

DNACPR ALERT

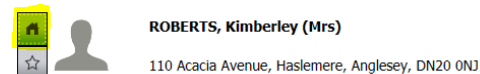
The DNACPR Alert is added in **CareFlow**.

Bring up the **Patient Details** screen

See the **MPI & Look Up – Search for a Patient** manual for details on how to search for a patient

The **Patient Details** screen opens

Click on the **Home Page** button in the banner at the top of the screen



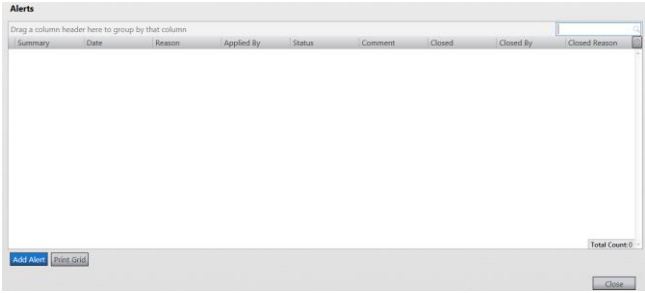
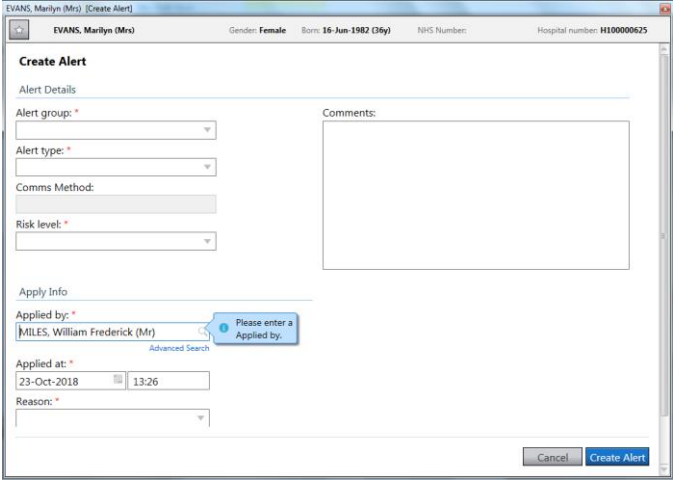
The patient's home page opens in a new window

Click on the **Menu** button in the top left hand corner of the screen



The menu screen opens

You may have different options in your menu list

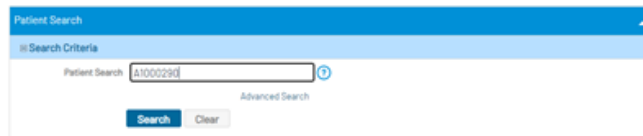
DNACPR ALERT	
<p>Click on Alerts</p> <p>• Alerts</p>	<p>The Alerts screen opens</p> 
<p>To add an Alert, click on the Add Alert button</p> <p>Add Alert</p>	<p>The Create Alert window opens</p> 
<p>Under Alert Details:</p> <p>Select Medical Alert from the Alert group drop down list</p> <p>Select DNACPR – do not attempt CPR from the Alert type drop down list</p>	<p>Alert Details</p> <p>Alert group: * Medical Alert</p> <p>Alert type: * DNACPR - do not attempt CPR</p>
<p>Select the Risk level</p>	<p>Risk level: *</p> <p>No Risk</p> <p>Medium</p> <p>Low</p> <p>High</p> <p>No Risk</p> <p>Added by:</p>

DNACPR ALERT					
<p>Select the Reason</p>	<p>Reason: *</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Child Protection</p> <p>Clerical</p> <p>Infection Risk</p> <p>Investigation</p> <p>Patient's Protection</p> <p>Staff Safety</p> </div>				
<p>Enter any Comments as required</p>	<p>Comments:</p> <div style="border: 1px solid #ccc; height: 40px;"></div>				
<p>Click the Create Alert button</p> <div style="border: 1px solid #ccc; background-color: #0056b3; color: white; padding: 5px; display: inline-block; margin-top: 10px;"> Create Alert </div>	<p>The Alert loads in the main window</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Alerts</p> <p>Drag a column header here to group by that column</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Summary</th> <th style="width: 30%;">Date</th> </tr> </thead> <tbody> <tr> <td>DNACPR - do not attempt CPR...</td> <td>19-Jun-2023</td> </tr> </tbody> </table> </div>	Summary	Date	DNACPR - do not attempt CPR...	19-Jun-2023
Summary	Date				
DNACPR - do not attempt CPR...	19-Jun-2023				
<p>Click on the Close button to close the alerts screen</p>	<div style="border: 1px solid #ccc; background-color: #ccc; padding: 5px; display: inline-block; margin-top: 10px;"> Close </div>				
<p>You can view Patient Alerts at any time by clicking on the Alerts strip in the Patient Banner</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <div style="background-color: #f0e68c; padding: 2px; display: inline-block; font-weight: bold;">Alert</div> </div>	<p>Alerts will display:</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <div style="background-color: #f0e68c; padding: 2px; display: inline-block; font-weight: bold; margin-right: 5px;">Alert</div> <p>LATHAM, Teresa (Not Set)</p> <p>FARTHINGS, COLWELL LANE,</p> <p>Alerts</p> <ul style="list-style-type: none"> • DNACPR - do not attempt CPR: </div>				

DNACPR ALERT

The DNACPR Alert will pull through to **Evolve**:

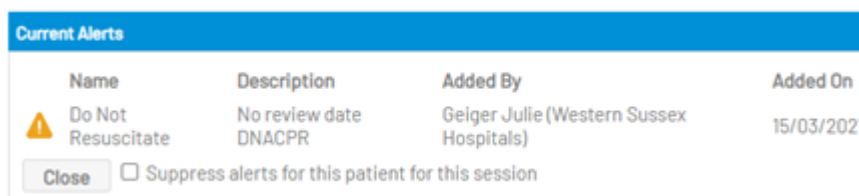
Open Evolve and search for the patient



Alerts are highlighted to the user by a pop-up when the patient record is opened. **Name, Description, Added By** and **Added On** will display

There is an option to **suppress the alert** after the first instance for the duration of a session (i.e., the pop up will appear the first time a patient record is opened, but not subsequently, until the user logs off and then logs in again)

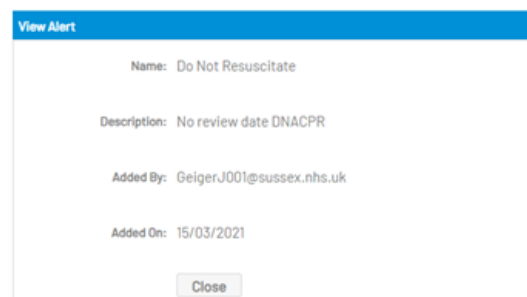
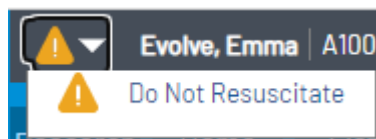
Tick **Suppress alerts for this patient for this session** and click on the **Close** button.

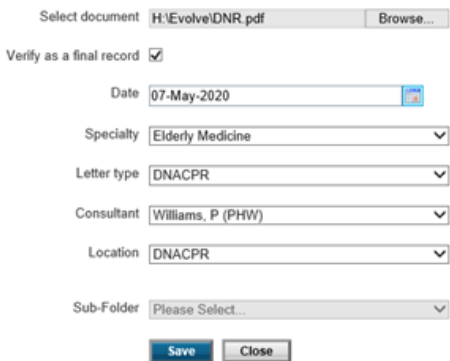
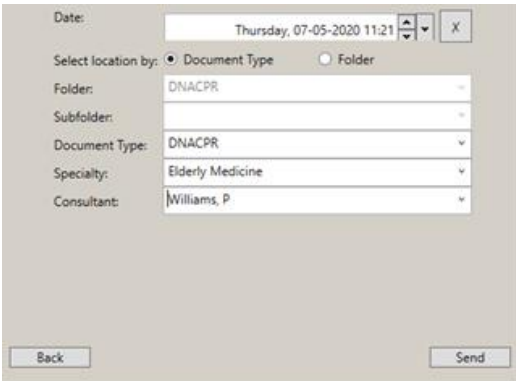
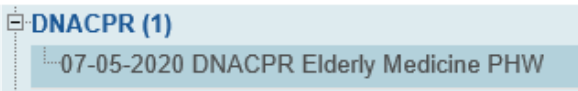


Alerts are also highlighted to the user by an alert icon on the patient banner

To view the alert, click on the **Alerts Icon** on the patient banner and click on the alert

Click on **Close**



DNACPR ALERT	
<p>Adding the DNACPR document to Evolve:</p> <p>The DNACPR document should be scanned and either uploaded within Evolve using Upload Document or added using Print to Evolve to the DNACPR folder</p>	
<p>A guide of how to Upload a Document is located here - https://imtguides.uhsussex.nhs.uk/Evolve/ScanningandUploadingontoEvolve.html</p> <p>A guide of how to Print to Evolve is located here - https://imtguides.uhsussex.nhs.uk/Evolve/PrinttoEvolve.html</p>	
<p>Example of Upload Document:</p>	
<p>Example of Print to Evolve:</p>	
<p>Example of document added to DNACPR folder:</p>	

DNACPR ALERT	
Rescinding the DNACPR	
<p>To close the Alert, click on the DNACPR – do not attempt CPR alert and click on Close Alert</p> <div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; display: inline-block; margin-top: 10px;">Close Alert</div>	<p>Select the Reason from the drop down list</p> <p>Reason: *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <ul style="list-style-type: none"> Admin error Alert no longer valid Allergen has been coded Automatically Closed Closed on Spine Investigation Complete Other Sema Migration
<p>If a review date exists on the DNACPR form then enter the end date for the alert in the Notes section as review date xx/xx/xx or on discharge if the review on discharge is noted on the DNACPR form</p>	<p>Notes:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <input type="text" value="review date 20/06/24"/> </div>
<p>Click on Close Alert</p>	<div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; display: inline-block; margin-top: 10px;">Close Alert</div>
<p>The Alert will display the Close information:</p> <p>Closed: 20 Jun 2023 Closed by: ELY-HARRIS, Marc (Mr) Closed reason: Alert no longer valid - review date 20/06/24</p>	

DNACPR ALERT

In Evolve:

- The document in Evolve should then be annotated, highlighting that it has been rescinded
- A guide of how to Annotate Documents is located here - <https://imtguides.uhsussex.nhs.uk/Evolve/AnnotatingDocuments.html>
- Evolve Support should then be notified so that they can relocate the document to the **Rescinded DNACPR** folder. Please contact them via the **I.T Helpdesk**.

Example of document added to Rescinded DNACPR folder

