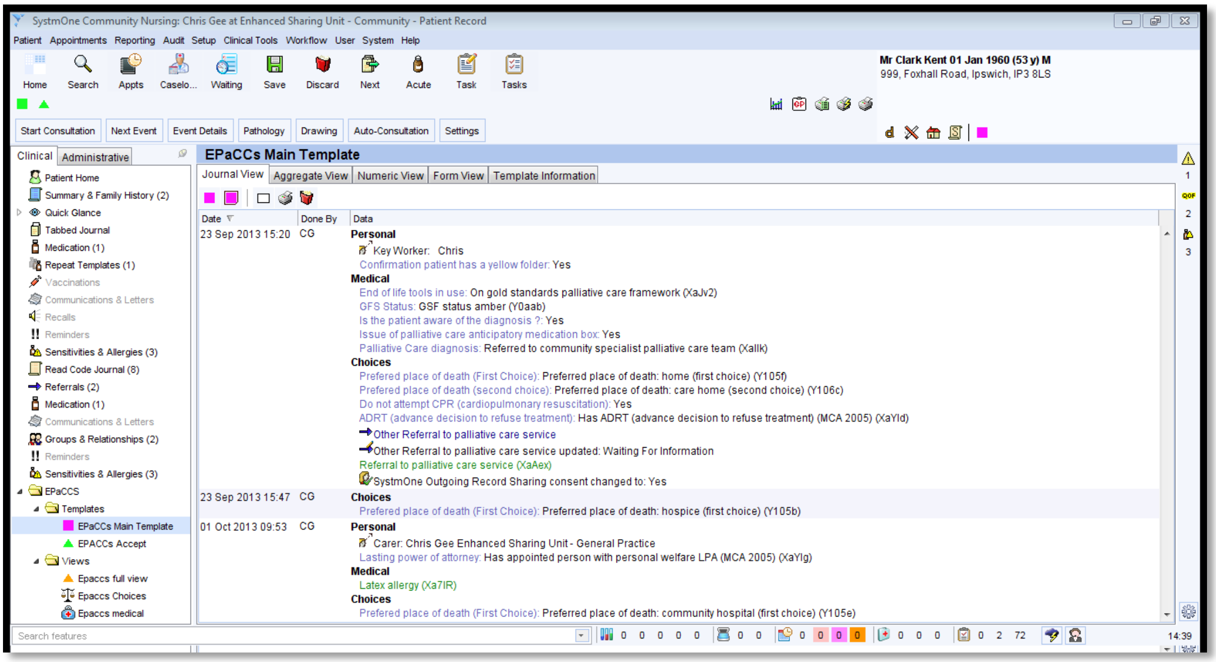
The only entry needed on this page is to enter the words EPaCCS into the main field at the top. If you prefer you can set this up on a pre-set with the pre-set button. Clicking OK will add the patient and template details to the EPaCCS service.



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.





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 al 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.