CLINICAL ALERT

Quality and Safety

Alerts in the paper files

14th December 2012 **Alert No: 10**

An audit of 1756 case notes across the Trust found that the Alert section was not completed for **35%** of cases.

ALERTS (also see Risk Assessment)

ACCESS AND COMMUNICATIONS NEEDS

CLINICAL & OTHER ALERTS

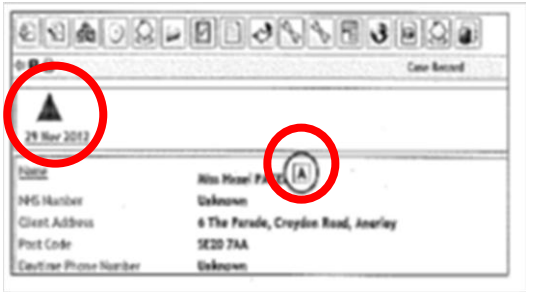
ALERT DETAILS | ADDITIONS | REMOVALS

The **Alerts page** should be found at the front of the paper-light clinical file for all patients in mental health services.

The Alerts page contains the following information:

- Access and communication needs
- Drug reactions & allergies
- Advanced directives
- Pregnancy
- Confidentiality and information sharing alerts
- Risk factors, including violence, aggression, risk to staff, other service users or children and domestic violence

Do NOT complete the Alerts section on RiO



All Staff in mental health services are asked to:

- Complete the Alerts page at the front of the paper-light clinical notes
- NOT enter Alerts onto RiO at this stage

East London NHS
NHS Foundation Trust