

Staff Guidance on use of Summary Assessment Tool

Completion of Hospital Based Complex Clinical Care Assessment Summary Guidance for Professionals

The summary has been developed from the guidance on Hospital Based Complex Clinical Care DL (2015) 11, published 28th May 2015, and directly refers to the sections in the Guidance.

NHS Lothian will audit the assessment summaries to determine which domains have had the most impact on demand for this level of health care.

1	1	2	<i>Eligibility – section 1 pgs. 2 - 4</i>
1.1		Eligibility for this level of health care is documented in the national guidance DL (2015) 11, found at http://www.sehd.scot.nhs.uk/dl/DL(2015)11.pdf	
1.2		Hospitals are places for the provision of specialised investigations and treatment that can only be provided safely and effectively in that environment.	
1.3		The revised guidance makes no distinction between any client groups	
2		Decision Making	
2.1		The decision of eligibility remains a specialist clinical judgement with the support of the multidisciplinary team, lead clinician, and social worker as required in order to fully inform the process.	
2.2		The summary should be signed and dated by the lead clinician.	
2.3		The summary should also include the evidence for eligibility provided by the lead clinician with the appropriate specialist expertise.	
2.4		All relevant NHS staff should ensure that they are fully conversant with the procedures for assessing and arranging this level of care, including basis for eligibility, the necessary multi-disciplinary assessment and decision making process.	
2.5		The assessment summary is documented evidence of the outcome of that assessment.	
2.6		It is important to note that the tool provides a record of the professional decisions and is not a decision making tool. It will however support and help to inform and give reasons for any decision. The decision itself will remain a matter of professional judgement.	
3		Record Keeping	
3.1		It is essential that comment is documented in all the relevant domains.	
3.2		This summary should be completed as part of the community care assessment process prior to discharge from hospital and admission to HBCCC facility if it is considered that this level of care may be required.	
3.3		The assessment should be shared with the relevant agencies where the patient is deemed fit for discharge to an alternative setting, and agencies should work together to design an appropriate package of care within the resources available.	
3.4		The accurate completion of the assessment summary should assist NHS Boards in the management of appeals around decision-making.	
4		User/Carer Involvement /Patient Information	
4.1		It is essential that the patient/carers/advocate is involved in the process, and the relevant information is provided in an appropriate format. The lead clinician/allocated social worker (where appropriate) would normally provide this information.	

5	Competence to consent
5.1	The individual's informed capacity to consent should be considered before the process of assessment begins.

Contact details for the referral of appeals on Hospital Based Complex Clinical Care decisions

Please refer to the central Appeals Process (see flowchart, pg. 12)

Site	Appropriate individual to refer to	Contact Details
Royal Infirmary of Edinburgh Western General Hospital Royal Victoria Building Liberton Hospital St John's Hospital	Associate Medical Director, UHD	Lauriston Rooms Royal Infirmary 51 Little France Crescent Edinburgh
Astley Ainslie Hospital Ferryfield House Findlay House Ellen's Glen	Clinical Director, Edinburgh HSCP	Waverley Court 4 East Market Street Edinburgh EH8 8BG
Royal Edinburgh Hospital	Clinical Director, REAS	Royal Edinburgh Hospital Morningside Place Edinburgh
Belhaven Edington Herdmanflat Roodlands	Clinical Director, East Lothian HSCP	Esk Centre Ladywell Way Muselburgh
Greenbank Centre William Fraser Centre Midlothian Community Hospital	Clinical Director Midlothian HSCP	Midlothian Community Hospital 70 Eskbank Road Bonnyrigg EH22 3ND
St Michael's Hospital Tippethill Hospital	Clinical Director, West Lothian HSCP	Civic Centre Howden Road South Livingston
Learning Disability Service	Clinical Director, Edinburgh	Astley Ainslie Hospital 133 Grange Loan, Edinburgh, EH9 2HL

In cases where the professional appointed to provide a second opinion returns a conflicting result to the initial assessment, the case should be referred to either the Medical Director or the Nursing Director for arbitration and final decision

Medical Director	Waverly Gate, 2-4 Waterloo Place, Edinburgh
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