

Guideline: National Burn Centre: Weekly Inpatient Progress Reports

Purpose

The purpose of this guideline is to:

Ensure there is timely communication regarding patient care and progress for complex burn patients being treated at the National Burn Centre (NBC). This includes patients admitted to Kidz First Children's Hospital and the Intensive Care Unit.

Promote a seamless transfer between NBC Primary Care Providers, Regional Burn Units (RBU) and International Care Providers.

Responsibility

This policy is applicable to all Health New Zealand, Te Whatu Ora Counties Manukau employees working in the NBC, particularly those involved in direct patient care and/or care coordination and discharge planning.

Guideline

Step	Action
1.	<p>Using the NBC inpatient weekly progress report template, the report will include:</p> <ul style="list-style-type: none"> • current condition of the patient • treatment and discharge/transfer plans (when relevant) • include progress made over the previous week <p>These reports are multi-disciplinary in nature and must be developed with input from the multi-disciplinary team (MDT) at the weekly MDT meeting. The template will be available each week from Tuesday onwards for members to input their information. Each discipline is responsible for completing their section of the progress report by 1pm on Thursday. The Clinical Nurse Specialist (CNS) will be responsible for transferring the report into the patient's electronic medical record. The CNS will make a note to advise clinicians that the report is available to view under inpatient specialist consultation.</p>
2.	<p>The CNS is responsible for sending the weekly reports to the Clinical Leader, the Charge Nurse Manager, the CNS (where available) and the Service Manager of the RBU and/the International Care Provider where relevant. Named General Practitioners will automatically receive an electronic copy of the report once it has been finalised.</p>
3.	<p>Prior to the patient being transferred to the Regional Burn Unit (RBU) or International Care Provider, a handover in the form of a telephone/video conference call between the MDT at The NBC and the MDT at the receiving hospital maybe held. The NBC Inpatient Weekly Progress Report will be utilised as the framework for the handover.</p>

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Definitions

Terms and abbreviations used in this document are described below:

Term/Abbreviation	Description
NBC	National Burn Centre
CNS	Clinical Nurse Specialist
MDT	Multi-Disciplinary Team
RBU	Regional Burn Unit

Associated Documents

Other documents relevant to this guideline are listed below:

NZ Legislation	Privacy Act Health Information Privacy Code Health and Disability Code of Consumers Rights Health and Disability Services (Safety) Act Health Practitioners Competency Assurance Act
Counties Manukau Clinical Board Policies	A133138- Documentation in the Clinical Record Policy
NZ Standards	Health and Disability Services Standards, NZS 8134:2008.
Organisational Procedures or Policies	Referral, Transfer and Discharge in the National Burn Centre Guideline
Other related documents	NBC Patient Progress Report template

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