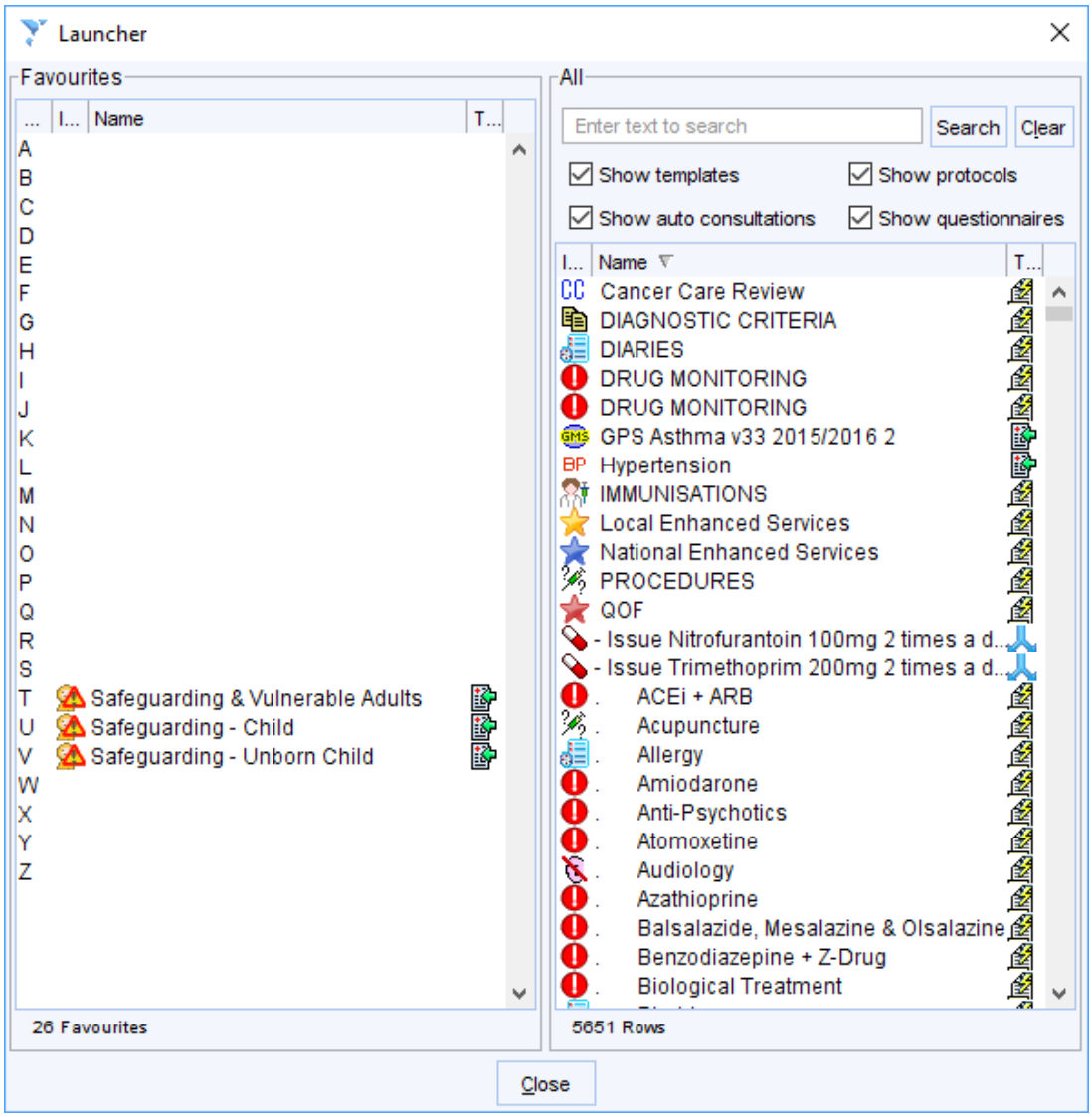
Ardens – Safeguarding Templates

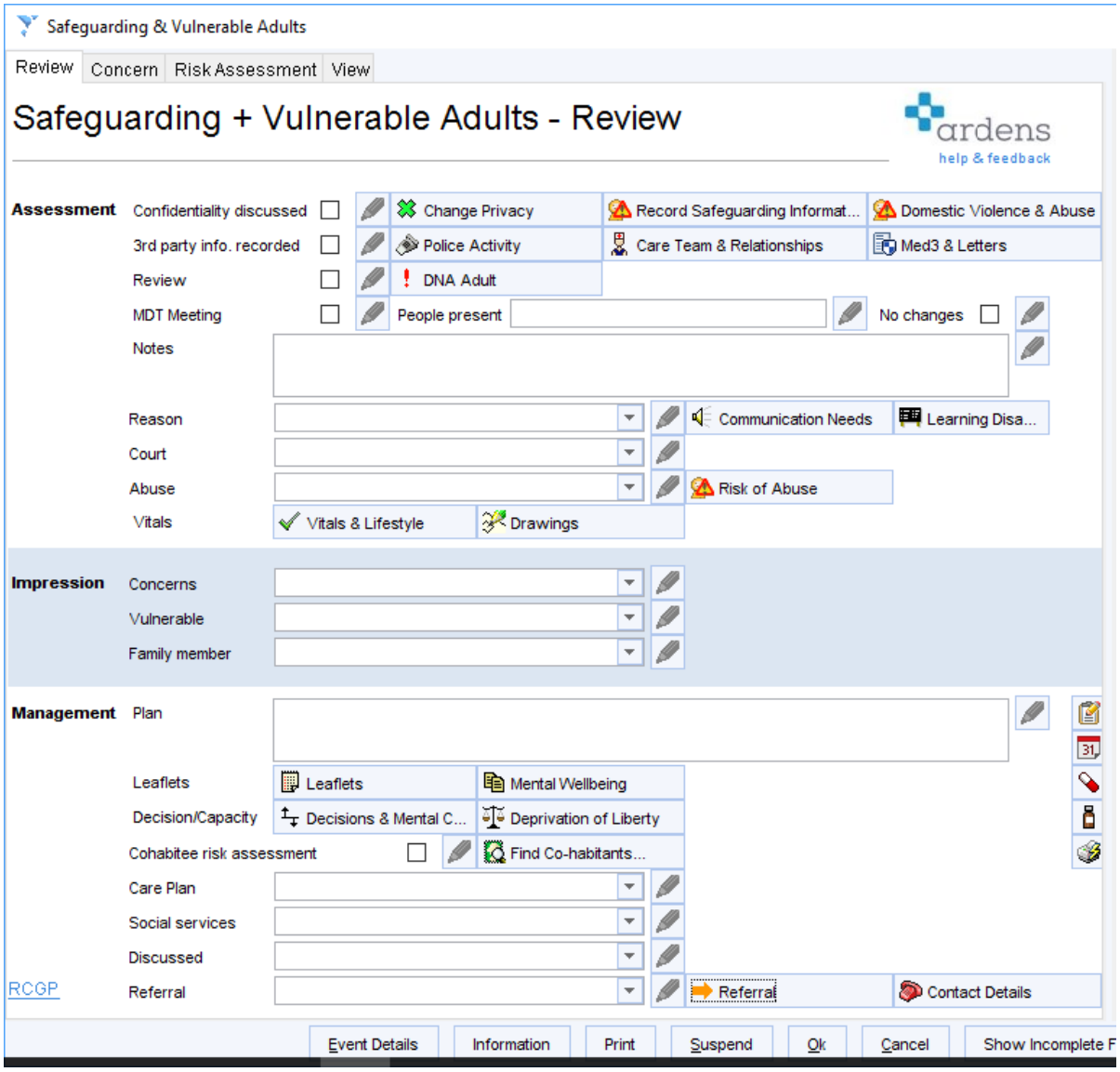
Templates

For quick access to the templates add them to the left hand side of your personal ‘F12’ Favourites list



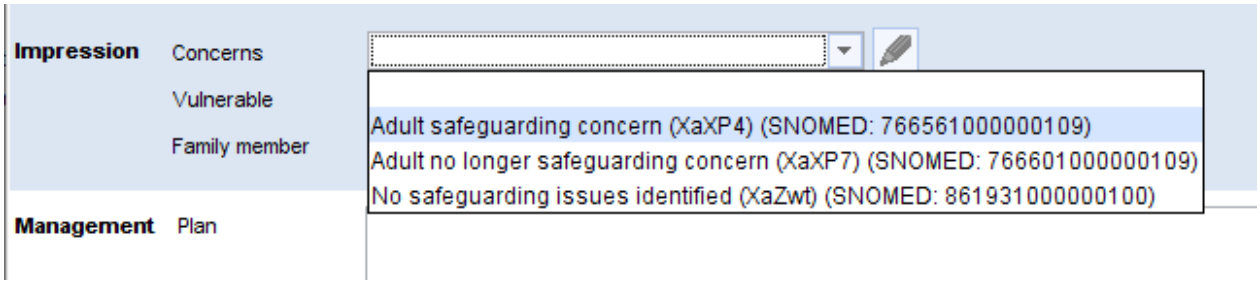
They can also be found under the Auto-consultation>CONSULTATIONS M-Z

Once opened you can record any safeguarding relevant information in the available tick boxes, drop downs and links to other related templates.

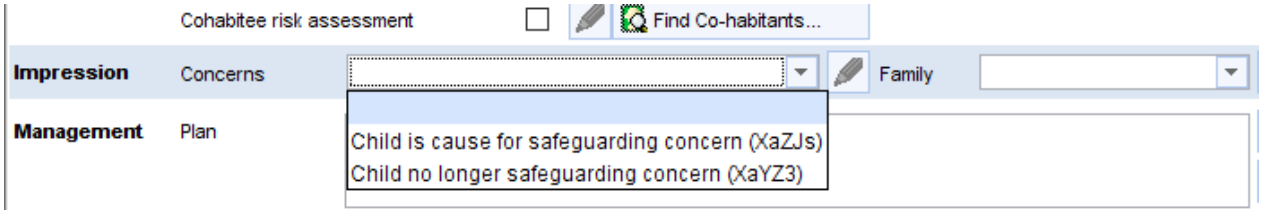


For example, under the impressions section and 'Concerns' you can record if the patient is a safeguarding concern (these will then link to the patient status alerts mentioned on Page 7)

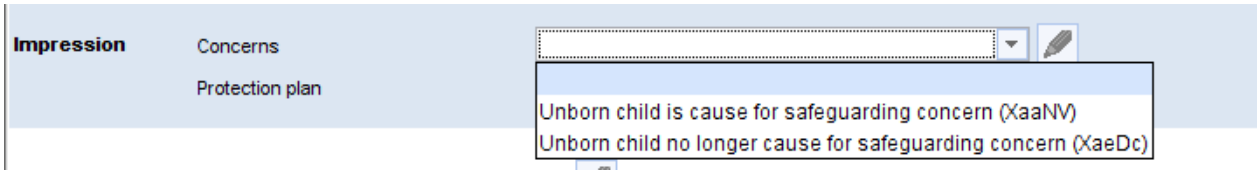
Safeguarding and Vulnerable Adults



Safeguarding Child



Safeguarding Unborn Child – To be used on the mothers record



Change Privacy

To change the privacy of the consultation you are recording click on the 'Change Privacy' Action button. This will allow you to change the privacy setting as required –

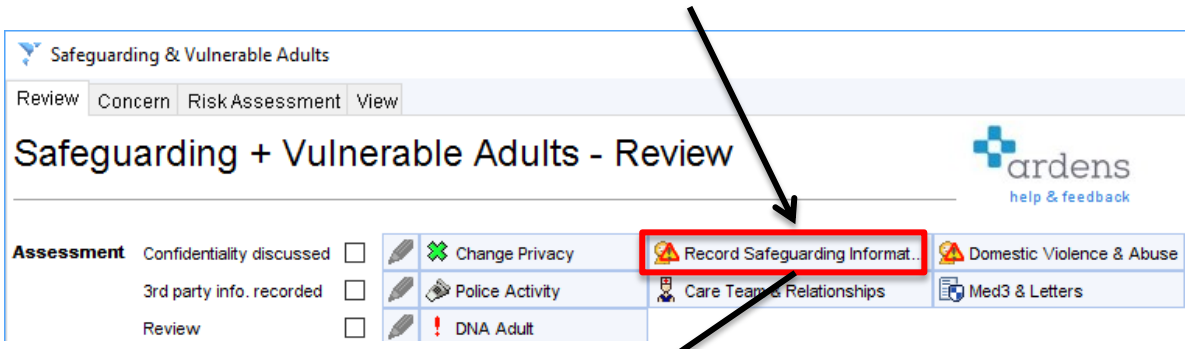
Public – Part of the shared record - visible to all caring organisations.
Private – Not part of the shared record - users in your organisation can see the entry, however, it is not visible to any users outside your organisation, even if the patient has consented to share out.
Safeguarding Relevant – Only visible to users with 'view safeguarding information' access rights within or external to your organisation (if sharing in place).

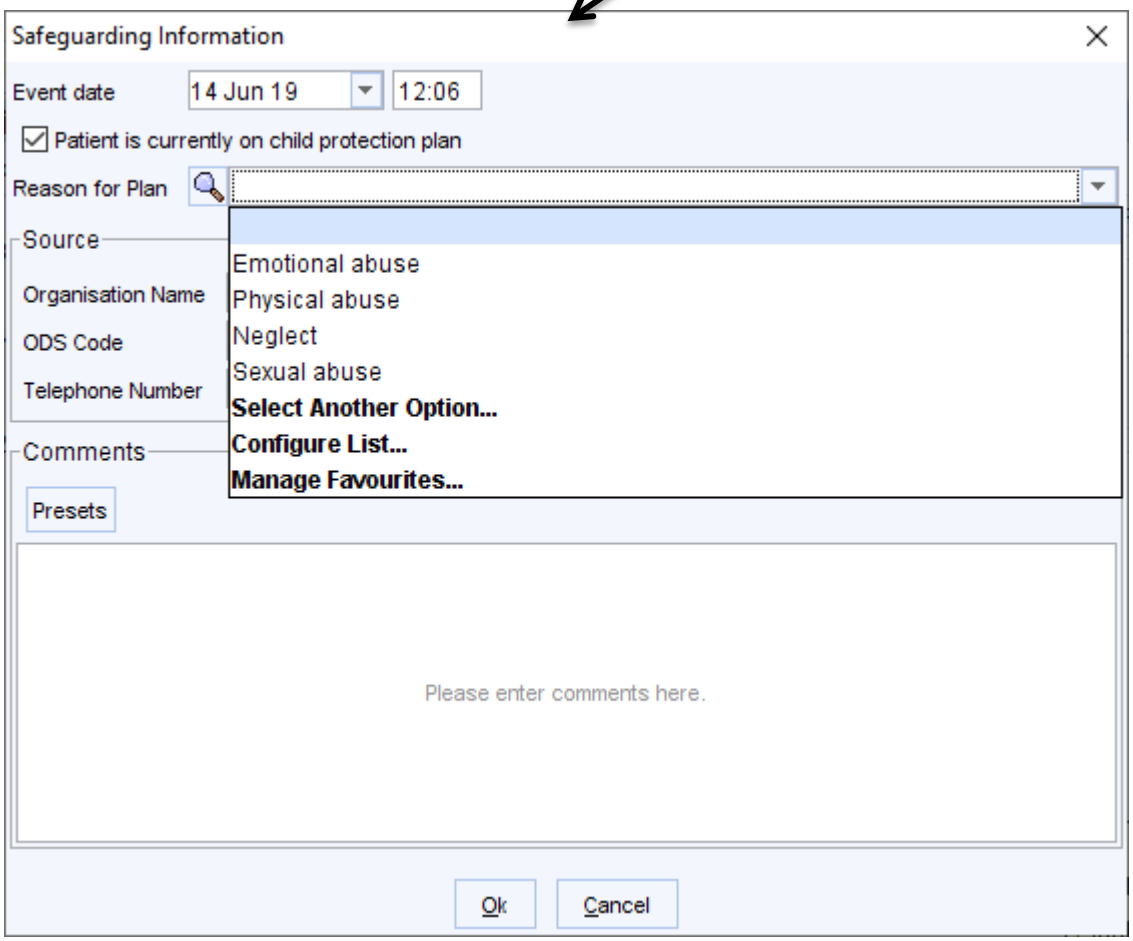
To add access rights, go to Setup>Users & Policy>Staff & Organisation Setup>Amend Staff>Access Rights.

Safeguarding Information Node

You can also record information in the TPP 'Safeguarding information' node. Any information recorded in here will be available to all SystmOne organisations irrespective of the patients sharing consent (only users with the 'View safeguarding information' access right will be able to see this information).

This node may need to be added to the clinical tree but maybe useful (even if you don't enter any information in this way) in order to view anything recorded elsewhere (This information is only visible in the safeguarding node and is **not visible** in the Tabbed Journal).



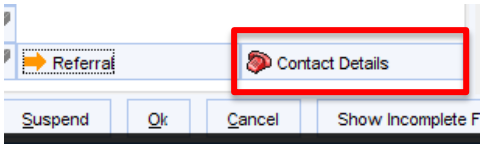


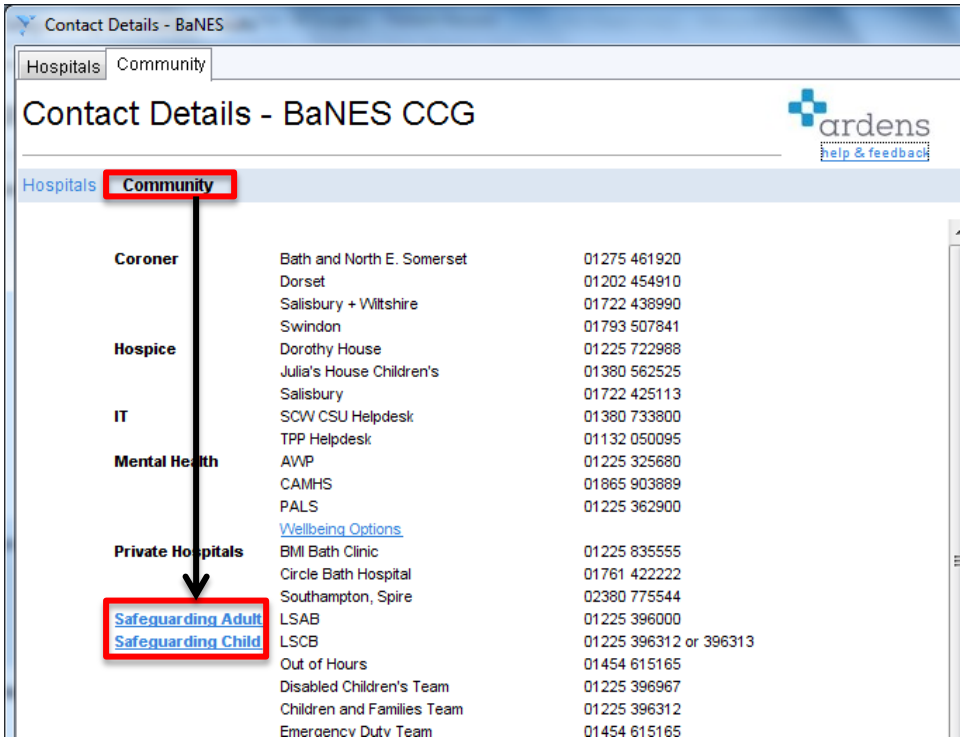
If in a child's record this also allows you to record if the patient is on a child protection plan.

Local BaNES Information

Local BaNES information and details can be found in the 'Community' page of the 'Contact Details' template.

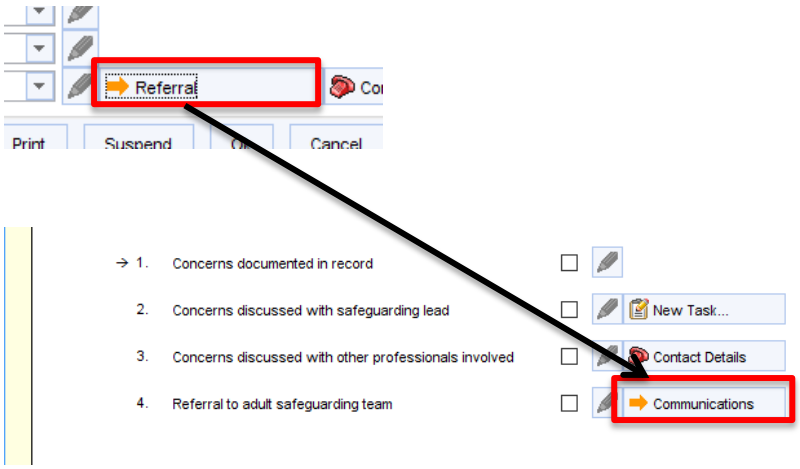
Click on the Safeguarding Adult or Safeguarding child hyperlink to be taken to the BaNES CCG website





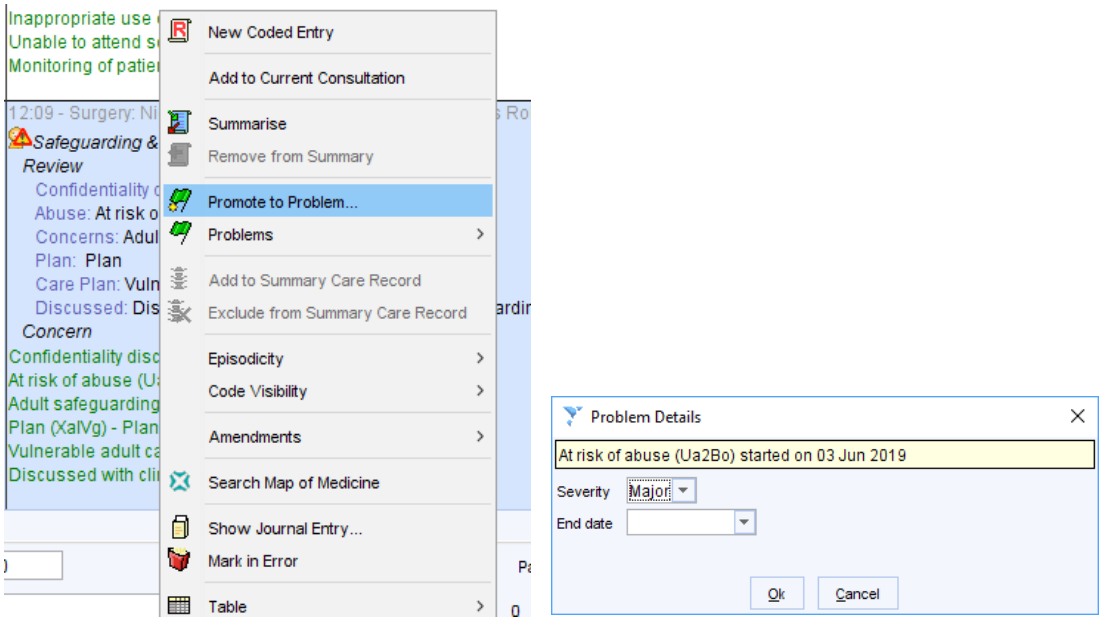
Referrals

You can record and create a referral by opening the 'Referral' template and then the 'Communications' template.

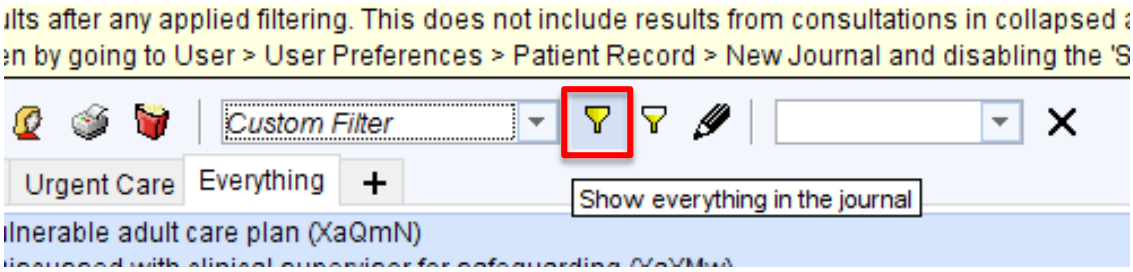


Problems and Summary

It is not possible to promote a read coded entry into a problem from within the template itself. The easiest way to do this is to find the green read coded entry in the tabbed journal after you have finished completing the template. Right click on the required code where you can then promote it to a problem or summarise as required.



If you can't see the green entry you may have a tabbed journal filter on that needs removing – The quickest way to do this is to click on the 'yellow funnel' icon ('Show everything in the journal').



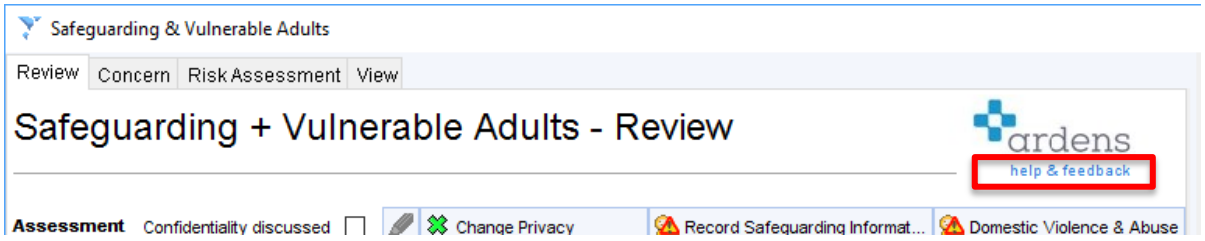
Patient Status Alerts

There are potentially two alerts that will show under the patient's demographics box (if you do or do not have 'safeguarding access rights').

These are triggered by certain specific codes or information entered into the safeguarding information node.

= On Protection Plan or Vulnerable

= Concern, Previous or Possible Concern, Family Member Concern, Previous Plan or Previously Vulnerable

Further Information

Further information can be found by clicking on the 'Help and Feedback' link in the top right of the template.