

STANDARDS TO BE MET

1. Patients who have an acute presentation to the Bay of Plenty District Health Board (BOPDHB) acute assessment areas (Tauranga & Whakatane Emergency Departments and the Child Assessment Unit [CAU], Tauranga) have an electronic acute event summary completed by the last doctor attending to the patient (or nurse if the assessment and management was nurse provided).
2. This electronic form is completed regardless of whether the patient is admitted or discharged from the aforementioned acute assessment areas or has died. The acute electronic event summaries are:
 - 2.1 To be completed for any patient who presents to an acute assessment area in the BOPDHB secondary care facility.
 - 2.2 Such patients may be self presenters or GP referrals to inpatient teams.
 - 2.3 The last doctor to treat the patient within the acute assessment area is responsible for the completion of the electronic acute event summary.
 - 2.4 The electronic acute event summary requires a minimum of a READ code entry but also requires free text communication to the GP if the patient is discharged or died.
 - 2.5 The free text discharge summary is a bridging measure until a formal letter is provided by the in-patient service if patient is admitted.
3. Roles and Responsibilities

| Responsibility | Action |
|---|---|
| Paediatric medical staff in CAU | <ul style="list-style-type: none"> • Completing an electronic event summary for patients that they see and discharge from the CAU. This becomes effectively an electronic discharge summary for the patient. • Completing an electronic event summary for patients that they see and admit from the CAU (minimum of a READ code entry). |
| Inpatient Staff in Emergency Department (medical, surgical, gynaecological, paediatrics and mental health) | <ul style="list-style-type: none"> • Completing an electronic event summary for patients that they see and discharge from the emergency department. This becomes effectively an electronic discharge summary for the patient. • Completing an electronic event summary for patients that they see and admit from the emergency department (minimum of a READ code entry). • Liaising with ED teams on referrals for opinion and admission and undertaking their responsibility to complete the electronic acute event summary or ensuring another doctor such as the referring ED doctor performs this role. This delegation should be documented in the patient's non electronic health record. |
| Medical Staff in Emergency Department | <ul style="list-style-type: none"> • Completing an electronic event summary for patients that they see and discharge from ED. This becomes effectively an electronic discharge summary for the patient. • Liaising with in patient teams referrals for opinion and admission and completing the electronic acute event summary if agree to undertake this role. |

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| Responsibility | Action |
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| Nursing Staff in Emergency Department | <ul style="list-style-type: none"> • Completing an electronic event summary for patients that they see and discharge from ED without a doctor seeing the patient. This becomes effectively an electronic discharge summary for the patient and includes those who did not wait to be seen. |
| Administration Staff in Emergency Department | <ul style="list-style-type: none"> • Ensuring all other fields in the electronic acute event summary are completed and a copy is entered in the patient's health record. • Ensuring that the electronic acute event summary is posted electronically to the GP where such facility exists. |

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.6.1 Death of a Patient
- Bay of Plenty District Health Board policy 6.6.1 protocol 1 Death of a Patient – Record of Death
- Bay of Plenty District Health Board policy 6.6.1 protocol 2 Death of a Patient – Coroner Notification and Investigation
- Bay of Plenty District Health Board Integrated Operations Centre protocol IOC.S1.2 SOP – Acute Patient Journey – ED, Inpatient Teams, Bed Management and Wards (Tauranga)
- Bay of Plenty District Health Board Integrated Operations Centre protocol IOC.S2.2 SOP – Acute Patient Journey – ED, Inpatient Teams, Bed Management and Wards (Whakatane)
- Bay of Plenty District Health Board Form FM.D1.4 Death – Record of Death
- Bay of Plenty District Health Board policy 1.6.2 Child Protection Alerts
- Bay of Plenty District Health Board policy 1.6.3 Child Protection, Violence, Abuse and Neglect – Management and Reporting
- Bay of Plenty District Health Board policy 6.5.1 Discharge Planning - Inpatient
- Bay of Plenty District Health Board policy 6.5.1 protocol 0 Discharge Planning – Inpatient Standards
- Bay of Plenty District Health Board policy 5.4.2 Smokefree Auahi Kore

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