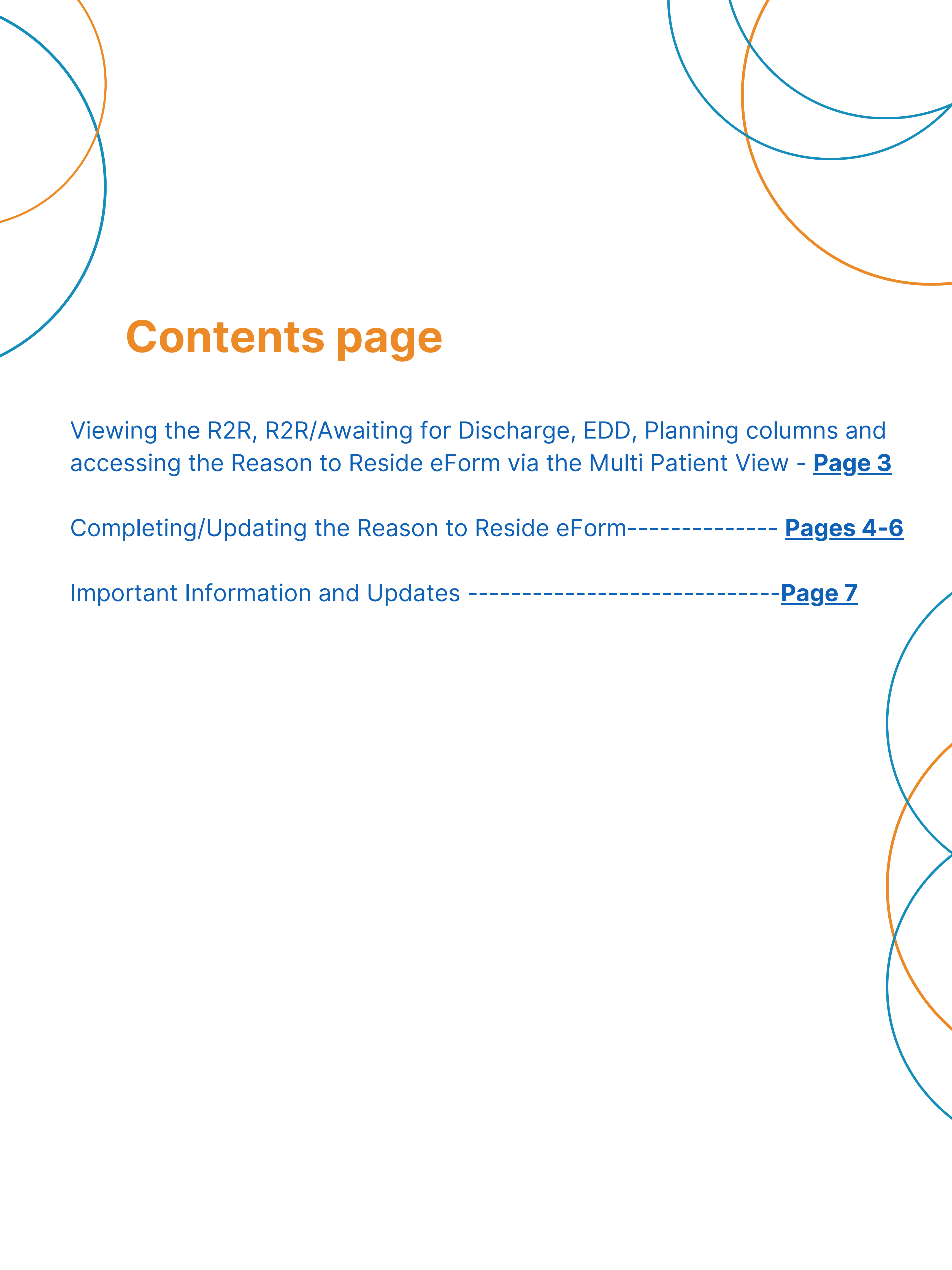


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# Reason To Reside (R2R)

USER GUIDE



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# Viewing the R2R, R2R/Awaiting for Discharge, EDD, Planning columns and accessing the Reason to Reside eForm via the Multi Patient View

1

In the **Multi Patient View**, you will see the **R2R, R2R/Awaiting for Discharge, EDD and Planning** columns. The columns' cells for each patient will provide the relevant information that comes under each of the columns. If any of these columns' cells are blank, have an **orange** exclamation mark or a **red** question mark in any of them, then the **Reason to Reside** eForm requires completing or updating for that particular patient.

The **R2R, R2R/Awaiting for discharge, EDD and Planning** columns have a combined purpose in that if you click on any of the cells within these columns for your patient, it will open the **Reason to Reside** eForm.

The **R2R, R2R/Awaiting for discharge, EDD and Planning** columns' cells for your patient will update as and when the **Reason to Reside** eForm is completed or updated.

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Advanced Search

Adi All

Sign Out

LEEDS CARE RECORD

Shared information. Better care for you

Home

IMPLEMENTATION, Testfive

Word

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ

Patient Name...

Ungroup

Select Columns

eWhiteboard View

⌵

Actions

Configure Ward

Handover

Medication Administration

Clinical Review

Pharmacy Review

Desktop

| Action | Ward         | Bed | Patient | Age | Time Since Arrival | Consultant | Specialty              | LOS   | Criteria Led Discharge | R2R / Awaiting for Discharge | EDD         | Planning | EDID              | Clinical Summary | Medical Jobs | Other Jobs | CR | Abs | Observation | Observation Due        | DAS | New VTE | AKI | Fall | PU             | Nutr | Care Group/Team | RT | Diet |
|--------|--------------|-----|---------|-----|--------------------|------------|------------------------|-------|------------------------|------------------------------|-------------|----------|-------------------|------------------|--------------|------------|----|-----|-------------|------------------------|-----|---------|-----|------|----------------|------|-----------------|----|------|
| ⌵      | TEST EPR ZZZ |     |         | 24y | 1192d 55m          | MSA        | Surgery                | 1192d |                        |                              |             |          |                   |                  |              |            |    |     |             | 14956h 22m (every 15m) | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 29y | 1234d 3h 19m       | MSA        | Surgery                | 1234d |                        |                              |             |          |                   |                  |              |            |    |     |             | 14956h 22m (every 15m) | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 27y | 67d 4h 10m         | A          | Medicine               | 87d   |                        |                              |             |          |                   |                  |              |            |    |     |             | 2091h 55m (every 15m)  | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 52y | 67d 4h 5m (VIA)    | A          | Medicine               | VIA   |                        |                              |             |          |                   |                  |              |            |    |     |             | 2091h 50m (every 15m)  | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 27y | 462d 3h 1m         | DJ         | Cardiology             | 462d  |                        |                              | 30-Apr-2024 | On Ward  | RCS-C (4) (Draft) |                  |              |            |    |     |             | 11090h 46m (hourly)    | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 55y | 50d 23h 47m        | T          | Cardiology             | 51d   |                        |                              |             |          |                   |                  |              |            |    |     |             | 1223h 32m (every 15m)  | NA  |         |     |      |                |      |                 |    | R    |
| ⌵      | TEST EPR ZZZ |     |         | 24y | 31d 2h 56m         | AM         | Paediatric Surgery     | 31d   |                        |                              |             |          |                   |                  |              |            |    |     |             | 746h 41m (every 15m)   | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 60y | 128d 21h 46m       | A          | Medicine               | 129d  |                        |                              |             |          |                   |                  |              |            |    |     |             | 3093h 31m (every 15m)  | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 56y | 128d 21h 48m       | A          | Medicine               | 129d  |                        |                              |             |          |                   |                  |              |            |    |     |             | 3093h 33m (every 15m)  | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 57y | 128d 21h 49m       | A          | Medicine               | 129d  |                        |                              |             |          |                   |                  |              |            |    |     |             | 3093h 34m (every 15m)  | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 52y | 128d 21h 50m       | A          | Medicine               | 129d  |                        |                              |             |          |                   |                  |              |            |    |     |             | 3093h 35m (every 15m)  | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 24y | 154d 4h 48m        | AW         | Accident and Emergency | 154d  |                        |                              |             |          |                   |                  |              |            |    |     |             | 3700h 33m (every 15m)  | NA  |         |     |      |                |      |                 |    |      |
| ⌵      | TEST EPR ZZZ |     |         | 29y | 365d 5h 1m         | A          | Colorectal             | 365d  |                        |                              |             |          |                   |                  |              |            |    |     |             | 24h 1m (hourly)        | NA  |         |     |      | No PU, At Risk |      |                 |    |      |

Showing 1 to 40 of 197 entries

FirstPrevious12345NextLast

2

To **complete** or **update** any of these columns' cells, click into any of the highlighted columns' cells, as shown above, for your patient. The **Reason to Reside** eForm will then open.

# Completing/Updating the Reason to Reside eForm

Please note, all mandatory questions have a **red asterisk** next to them and will need to be completed before the eForm can be submitted.

**1** This is how the **eForm** is displayed, once opened via the **R2R, R2R/Awaiting for Discharge, EDD and Planning** columns' cells for your patient.

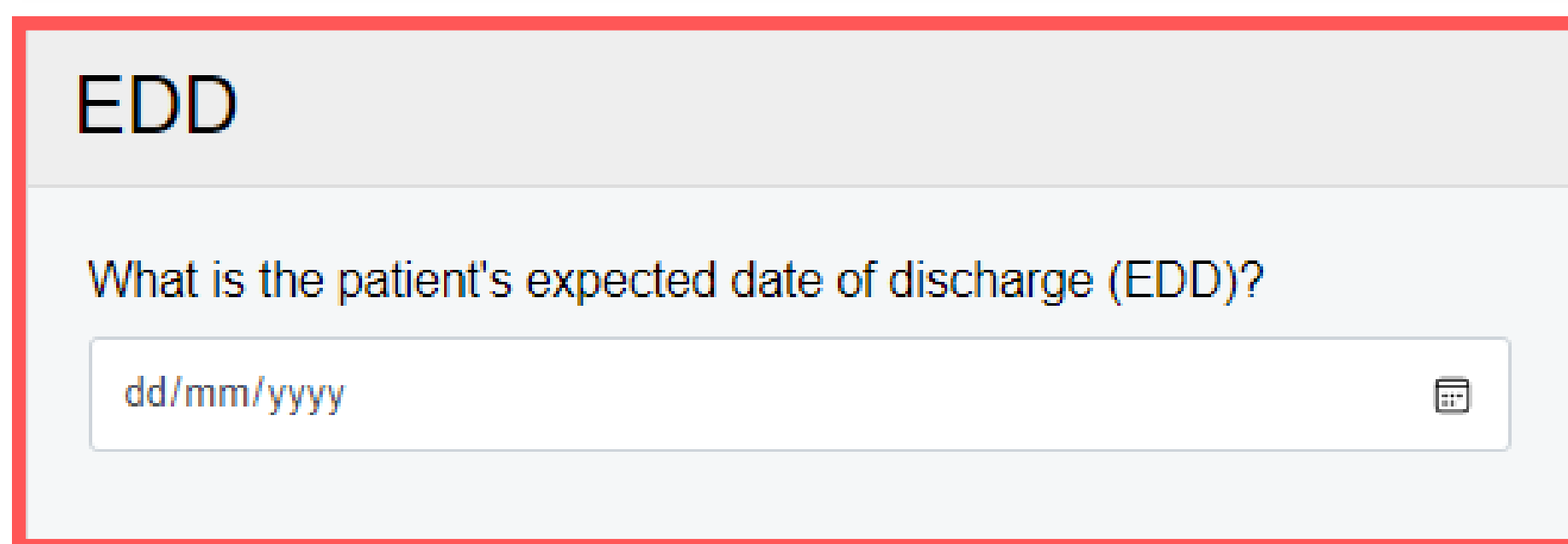
The screenshot shows the 'Patient Pathway Planning' eForm. The top section is 'Reason to Reside', which includes a mandatory question 'Does the patient have a reason to reside?' with 'Yes' selected. Below it, 'Primary reason to reside' has four tabs: 'Function', 'Physiology', 'Recovery' (selected), and 'Treatment'. The 'EDD' section asks for the expected date of discharge (EDD) with a date picker. The 'Planning' section asks 'Is the patient fit to lodge (FTL)?' with 'Yes' selected, and 'What is the next plan for this patient?' with 'Discharge' selected. The 'Discharge Destination' section has a mandatory question 'Expected discharge destination' with 'Care home' selected. The 'Discharge Pathway' section has a mandatory question 'Discharge pathway' with 'Pathway 0: Existing resident, discharged back to care home (no active support needed)' selected.

**2** We have answered the question, **Does the Patient have a reason to reside?** as **Yes**, in this example. Depending on the **Primary Reason to Reside** you have selected, you will then be asked to select a **Detailed reason**. In this example, we have have selected **Recovery** as the **Primary Reason to Reside** for the patient.

This close-up shows the 'Reason to Reside' section. The question 'Does the patient have a reason to reside?' is marked with a red asterisk and has 'Yes' selected. Below it, the 'Primary reason to reside' section is also marked with a red asterisk and has four tabs: 'Function', 'Physiology', 'Recovery' (selected), and 'Treatment'. Below the tabs, the 'Detailed reason' section is marked with a red asterisk and has two radio button options: 'Major surgery / intervention - elective or emergency' and 'Immediate postoperative care'.

3

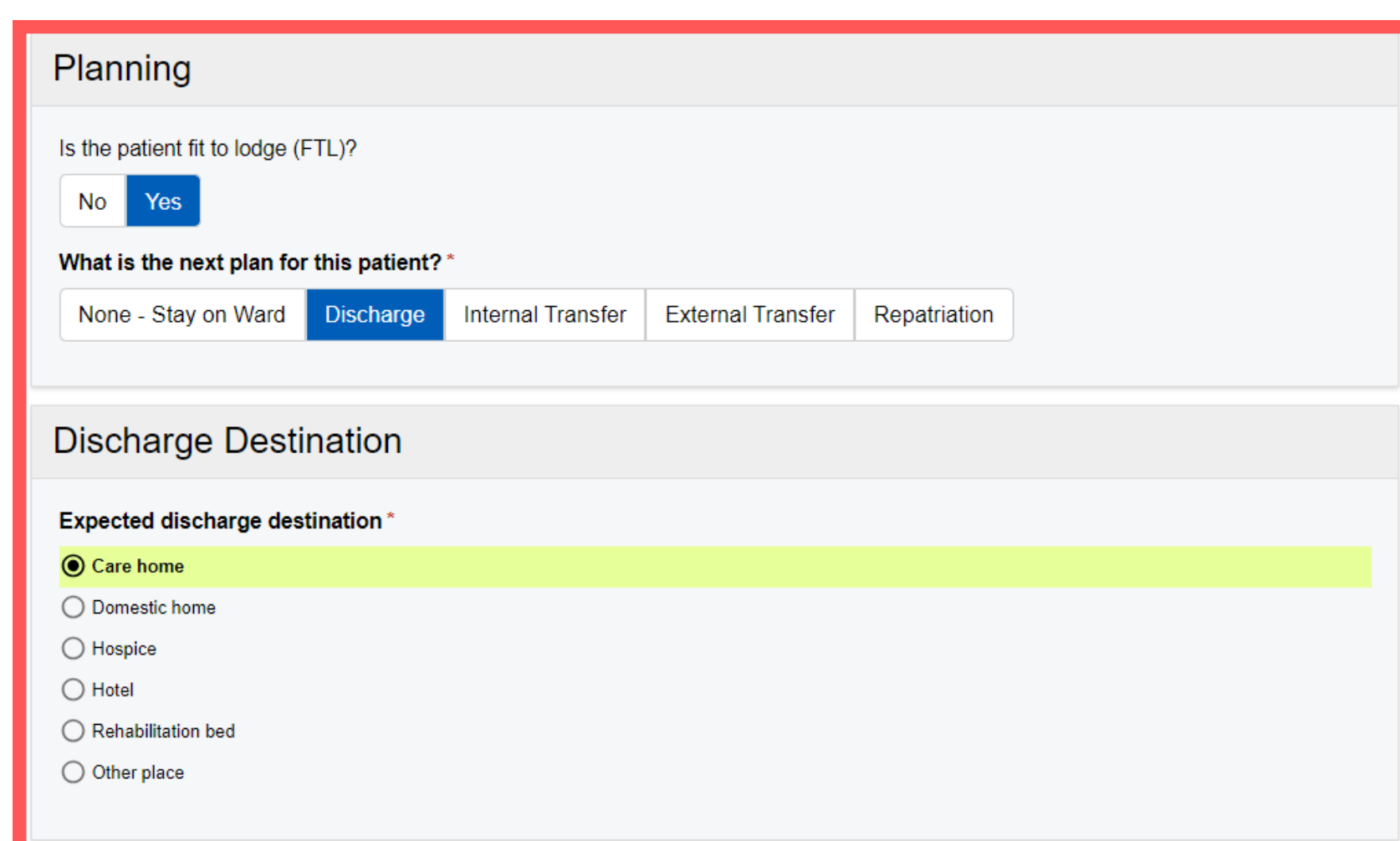
In the **EDD** section, enter an expected date of discharge (**EDD**) for your patient.



The screenshot shows a form titled "EDD" (Expected Date of Discharge). Below the title, it asks "What is the patient's expected date of discharge (EDD)?" and provides a text input field with the placeholder "dd/mm/yyyy" and a calendar icon on the right.

4

In the **Planning** section, you will need to answer the questions accordingly. When answering the question, **What is the next plan for this Patient?** Depending on your answer, you will be given a set of further associated sections to complete. Including the question, **What is the patient waiting for before they can be discharged / transferred?**



The screenshot shows the "Planning" section of a form. It contains two main parts:

- Is the patient fit to lodge (FTL)?** with radio buttons for "No" and "Yes".
- What is the next plan for this patient? \*** with a row of buttons: "None - Stay on Ward", "Discharge" (highlighted in blue), "Internal Transfer", "External Transfer", and "Repatriation".

Below this is the **Discharge Destination** section, which includes the question **Expected discharge destination \*** and a list of radio button options:

- ☒ Care home (highlighted in yellow)
- ☐ Domestic home
- ☐ Hospice
- ☐ Hotel
- ☐ Rehabilitation bed
- ☐ Other place

5

In this example, we have answered the question, **What is the next plan for this Patient? As Discharge.**

What is the next plan for this patient? \*

None - Stay on Ward

Discharge

Internal Transfer

External Transfer

Repatriation

You will then need to complete the associated sections: **Discharge Destination, Discharge Pathway and Primary reason patient is unable to be discharged / transferred.**

6

In this example, we have selected **Discharge Destination** as **Care Home**, **Discharge Pathway** as **Pathway 2: Short-term 24-hour care before return home (D2A)** and **Primary reason patient is unable to be discharged/transferred** as **Awaiting medicines to take home, discharge letter or other discharge documentation.**

Discharge Destination

Expected discharge destination \*

Care home

Domestic home

Hospice

Hotel

Rehabilitation bed

Other place

Discharge Pathway

Discharge pathway

Pathway 0: Existing resident, discharged back to care home (no active support needed)

Pathway 1: Existing resident discharged back to care home (active support needed)

Pathway 2: Short-term 24-hour care before return home (D2A)

Pathway 3: New permanent placement to a care home

Pathway 3: Temporary placement awaiting permanent care home allocation

Primary reason patient is unable to be discharged / transferred

What is the patient waiting for before they can be discharged / transferred? \*

Awaiting formal decision to discharge

Awaiting medical review of need for supported discharge

Awaiting medicines to take home, discharge letter or other discharge documentation.

Awaiting mental capacity assessment

Awaiting referral to be submitted to Transfer of Care Hub

Awaiting therapy review of need for supported discharge

Awaiting transport services

Infectious unable to discharge

Ongoing safeguarding concern

Patient/family/carer has concerns over patient being ready for discharge

Patient/family/carer not in agreement with discharge pathway

Awaiting necessary referrals to be forwarded by TOC

Awaiting outcome of referral to end-of-life care provision

Awaiting outcome of referral to permanent residential/nursing home care arrangements

Awaiting confirmation of funding eligibility

Awaiting for confirmation of immediate care needs and discharge pathway

Awaiting capacity for permanent residential/nursing home care

Awaiting capacity of end-of-life care provision

Further action requested by agreed provider

Discharge destination is not ready for the patient

Awaiting equipment and associated training to be delivered and completed

Additional information

7

Select **Submit**, once finished completing or updating the eForm.

Submit

8

This will update the **R2R, R2R/Awaiting Discharge, EDD and Planning** columns' cells for your patient. If you need to update any of the columns' cells information for your patient, follow this User Guide again, starting on **Page 3**.

| R2R | R2R / Awaiting for Discharge | EDD         | Planning        |
|-----|------------------------------|-------------|-----------------|
| ✓   | Recovery                     | 14-Jul-2024 | Discharge (FTL) |

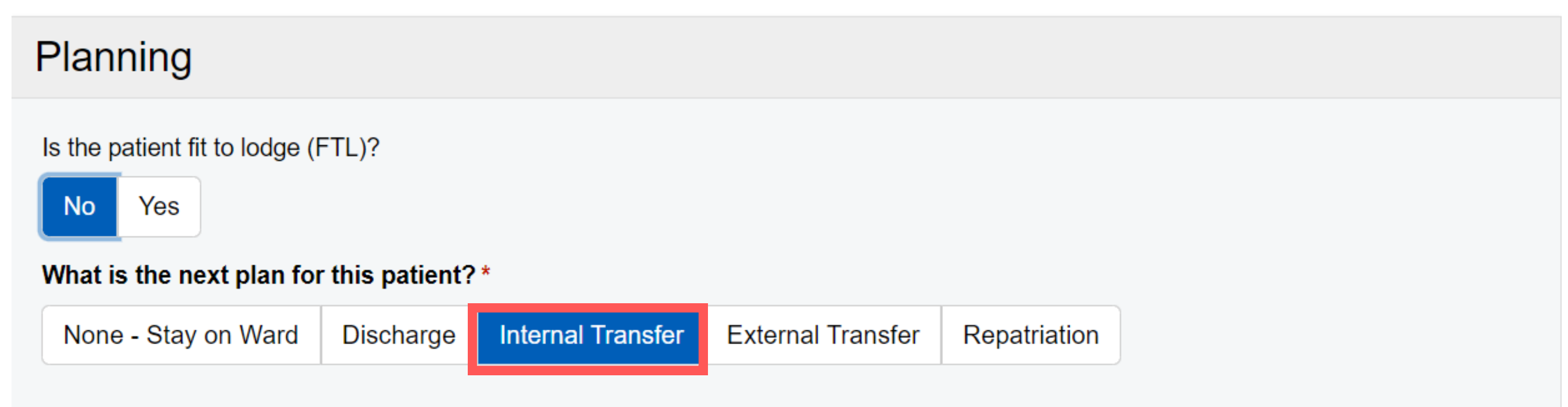
6

## Important Information and Updates

If you select **None - Stay on Ward** for the question **What is the next plan for this patient?**, the question **What is the patient waiting for before they can be discharged / transferred?** will not be available.

Also, the COVID-19 question **Is the Patient still residing in hospital because a COVID-19 test or test result is still outstanding?** has been removed.

The option to select **Ready to step down from ICU/HDU** has been removed as an option from the eForm. Instead, in the **Planning** section, select **Inpatient Transfer**.



The screenshot shows the 'Planning' section of the eForm. It contains a question 'Is the patient fit to lodge (FTL)?' with 'No' and 'Yes' buttons. Below this is the question 'What is the next plan for this patient? \*' with five radio button options: 'None - Stay on Ward', 'Discharge', 'Internal Transfer', 'External Transfer', and 'Repatriation'. The 'Internal Transfer' option is selected and highlighted with a red box.

The **Internal Transfer section** will open below. Fill in the **Speciality, Hospital / Site and Ward / Unit** boxes to document where the patient is transferring to. In the example below, we have selected the **Speciality** as **Cardiology**, **Hospital / Site** as **Leeds General Infirmary** and **Ward / Unit** as **ZZZ**. Then continue completing the rest of the eForm.

For patients who are **ready to step down from ICU/HDU**, the **Patient Flow Coordinators** for these areas should add the patient to a **Custom Patient List** on **PPM+** or **follow the process for their team**.



The screenshot shows the 'Internal Transfer' section of the eForm. It contains three text input fields: 'Speciality' with 'Cardiology', 'Hospital / Site' with 'Leeds General Infirmary', and 'Ward / Unit' with 'ZZZ'. Each field is highlighted with a red box.

If your patient is for Internal Transfer or Ready to step down from HDU/ICU, please make sure your patient has a Reason to Reside documented within the eForm.