INPATIENT MANAGEMENT CRIB SHEET

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Background

This crib sheet is intended to support the accurate recording of bed state in RIO. It is important that bed states are recorded as soon as possible to support real-time bed management and accurate reporting for Trust, statutory and financial purposes.

Recording Standard

- **Trust RiO Recording Standard 20:** Inpatient events are (admission, discharge, transfer, AWOL and leave) to be entered in RiO in real time. Data entered to RiO as soon as possible after event and within a maximum of four hours. DSN (Duty Senior Nurse) to manage data entry to RiO out of office hours.

- **Trust RiO Recording Standard 21:** States a minimum of all overnight leaves to be recorded in RiO.

- **Trust RiO Recording Standard 24**: Transfers between directorates should be treated as ward transfer NOT discharge and admit.

- **Quality Accounts Audit Recommendation 9 [Aug 2010]:** The Trust should ensure that the discharge data is captured on RiO as soon as possible after the decision to discharge has been taken.

Key Message

- Users are setup in RiO to see all wards within their own directorate; this allows the receiving or dispatching ward to action the patient transfer in or out.
  IF the transfer is to another directorate then only the dispatching ward can action the transfer out and then the ward returning the patient would need to transfer back.
- Transfers between directorates should be treated as ward transfer NOT discharge/admit
- Use the RiO sleepover function to record when a patient is moved for an overnight sleepout and returns to their home ward the next day
- DO NOT use the bed swap function
- DO NOT book two clients in 1 bed – use the beds in Bay 1 before using the Overbooking bay
- DO NOT admit/transfer to a bed where the client is currently on leave
- Clients discharged from Leave or AWOL – must be returned to the ward 1 minute before discharge
- Informal clients who are transferred to a general hospital temporarily must be discharged then re – admitted when / if they return
- Clients detained under the MHA who are temporarily transferred to a general hospital must be sent on leave
- Use the 24 hour clock when recording times e.g. 14:00
- It is critically important that the ElectronicSystems.Help@elft.nhs.uk is informed in advance [min of 1 week] of any planned changes to the ward bed state [e.g. bed numbers, ward speciality, closures, name change]

1.0 Admitting a Client

Click on the **Inpatient Management** icon and select **Wards**
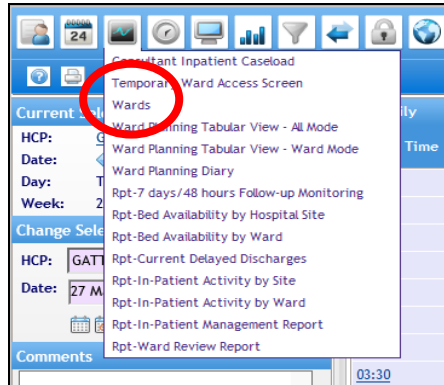
Use the drop down to select the required ward and click on the bed icon
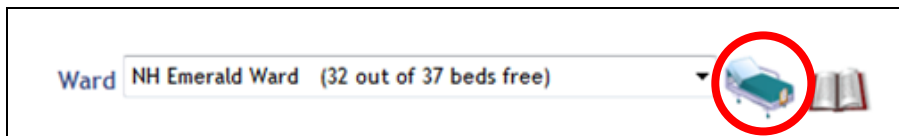
This displays the current ward view

Important Note 4: East London NHS Foundation Trust will not currently be using these functions
- 1) Observation
- 2) Seclusion/Restraint
- 3) Access to Fresh Air
- 4) Current Medication
- 5) Resuscitation Status

To admit a client, click on an empty bed in Bay 1. Then click on **Admit**.
If all beds in Bay 1 are occupied, use the "overbooking bay".
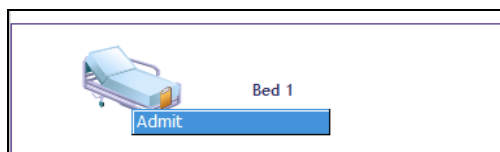
Search for the client by name, date of birth and gender or the NHS or RiO number.

Once you have located / registered the relevant client the admission page will open, select a **Consultant,** a **Type of Stay** and a **Referral Source** from the drop down menu list.

Complete all fields; accurately recording **Admission Date and Time** (an accurate date/time is key for a patient admitted formally on a MHA Section)**, Admission Source** and **Admission Method** (do not select **not known** as this negatively impacts reporting).

Select correct **CONSULTANT SPECIALTY**, these will be in block Capitals. DO NOT use the options in lower case as these are designed for Community Team referrals.

Click **Save,** the ward view is displayed and the bed will be occupied

2.0 Ward Transfer / Sleep Over

Scenarios covered by the 'Transfer Out' function:

Scenario	Ward Transfer	Consultant Transfer	Important Notes
Sleep out [within the same directorate] Ward transfer – no consultant transfer	Yes	No	Do not change consultant. Do not use the sleep over function in RiO The receiving or dispatching ward to action the patient transfer in or out.
Ward transfer – consultant transfer [within the same directorate]	Yes	Yes	The receiving or dispatching ward to action the patient transfer in or out.
Ward transfer - Specialty transfer [consultant the same]	Yes	Change speciality only	Where individual consultants have more than one speciality e.g. Adult and PICU in Tower Hamlets
Consultant transfer same ward	No	Yes	
Ward transfers between directorates – consultant transfer	Yes	Yes	Transfers between directorates should be treated as ward transfer **NOT discharge** and admit [any transfer between wards managed by ELFT] – RiO Inpatient standard 24
Ward transfers between directorates [sleep out] – no consultant transfer	Yes	No	IF the transfer is to another directorate then only the dispatching ward can action the transfer out and then the ward returning the patient would need to transfer back.

To transfer a client between wards, select the ward and bed the client is currently occupying and left click on the bed. Select **Transfer,** then **Out**. <u>**DO NOT**</u> use **Bed Swap** as this can result in inaccurate bed states and reporting.
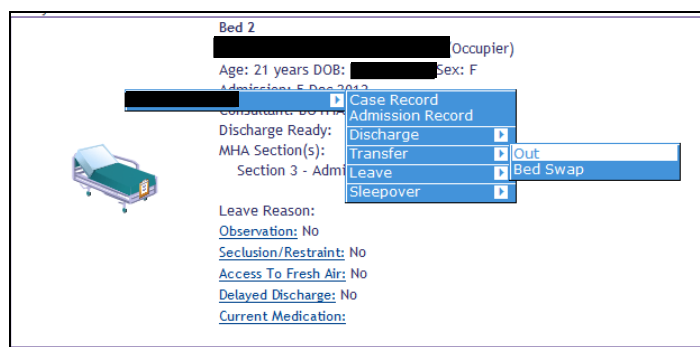
To **transfer to a different ward**, **change the consultant** or **change consultant Service [speciality]**, click on the green arrow adjacent to the function you wish to perform.
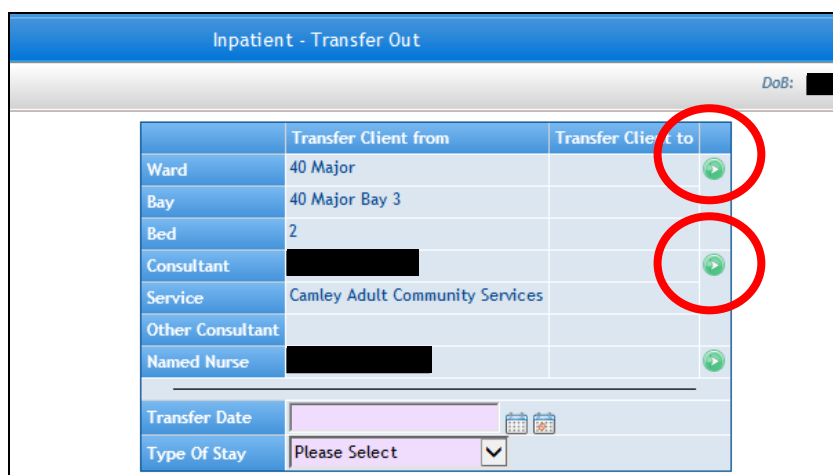
To transfer a client to another ward - complete the **Ward**, **Bay** and **Bed** drop downs pressing the green **'Go'** button after each selection. When selecting a bed, ensure you choose an empty bed number.

To transfer a client to another consultant, select the correct **Consultant** and **Consultant Service** [speciality] from the drop down then Click **'Go'**

This returns to the transfer screen with the details of the original ward, bay, bed and consultant for this client on the left hand side of the screen. The right hand side of the screen displays which ward, bay, bed and consultant the client is to be transferred to.

Enter the **Transfer Date** and **time** then click **'Save'**.

The screen returns to the bed view of the original ward.

3.0 Recording a Client Sleepover

Trust definition of a sleepover:

> An existing stable patient may be transferred temporarily to another ward to enable
> their home ward to admit a new patient. When the patient is moved for one night,
> and returns to their home ward during day, this is considered a sleep-over (see
> Section 6.7). When it is agreed between the wards that a patient will stay for a longer
> set period of time, this will be considered a transfer.

Admission and Discharge Policy, section 6.8 Transfers [available on ELFT intranet]

Important Note: If a patient's sleepover occurs before midnight this must be **entered in RiO before midnight** for the data to be included in the 'midnight bed state' report the following morning. Sleepovers that start after midnight will be included in an exception report published a day later and will be escalated to DMTs.

To record a sleepover navigate to the Inpatients screen, click on the bed icon for the relevant patient, select **Sleepover** then **Sleepover Details** as in the screenshot below.

The Inpatient Sleepover page will be displayed, use the pick lists to select the **Ward**, **Bay** and **Bed** where the client will be sleeping over then complete the **Start Date** and **Expected Return Date**. Click **Save** at the bottom of the screen.

The screen shot below shows the bed view of the client's home ward. A sleepover bed icon is displayed along with details of where the client is currently sleeping.

The screen shot below shows the bed view of the ward where client is currently sleeping over. Information about the client's home ward, bay and bed is displayed.

3.1 Returning a Client from a Sleepover

A client can be returned from sleepover from either their home ward or the sleepover ward by clicking on their bed icon: select **Sleepover** then **Sleepover Details**.
On the Inpatient Sleepover screen enter the date the client returned to their normal bed in the **Return Date** field and click **Save** at the bottom of the screen.

3.2 Viewing the Sleepover History for a Client

To view a client's sleepover history click the bed that the client is currently occupying. From the menu select **Sleepover** and then **Sleepover History**.

The Inpatient Sleepover History page below will be displayed.

Main bed	Sleepover bed	Start Date	Expected Return Date	Return Date	Comment
41 Blair 41 Blair Bay 2 Bed 3	40 Major 40 Major Bay 2 Bed 3	29 May 2014, 13:37	29 May 2014, 14:59	29 May 2014, 14:59	

4.0 Recording Leave

Note: Please use 24 hour clock when recording time e.g. 14:00
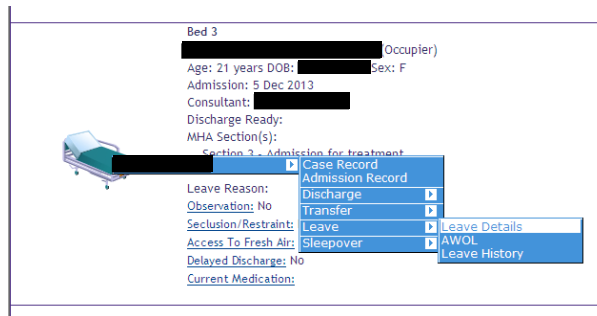
Access bed view, click on relevant client bed. Select **Leave** then **Leave Details.**
Record, **Planned Date & Time**, **Planned Return Date & Time**, select **Leave Reason**, **record actual leave date & time**, if leave is escorted tick the escorted box then, click **'Save'**.
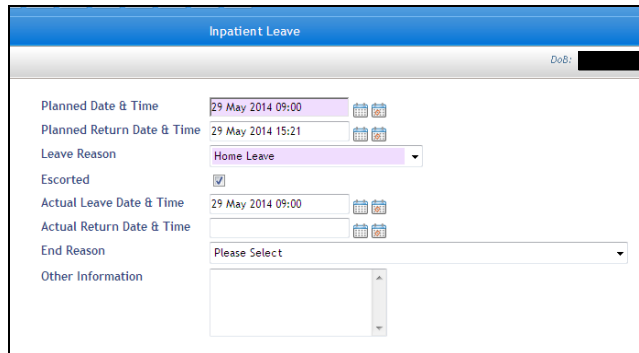
Trust RiO recording standard 21 states 'a minimum of all overnight leaves to be recorded in RiO'.

5.0 Returning from Leave

Access bed view, click on relevant client bed and select **Leave,** then **Leave Details**.
Enter **Actual Return Date and Time** and **Leave Reason**, click **'Save'.**

If a client has been discharged while on leave, you must bring them back from leave 1 minute prior to discharge then discharge them.

6.0 Viewing Leave History

Access bed view, click on relevant client bed and select **Leave** then **Leave History**.
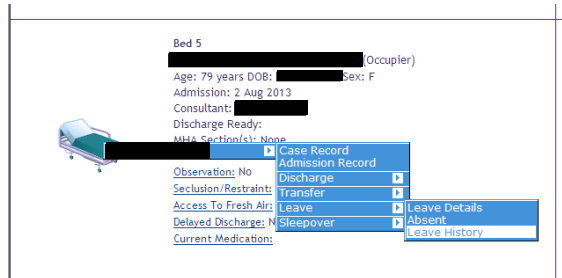
Click on leave details highlighted in pink to show history.
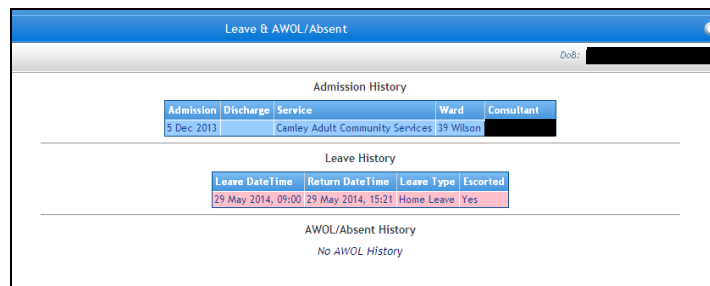
7.0 Recording AWOL (Absent without Leave)

Note: Please use 24 hour clock when recording time e.g. 14:00

Access bed view, click on relevant client bed. Select **Leave** then **AWOL**.
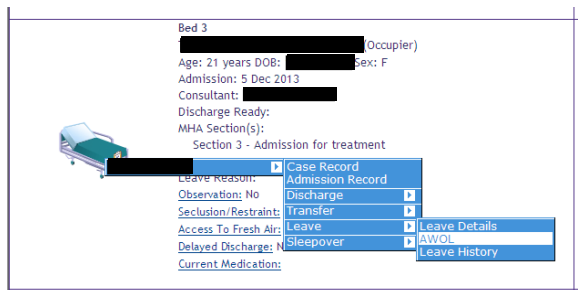
Enter **AWOL Date & Time**. Select **Risk Category** from drop down list, click **'Save'**.
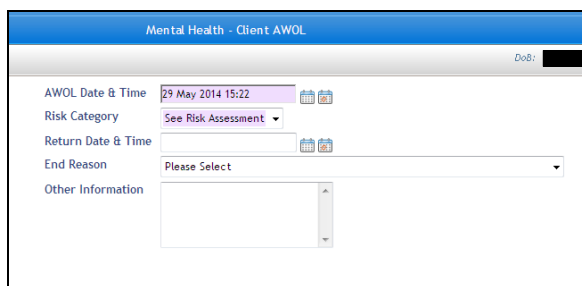
8.0 Recording return from AWOL

Access bed view, click on relevant client bed. Select **Leave** then **AWOL.**

Enter **Return Date & Time** and select the **End Reason** from drop down list, click **'Save'**.

If a client has been discharged while on AWOL, you must bring them back from AWOL 1 minute prior to discharge, then discharge them.

9.0 Viewing AWOL history

Access bed view, click on relevant client bed. Select **Leave** then **AWOL**.

Click on **AWOL History** at the bottom of the screen. This displays the AWOL history page.

Click on **AWOL Screen** link at the bottom of the page to return to the AWOL screen.

10.0 Recording Discharge

Access bed view, click on relevant client bed. Select **Discharge,** then **Discharge Patient.**
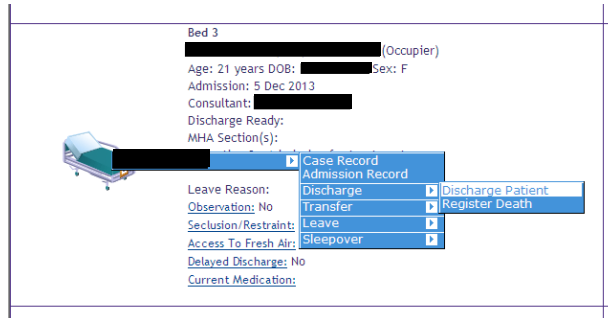
Record **Discharge Date & Time**. Select **Method** and **Destination** from drop downs (Do not select "Not Known" for Destination as this information is critical to Trust and statutory reporting).
Click magnifying glass to enter the **Destination Address.** Select "**No"** for '**Produce Final Discharge Summary'** and click **'Save'.**
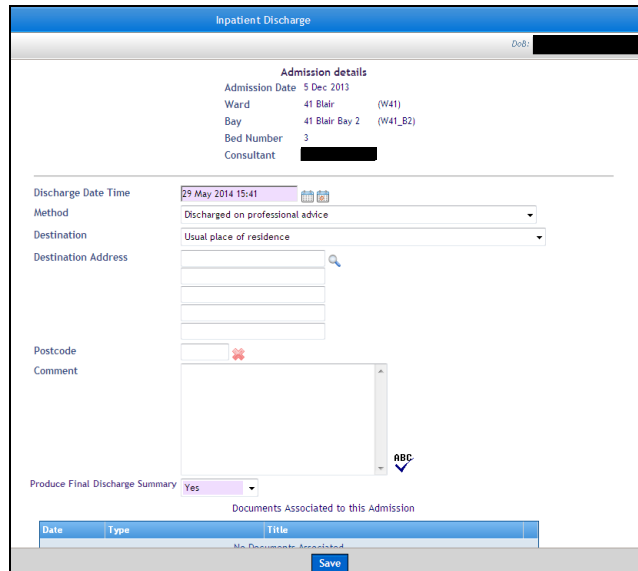
Please note, you can associate documents to Inpatient Discharge. At the the bottom of the page, click on the + next to 'No Document Associated'.
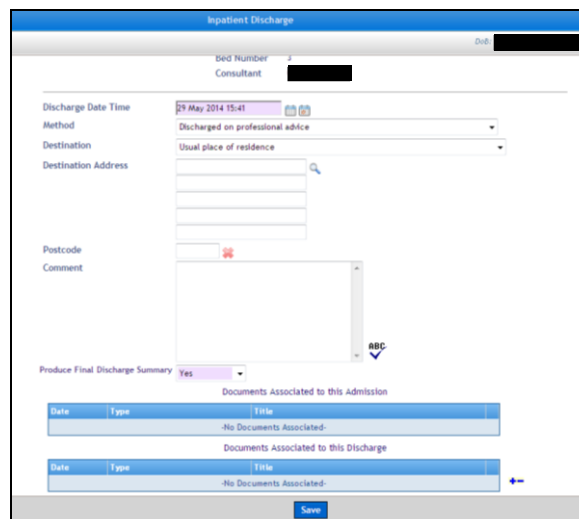
If there are other uploaded documents for this patient, you can filter by document type. You can either chose one document from the list of uploaded document and move it to 'No Documents Associated' using the arrows or you can upload a new document by clicking o the link at the bottom of the page.
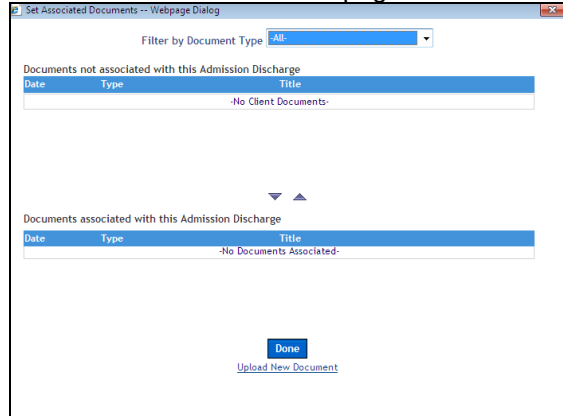
Trust RiO Recording Standard 20:
Inpatient events (admission, discharge, transfer, AWOL and leave) to be entered in RiO in real time. Data entered to RiO as soon as possible after event and within a maximum of four hours. DSN (Duty Senior Nurse) to manage data entry to RiO out of office hours.

Quality Accounts Audit Recommendation 9 [Aug 2010]:
The Trust should ensure that the discharge data is captured on RiO as soon as possible after the decision to discharge has been taken.

11.0 How to view client inpatient history

Viewing Admission Episode

Go to client's **Case Record.**
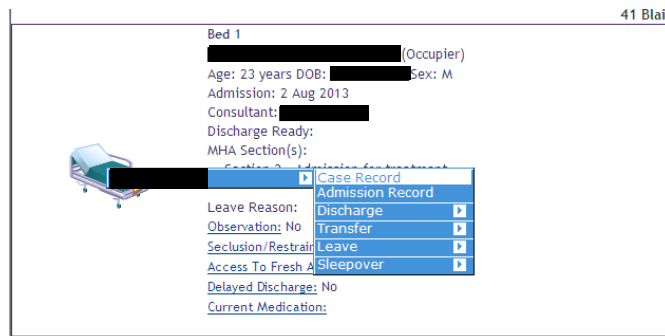
Click on **Inpatient Management,** then **Admission History.**
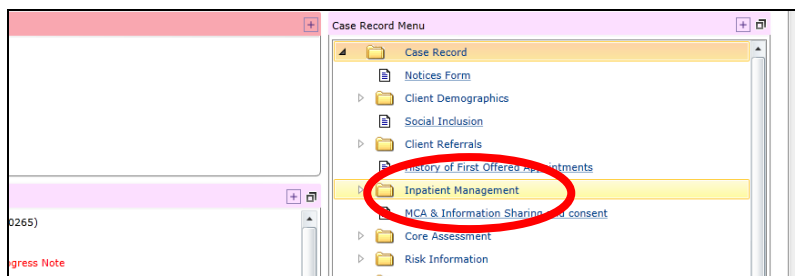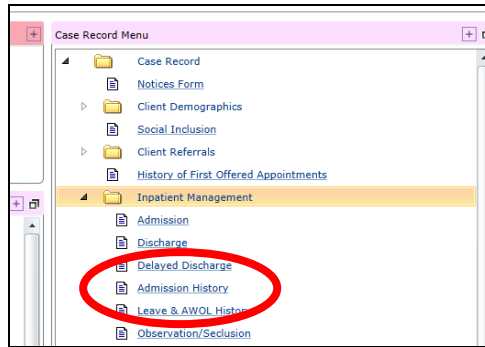
This displays the list of the client's inpatient episodes

Click on the episode to be viewed. To return to the case record click on the client name hyperlink in the top left hand side of the screen

Viewing Leave and AWOL History

From the client's **Case Record,** Click on **Inpatient Management,** then **Leave and AWOL history**
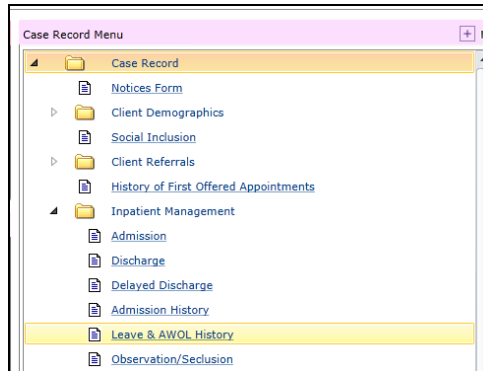
This displays all the inpatient episodes for this client. Click on an episode for further Leave or AWOL details

Leave episodes are highlighted in pink and AWOL episodes are highlighted in yellow

12.0 How to view available bed status

Click on the **Inpatient Management** icon and then select **Wards** (as in Section 1 - Admit client)

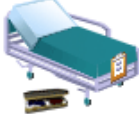Use the drop down to select the required ward and click on the bed icon
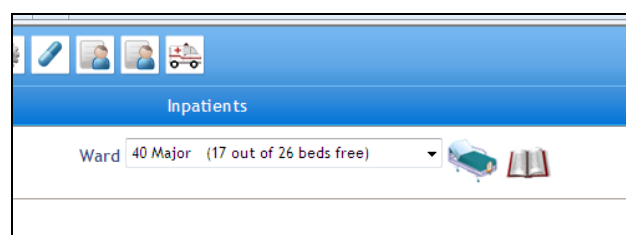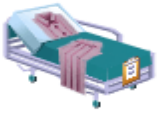

Click on the book icon for a printable bed view.

The number of 'real' beds in each ward equals the number of beds in **Bay 1**.
The **Overbooking Bay** is simply a number of 'dummy' beds in RiO to manage clients on sleepover, leave and AWOL.

13.0 Glossary of Bed Icons

Empty	**Occupied**	**Leave**
Planned Leave	**AWOL**	**Delayed Discharge**
On Sleepover	**Sleeping Over**	**Bed closed**