

Safety Netting in Vision

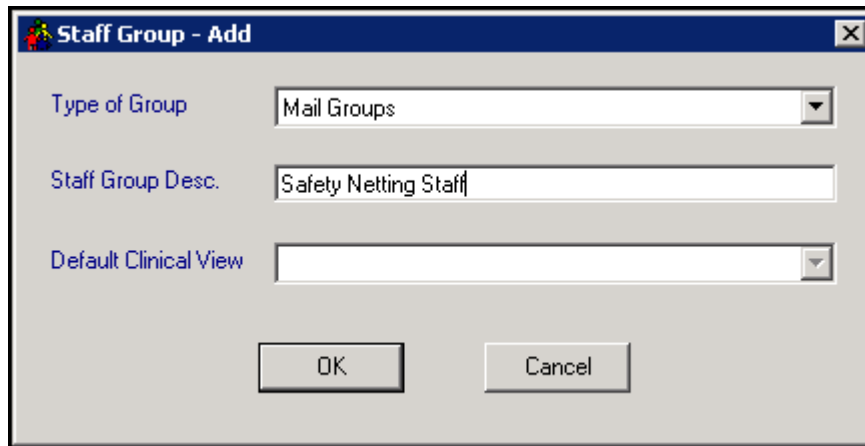
Safety netting is a management strategy used in patient care to ensure patients are monitored until their signs and symptoms are explained or resolved.

In a situation where normal referral and treatment plans cannot be adhered to, for example, the Coronavirus pandemic, Vision has a task management system included that enables you to monitor any disrupted events.

To use the Vision integrated task management system, whether you have **Daybook** or the new **Vision Tasks** app, you should create a group of staff to manage these tasks.

To create a Safety Netting staff group:

1. From the Vision front screen, select **Management Tools – Control Panel**.
2. From **File Maintenance - Staff Groups – Practice**, right click on **Mail Groups** and select **Add Group**.
3. The **Staff Group – Add** screen displays:

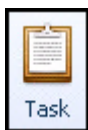


4. Enter an appropriate name in **Staff Group Desc**, for example, *Safety Netting Staff*.
5. Select **OK**.
6. Right click on the new group and select **Add Staff Member(s)**.
7. Select **Staff Member – Add** displays, while holding the **<Ctrl>** key, highlight all members of staff to add to the group.
8. Select **OK**.

Using Daybook for Safety Netting

To monitor any issues that are likely to be delayed, or for issues that a patient has decided to delay:

Create the Task



- 1.** From **Daybook**, select **Task**.
- 2.** The **Issuing New Task** screen displays, complete as appropriate:
 - **Description** – Enter a description as appropriate, for example, Deferred Referral
 - **Attach to patient** – Select the appropriate patient
 - **Notify me, when task is complete** – Tick if you want to be notified
 - **Due** – Enter a follow up date
 - **To** – Select the safety net group
 - **Comments** – Enter any comments you feel will help the safety net group manage this task
 - **On completion – Add to medical history** – You could add the following codes:
 - **9N6m.00 Reason for Referral delay** – with the detail in comments, or
 - **8I14.00 Provis of advice assess treatment limit due to COVID19 pandem** – with the detail in comments
- 3.** Select **OK** to send.

Training Tip - You may want to set up a Task Template for this purpose, see [Adding a New Task Template](#) for details.

Add Task Template

Template Name: Safety Netting C-19
The unique name of the task template to be displayed in template lists.

Task Description: Safety Netting - COVID-19 Delayed Treatment
The default description for tasks created using this template.

Tasks created from this template are normally attached:

to a patient.
 to a clinical document.

Default due date: t (as a date offset from date of task creation)

Default priority: Routine Escalate priority, if not completed after: (as a date offset from date of task creation)

Default recipients: Safety Netting Staff; Choose...

On completion: Notify the author
 Add to medical history 8I14.00 - Provis of advice assess treatmnt limit Change...

Initial comments: What has been delayed (e.g. referral, echo...) -
Reason for treatment delay -
Planned next steps -
Further Information -

OK Cancel

Monitor the Task

Logged in as a member of the safety net group:

1. From **Daybook - To-do**, enter the safety net group name in **Filter**:

Filter: safety Netting

2. All outstanding tasks allocated to the group display. Double click on the task required.

3. Select as appropriate:

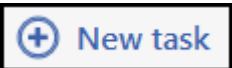
- **Add Comment** – Enter any action made, for example, *Phoned patient to remind, or Chased ENT re referral*
- **Edit** – To change task details, for example, to update the **Due** date
- **Reject** – To return the task to sender
- **Complete** – To record this task as completed

Note – You need to review **Comments** on a Daybook task to see any additional comments.

Using Vision Tasks for Safety Netting

To monitor any issues that are likely to be delayed, or for issues that a patient has decided to delay:

Create the Task

1. From **Vision Tasks**, select **New task** .
2. The **New Task** screen displays, complete as appropriate:
 - **Recipients** – Select the safety net group
 - **Subject** – Enter a short description for the task, for example, Deferred Referral
 - **Description** - Enter any comments you feel will help the safety net group manage this task
 - **Attach patient** – Select the appropriate patient
 - **Category** – Select **Follow up**
 - **Due Date**– Enter a follow up date
3. Select **OK** to send.

Training Tip - You may want to set up a Task Template for this purpose, see [Setting up Task Template](#) for details.

New Template

Template name Required
Safety Netting 16

Subject Required
Safety Netting - C-19 Delay 2

From

To

Description
What has been delayed -
Reason for treatment delay -
Planned next step - 899

Task should contain an attached patient
 This task is sensitive

Write back clinical code

Category
 Follow Up

Date Offset ?
t 16th April 2020

Urgent Make urgent when overdue
 All recipients must complete Create another

As you are unable to add appropriate clinical terms directly from **Tasks**, you should consider adding one of the following clinical terms to the patient record:

- **9N6m.00 Reason for Referral delay** – with the detail in comments, or
- **8I14.00 Provis of advice assess treatment limit due to COVID19 pandem** – with the detail in comments

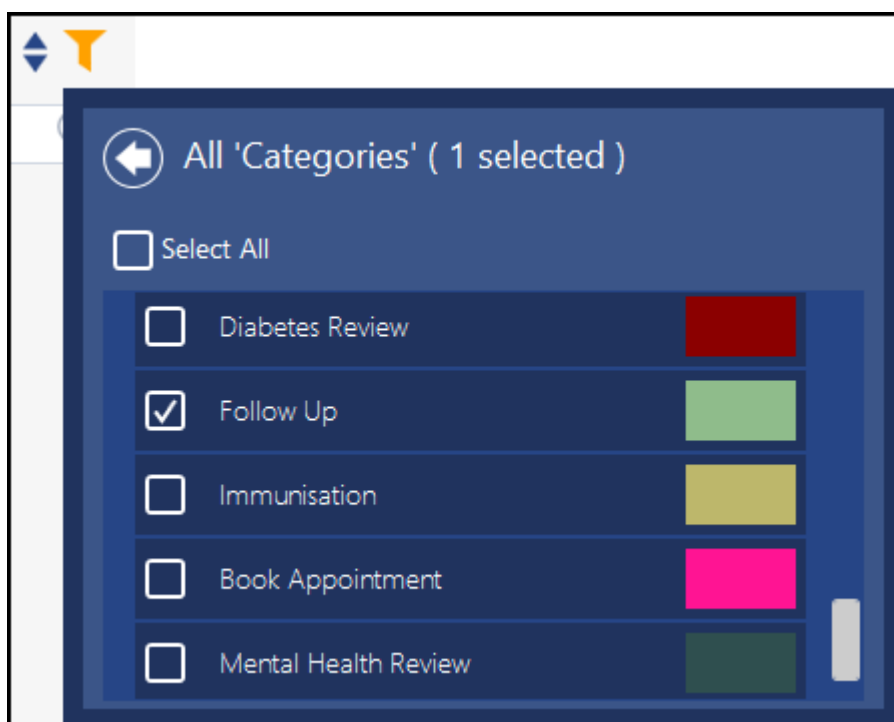
Remember – You can access the patient record directly from Tasks, see [Vision Tasks Help Centre](#) for details.

Monitor the Task

As the originator of a task within Vision Tasks, you are automatically notified of any additions to the **Conversation** and **Activity** added to it.

If you are not the originator, but are logged in as a member of the safety net group:

- 1.** From **Vision Tasks**, filter the **My tasks** screen by the **Follow up** Category:



Or

Enter the safety netting group name in **Search**

- 2.** Highlight the task required.

- 3.** Select as appropriate:

- **Conversation** – Enter any messages for either the originator or other recipients of this task
- **Activity** – Enter any details of action taken

- **Options**  - **Reject** – To return the task to sender

- **Options**  - **Complete** – To record this task as completed