



Digital ReSPECT

April 2024







Open the ICR from your clinical system.

Select the blue ReSPECT tile on the landing page

Click CREATE





Fill out the ReSPECT form:

RØCPECT 1.T	his plan belongs to:	0
Full	Name:	Testing 20L1
Emergency Care and Treatment	2:	02-Feb-1981
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Click HERE for		
NHS	5/CHI/Health and care number:	999 111 1118 / 999 111 1118
Care Centric Digital Version 2.5	ferred Name:	
Form	n Completed:	* 06-Mey-2023
The ReSPECT process starts with conversation recommendations. It is not a legally binding of the start of the start of t	ions between a person and a heal document.	thcare professional. The ReSPECT form is a clinical record of agreed
2. Shared understanding of my health and	d current condition	0
Summary of relevant information for this pla	an including diagnoses and releva	nt personal circumstances:
* teating		7/065
Details of other relevant care planning docur Advance Directive, Emergency plan for the c	ments and where to find them (e, arer):	3. Advance or Anticipatory Care Plan: Advance Decision to Refuse Treatment or
* leading		7/275
I have a legal welfare proxy in place (e.g. reg If yes provide details in Section 8	platered welfare attorney, person v	ith parental responsibility) - * Yes 🖾 No 🗌 Unknown 🗆
3. What matters to me in decisions about	t my treatment and care in an e	mergency (i)
Living as long as possible matters most to me		Quality of life and comfort matters most to me
What I most value:		What I most fear / wish to evold:
4. Clinical recommondations for emergen	0/200	0.200
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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	Involvemen	t in making this	plan								(1)
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	2	They do not	have sufficient mat	urity en	d underst	tending to perticipate in making th	is pla	n. Their views, when known, he	we bee	n teken into e	account.	
	3	Those holds	o perentel respons	ibility h	eve been	fully involved in discussing and m	eking	this plan.				
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You must click **PUBLISH** to make this form available for other users to view

When you Publish or Finalise a newly created ReSPECT you will see a pop-up window with the PDF generator which will enable you to print it. See further slides for printing instructions.

O Page 1 (Sections 1-4) O Page 2 (Sections 5-9)

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

need to:

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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**



Saving a published form will open the PDF generator to print the new version of the form (see slides relating to printing digital 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**





In order to print a digital ReSPECT form you need to click **PUBLISH** or **FINALISE** (for new forms) or **EDIT** then **SAVE** (for existing forms) – this opens a PDF generator from which you can print the form:





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

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NB we suggest changing the scale to 80% in print settings for optimum sizing of the document, and to print in colour if possible.

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

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WHERE AVAILABLE: 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



- If a patient needs a ReSPECT plan completing, you should complete a digital plan. This includes when records indicate they have had a ReSPECT/TEP form in place at some point but is not immediately available for you to review.
- Any time a digital plan is updated it is the responsibility of the person updating the plan to ensure a paper copy is printed out and put in the notes / given to patient, and removing any countersignatures if they pre-date the updated information.
- If a patient has a current paper ReSPECT plan that needs updating, then you should create a new digital plan and strike out the existing paper plan.



- If a patient has a currently valid ReSPECT plan in the community, this should be updated at an appropriate time e.g. at annual review or during conversations about advance care planning. These updates should be completed on the digital plan, and the existing plan crossed through.
- If there is a discrepancy between the digital ReSPECT plan and a traditional paper plan, you must find out the patient's preferences as soon as possible, and the digital ReSPECT plan must be updated accordingly. The paper plan should be crossed through.
- If you are at an inpatient facility and a patient is registered with a GP that does not share to the ICR, you should complete a digital ReSPECT plan as normal. However you must ensure that the clinical recommendations are included in discharge documentation so that community providers are made aware of the plan.



- You **must not wet sign** a printed copy of a digital plan using pen and ink.
- The 'Senior Responsible Clinician' section should ideally be signed by the relevant clinician on their own login. However, it is acceptable for these details to be entered using another member of staff's login as long as it is clearly documented in the summary box of section 2 that it has been signed electronically on behalf of the Senior Responsible Clinician.
- If you work in the community and need to fill in plans in patient's homes, please treat these copies as the paper 'printout', and then fill in a digital ReSPECT plan on the ICR back at base to ensure that the single source of truth is preserved, and this plan is available for others to view.
- ReSPECT capacity assessments should be scanned as JPEG/PNG and uploaded to the 'Care Planning – Supporting Documents' section in ICR Care Plan tile – please see the process at the end of this guide for more information

✓ Digital ReSPECT – how to transcribe a plan

- If a patient has a traditional paper/Ardens ReSPECT plan that is currently valid and no changes are required then this should be transcribed to a digital plan, following the advice below, and the existing plan crossed through.
 - Please transcribe the plan word-for-word and clearly document the following in Section 2 (Summary of Important Information):

'This plan has been transcribed from a paper plan completed by [main signatory of form] on [date plan originally completed] and electronically signed on their behalf by [your name] on [today's date]'.

- This this will help show that the plan has been transcribed and provide an audit trail for the electronic signatures.
- N.b. this process should only be followed where no changes are being made to the content of the form, and as such you do not need the original signatories to sign the form again.



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.



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:

NoK: N/A

When upon opening the ICR you see a red text saying: Patient declined to have an electronic record

This message appears when a patient has dissented from having their data shared.

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 one, 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







For more information about how to use our other platforms (such as the EoL ICR) and integrate these systems into primary care admin processes, please check the guides <u>here</u> (under the EoL ICR tab at the bottom of the page).

If you have any further questions, concerns that the above processes don't fit in to how you currently work, or feedback about any positive or negative experiences with Digital ReSPECT plans then please contact us below:

Karolina Fulluck – BSW ICB Project Manager – <u>karolina.fulluck@nhs.net</u>

Dr Natasha Wiggins - Palliative Medicine Consultant, and BSW Digital Lead for Palliative and End of Life Care - <u>natasha.wiggins1@nhs.net</u>