

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Discharge Summary for Intermediate Care Patients	Doc No.	PCS009
Scope	Urgent and Community Services Clinicians and Personnel		
Purpose	To ensure 'Discharge Summaries' in Intermediate Care patients are completed accurately and in a timely manner.		
1	All patients that are discharged from the Intermediate Care service, at both St. Bartholomew's and Appleby Court, must have a Discharge Summary completed.	Primary Care 24 Clinician	
2	Discharge Summaries must be completed within 24 hours of the patient being discharged.	Primary Care 24 Clinician	
3	The Intermediate Care clinician will first review the patient's case notes before completing the Discharge Summary.	Primary Care 24 Clinician	
4	All medications that the patient is discharged with should be written in the drugs section on the Discharge Summary. This should be done using the patient's MARs chart.	Primary Care 24 Clinician	
5	Any medications that have been added, discontinued or changed during the patient's stay at Intermediate Care should also be entered on to the Discharge Summary.	Primary Care 24 Clinician	
6	Any further information should be added in the last section regarding any instructions for the patient's registered GP, such as repeat tests, follow-ups or referrals that have been made during the patient's stay.	Primary Care 24 Clinician	
7		Primary Care 24 Clinician	

	Additional information can be added to the Discharge Summary prior to the patient's discharge. This will ensure that relevant information is not missed off the final copy.	
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Title	Discharge Summary for Intermediate Care Patients		Doc. No.	PCS009
Version	V2			
Supersedes	New			
Approving Managers/Committee	Head of Integrated Urgent Care			
Date Ratified	27.04.2017			
Department of Originator	Primary & Community Services			
Responsible Executive Director	Director of Service Delivery			
Responsible Manager/Support	Head of Integrated Urgent Care			
Date Issued	27.04.2017			
Next Review Date	21.08.2022 (or when there is a change in procedure)			
Target Audience	Intermediate Care Service			
Version	Date	Control Reason	Accountable Person for this Version	
1	27.04.2017	New	Clinical Lead, Primary & Community Services	
2	21.08.2019	Reviewed	Clinical lead, Urgent & Community Services	
Reference documents		Electronic Locations	Locations for Hard Copies	
		Primary Care 24 Intranet / Corporate Policies/ Current SOPS/	Standard Operating Procedures File in the Call Centre.	
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