

# STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

<b>Title</b>	<b>Community Respiratory Team (CRT) – Liverpool University Hospital</b>	<b>Doc. No.</b>	<b>OP0260</b>
<b>Scope</b>	<b>All staff</b>		
<b>Purpose</b>	<p>This document ensures a robust pathway when referring patients to CRT.</p> <p>This service will provide hospital at home 2 hour rapid response service for patients with acute exacerbation COPD or Bronchiectasis. This service is available for patients registered with GP within the Liverpool CCG area only.</p> <p>This service is available Saturday, Sunday and Bank Holidays 9am till 4pm.</p> <p>Appendix 1 – CRT Referral Pathway</p>		
<b>PROCEDURE</b>		<b>RESPONSIBILITY</b>	
<b>1.</b>	<p>Referral Criteria:</p> <ul style="list-style-type: none"> <li>• GP identifies a patient with a confirmed diagnosis of COPD or Bronchiectasis</li> <li>• The patient has been assessed within the last 4 hours as having an acute exacerbation and is at risk of needing hospital admission</li> <li>• Patient is medically stable to wait of up to 2 hours for a nurse to attend</li> </ul> <p>If the referral is accepted by CRT in error and the patient does not meet the criteria they call will be passed back to PC24 via the HCP line.</p>	PC24 GP	CRT
<b>2.</b>	Referrals can be made by GPs only via Single Point of Contact (SPC) on 0300 323 0240	PC24 GP	
<b>3.</b>	<p>CRT will ensure patients are seen within 2 hours of referral.</p> <p>If the timeframe cannot be met CRT will contact PC24 on the HCP Line, to determine it is appropriate for the patient to wait for the visit or for the case to be passed back to PC24 for re-assessment.</p>	CRT	
<b>4.</b>	<p>If the patient's condition deteriorates or if the patient is not well enough for home care, CRT will arrange an acute admission to hospital.</p> <p>If the patient refuses admission to hospital, CRT will contact PC24 via the HCP line to discuss with a GP.</p>	CRT	

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<b>Title</b>	<b>Community Respiratory Team (CRT) – Liverpool University Hospital</b>			<b>Doc. No.</b>	<b>OP0260</b>
Version		v1			
Supersedes		N/A – New SOP			
Approving Managers/Committee		Head of Service			
Date Ratified		October 2019			
Department of Originator		Service Delivery			
Responsible Executive Director		Director of Service Delivery/Medical Director			
Responsible Manager/Support		Head of Service			
Date Issued		October 2019			
Next Review Date		October 2020			
Target Audience		All staff			
<b>Version</b>	<b>Date</b>	<b>Control Reason</b>	<b>Accountable Person for this Version</b>		
V1	October 2019	New SOP	Head of Service		
<b>Reference documents</b>		<b>Electronic Locations</b>	<b>Locations for Hard Copies</b>		
		Primary Care 24 Intranet / Corporate Policies/ Current SOPS/ .....	Standard Operating Procedures File in the Call Centre.		
<p><b>Document Status:</b> This is a controlled document.</p> <p>Whilst this document may be printed, the electronic version maintained on the PC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.</p>					

## Appendix 1 CRT Referral Process

