



Digital ReSPECT

June 2023



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Creating

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Uploading ReSPECT Capacity Assessments



Open the ICR from your clinical system.

Select the blue ReSPECT tile on the landing page

Click CREATE





Fill out the ReSPECT form:

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	Full Name:		Testing 50	9L1			
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Care Centric Digital Version 2.5	Preferred Name	E.					
	Form Complete	d:	* 00%	ey-2023			
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2. Shared understanding of my heat	th and current (condition					1
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Details of other relevant care planning	documents and	where to find them (e.g.	Advance or Anticipatory	Care Plan: A	dvance Decision	to Refuse Treatme	nt or
Advance Directive, Emergency plan for	the carer):						5
* testing					7/270	Click to View and Upload Supporting News	ReSer
I have a legal welfare proxy in place (e. If yes provide details in Section 8	g, registered we	Ifare attorney, person wit	h parental responsibility)- *	Yes 🖾 No 🗆	Unknown 🗆	
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Please note all the mandatory fields (marked with an asterisk) have to be completed in order to publish the form.

The ReSPECT form has two pages. Click here to change between the pages

5. Cap	acity for	Involvement	In making this	plan						હ					
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Once you have finished adding information to the ReSPECT form you will need to:

You must click **PUBLISH** to make this form available for other users to view

PUBLISH it (this will make it visible to clinical colleagues)

and then **FINALISE** it (this enables printing – see slide 7)

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If you are unable to finish the form you can **SAVE** it to be able to come back to it later:

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Please note SAVING a form without publishing it first locks it for other users so only use this option if you will be able to go back to it imminently.



Open the ICR from your clinical system. Select the blue ReSPECT tile on the landing page



13 REVISIONS

C REFRESH

Click EDIT



Make the required changes to the form

Click **SAVE**



As the form has been previously finalised you will now see a PDF generator to print the new version of the form (see slide 9). If you do not see this window appear you will need to click **FINALISE.**

Editing an unpublished ReSPECT form

When you have started to create a Digital ReSPECT form but it has not yet been published only you will be able to view it. In order to make it viewable for your colleagues you need to retrieve it from the Drafts.

Open the ICR from your clinical system.

Click on the Drafts Icon.



Select the draft Respect form from the list and once it opens you will be able to continue with your edits then click **PUBLISH**

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In order to print the respect form you need to click FINALISE (for new forms) or UNFINALISE and then FINALISE for existing forms – this opens a PDF generator:





You will then see a Print preview screen where you can print your form as required:

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iper	KOSPELI	Full Name:	Miss Minnie Mouse
	Recommended Summary Plan for	D.O.B:	01-Jan-1966
	Emergency Care and Treatment	Address:	Graphnet Health Ltd, Sunrise Park, Linford Wood, KEYNES MK14 6DY
		NHS/CHI/Health and care number:	199 199 1991 / 199 199 1991
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(P)	admitted to hospital +/- receiving I	fe support) and your reasoning for this g	uidance:
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NB we suggest changing the scale to 80% in print settings for optimum sizing of the document.

Click 'More Settings' and type 80 under the 'Scale (%)' field:

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While patients are on the ward place the form in the purple ReSPECT folder but do not send the folder home with the patient when discharged



I can't see a Print button

To print the form you will need to unfinalise and finalise it – this opens a pdf generator which can then be printed

I get 'Document Locked' window

This is when another user is/was filling out the form and has not published/finalised it.

If the form has last been updated a while ago, you should contact your IT team/ICR support team (<u>bswicb.icrsupport@nhs.net</u>) to request it to be REDACTED to enable you to make necessary updates.



The ReSPECT form has been filled out in error / patient has requested deletion

Contact your IT team/ICR support team (<u>bswicb.icrsupport@nhs.net</u>) to request deletion of the form.



Senior Decision Maker / Next of Kin information not available at the time of creation

If you do not have this information at the time of creating a form, enter the following and publish the form:

SDM: Signature Awaited

NoK: N/A

When upon opening the ICR you see a grey screen with a message 'An unexpected error occurred'

\leftarrow	C	https://sharemycare.org.uk/Gateway/Gateway/Forms/V3/Patient.aspx?P=497+133+5692&T=2	A»	τô	
An ur	nexpe	cted error occurred			
Please	e conta	ct your system administrator quoting time of error, user name, and what you were doing when the error occurred.			

This message usually appears when a patient has dissented from having their data shared. When this occurs, contact <u>bswicb.icrsupport@nhs.net</u> / Dr Danno Turk - we will check if this is the reason for the message. Please complete a paper Respect plan while awaiting reply.

If the patient wishes to be opted in, they will need to speak to their GP to add the relevant opt in code (XaKRv) into SystmOne.

The GP should add the code using the consultation screen or adding directly via the read code browser in SystmOne. The new code will override the previous so they don't need to remove the existing opt out code



- Scan ReSPECT capacity assessment to either email or folder
- Advanced Settings Change file type to JPEG

 Open the patient in your clinical system (SystmOne / Millenium etc) and then open their Integrated Care Record

• Select Care Plans blue tile

EPR

ICR

ICR

ICR



• Select Care Planning: Supporting Documents

Select *Create* (If uploading a document for 1st time)
Or select *Edit* (if uploading an updated document or if forms already exist in this part of ICR)

 Scroll down to Cardio Pulmonary Resuscitation -Supporting Documents and Images Section

Select Add New Item



