

**Notification of James Paget University Hospitals Emergency Patients Discharged from Norfolk and Norwich University Hospitals  
Standard Operation Procedure**

**Document Control:**

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V1	Dec 2021	Acute Services Integration Governance Manager Acute Services Integration Clinical Governance Lead	New process, initial document

**Previous Titles for this Document:**

<b>Previous Title/Amalgamated Titles</b>	<b>Date Revised</b>
None	Not applicable

**Distribution Control**

Printed copies of this document should be considered out of date. The most up to date version is available from the Trust Intranet.

# Notification of JPUH Emergency Patients Discharged from NNUH

## Consultation

The following were consulted during the development of this document:

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## Monitoring and Review of Procedural Document

The document owner is responsible for monitoring and reviewing the effectiveness of this Procedural Document. This review is continuous however as a minimum will be achieved at the point this procedural document requires a review e.g. changes in legislation, findings from incidents or document expiry.

## Relationship of this document to other procedural documents

This document is a standard operating procedure applicable to James Paget University Hospitals NHS Foundation Trust and Norfolk and Norwich University Hospitals NHS Foundation Trust.

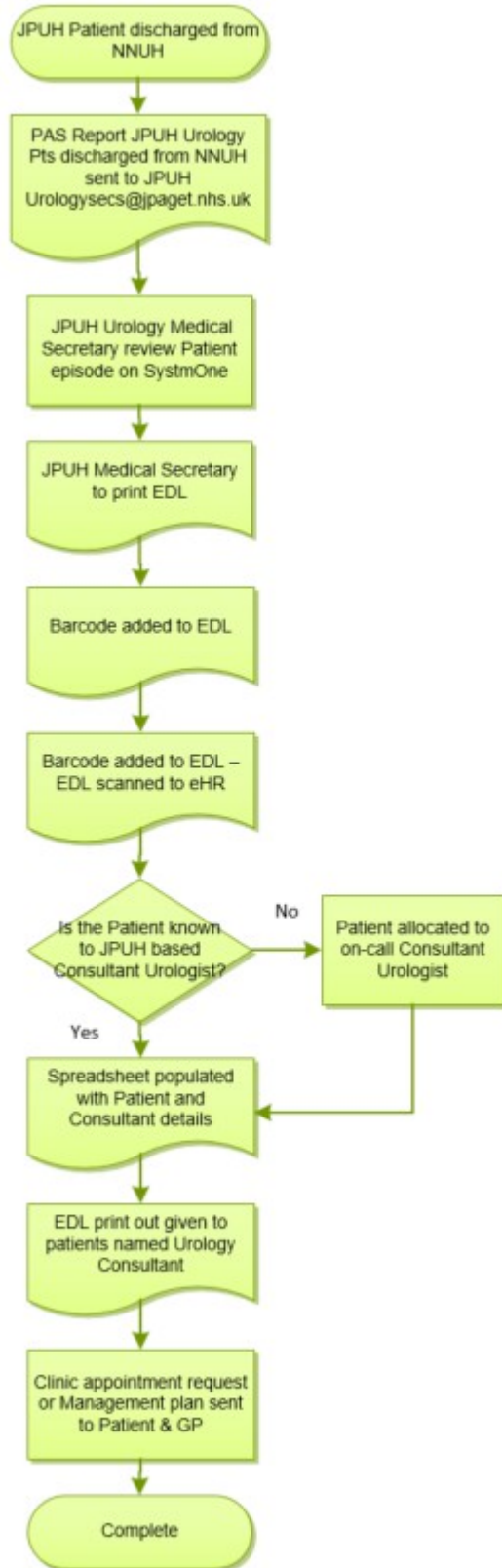
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### 1. Quick reference

Notification of JPUH emergency patients discharged from NNUH flow chart

# Notification of JPUH Emergency Patients Discharged from NNUH



# Notification of JPUH Emergency Patients Discharged from NNUH

## 2. Introduction

### 2.1. Rationale and objective

The Norfolk and Norwich University Hospitals NHS Foundation Trust (NNUH) provides the urology emergency on-call service for James Paget University Hospitals NHS Foundation Trust (JPUH). Patients requiring emergency admission are transferred to the NNUH out of hours. The JPUH patients admitted and treated will have an Electronic Discharge Letter (EDL) completed on discharge.

The purpose of this standard operating procedure (SOP) is to describe the process used to ensure the JPUH based Consultant urologist are notified of a JPUH patients emergency admission and discharge in a timely manner. The EDL will provide details of the admission episode required to inform of follow-up care to be provided at JPUH.

### 2.2. Scope

This document is intended for use by all staff who are responsible for admission and discharge documentation of JPUH emergency patients admitted to NNUH and for Urology Secretaries at JPUH.

### 2.3. Glossary

The following abbreviations have been used within this document:

ASI	Acute Service Integration
EDL	Electronic Discharge Letter
GP	General Practitioner
JPUH	James Paget University Hospitals NHS Foundation Trust
NNUH	Norfolk and Norwich University Hospitals NHS Foundation Trust
PAS	Patient Administration System
SOP	Standard Operating Procedure

## 3. Responsibilities

This section details the roles and responsibilities for following this SOP:

### 3.1. Admitting Doctor NNUH

Are responsible for ensuring that the patient care episode at NNUH is appropriately identified on Patient Administration System (PAS) as patient originating from JPUH. This is to ensure that the patient flags on the PAS reporting system as a JPUH patient and hence is captured by daily report.

### 3.2. Discharging Doctor NNUH

Ensure EDL is completed and clear ongoing management plan for JPUH team on discharge letter so that actions for follow-up appointments, or ongoing investigations can be captured easily and clearly by JPUH team. This is also another opportunity to ensure that patient identifies on PAS as patient originating from JPUH.

## Notification of JPUH Emergency Patients Discharged from NNUH

### 3.3. Ward Clerks - Easton and Edgefield Wards

Are responsible for completing the admission and discharge process of the patient on the NNUH PAS including the 'admission source' referred from Consultant other hospital: JPUH.

### 3.4. Urology Secretaries (JPUH)

- To check the generic inbox [urologysecs@jpaget.nhs.uk](mailto:urologysecs@jpaget.nhs.uk) after 09:00 Monday to Friday.
- Locate the NNUH PAS 'Urology Discharges from James Paget'
- On a Monday review the reports sent on Saturday, Sunday and Monday
- On a Tuesday thru to Friday review the reports sent in the last 24 hours
- Review the report and locate new patients on SystmOne and print the EDL
- Add a barcode to the EDL
- The patient is allocated a JPUH base Urology Consultant if they do not have one
- The 'NNUH Referrals' spreadsheet is populated with the patients and Urology Consultant name
- The EDL print out is given to the named Urology Consultant

### 3.5. Urology Consultant based at JPUH

To review the EDL and request the clinical appointment and or send the management plan to the Patient and General Practitioner.

### 3.6. Power BI Digital Health (NNUH)

To create and schedule the PAS report to be sent daily to [urologysecs@jpaget.nhs.uk](mailto:urologysecs@jpaget.nhs.uk)

NNUH PAS 'Urology Discharges from James Paget' report parameters:

- Patients were discharged in the past 7 days
- Patients were admitted as Urology patients
- Patients were referred by James Paget University Hospital F T
- Patients are all Emergency admission that were not day cases
- Patients are not private patients

## 4. Process to be followed

See quick reference guide.

## 5. Audit

Compliance with the process will be monitored through the following:

## Notification of JPUH Emergency Patients Discharged from NNUH

Key elements	Process for Monitoring	By Whom	Responsible Governance Committee	Frequency of monitoring
Each step in the process	Annual Audit	Urology Audit Lead	ASI Urology Clinical Governance Group	Annual

The audit results are to be discussed at the ASI Urology Clinical Governance meeting to review the results and recommendations for further action.

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### 6. Equality Impact Assessment (EIA)

<b>Type of function or policy</b>	New
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<b>Division</b>	Surgical	<b>Department</b>	Urology
<b>Name of person completing form</b>	Jude Kivlin	<b>Date</b>	31/12/2021

Equality Area	Potential	Impact	Which groups are affected	Full Impact Assessment Required YES/NO
	Negative Impact	Positive Impact		
Race	No	No	Urology Patients	No
Pregnancy & Maternity	No	No	Urology Patients	No
Disability	No	No	Urology Patients	No
Religion and beliefs	No	No	Urology Patients	No
Sex	No	No	Urology Patients	No
Gender reassignment	No	No	Urology Patients	No
Sexual Orientation	No	No	Urology Patients	No
Age	No	No	Urology Patients	No
Marriage & Civil Partnership	No	No	Urology Patients	No
<b>EDS2 – How does this change impact the Equality and Diversity Strategic plan (contact HR or see EDS2 plan)?</b>	No impact			

<ul style="list-style-type: none"> <li>• <b>A full assessment will only be required if: The impact is potentially discriminatory under the general equality duty</b></li> <li>• <b>Any groups of patients/staff/visitors or communities could be potentially disadvantaged by the policy or function/service</b></li> <li>• <b>The policy or function/service is assessed to be of high significance</b></li> </ul>
<b>IF IN DOUBT A FULL IMPACT ASSESSMENT FORM IS REQUIRED</b>
<b>The review of the existing policy re-affirms the rights of all groups and clarifies the individual, managerial and organisational responsibilities in line with statutory and best practice guidance.</b>