

CHANGES TO THE ICU DAILY HANDOVER SHEET PROCESS.

The ICU Daily handover sheet is moving to a new location and the access method will change. This move will improve the security of the data and also to allow remote access to the handover sheet. The spreadsheet is being moved to a secure portion of an NHSmail Onedrive. It is still in Excel spreadsheet format and should work in pretty much the same way as before. As before, you should create a new copy of the sheet for every handover and save the new copy as: "Daily Handover, todays date, AM or PM".

You will need the following link in order to access the files. You can access the data on your phone or iPad, but editing is really only possible on a PC / Mac.

https://nhs-my.sharepoint.com/:f/g/personal/mick_rothwell_nhs_net/EnRyHvJnah5Jv265yiOI78sB2iKSvCPT2sTDupPtm-E2wQ

The move to Onedrive has been approved by the Trusts IT and Clinical Governance departments, but we are required to remind everyone of the Information Governance Principles that apply to all shared patient information:

DO

- Make sure you have completed the Trusts Information Governance Training module
- Log out of NHSmail and Onedrive when you have finished accessing the spreadsheet
- Make sure the data is accurate
- Make sure the data is safe

DON'T

- Share any information with anyone not authorised to see it
- Copy any information or transfer it to another location
- Leave the spreadsheet open when not in use
- Divulge any patient confidential information to anyone not required to know it

The Trusts Information Governance Page can be found here:

<https://trust.eastcheshire.nhs.uk/corporate-services/corporate-affairs-and-governance/information-governance>

The Daily Handover Sheet has been a fantastic innovation for our Department and we Consultants really appreciate the time and effort you spend entering the data into it. It has helped improve patient care and we really want to maintain it going forward. Moving the data to a more secure location now is sensible and we hope the transition won't be too onerous.

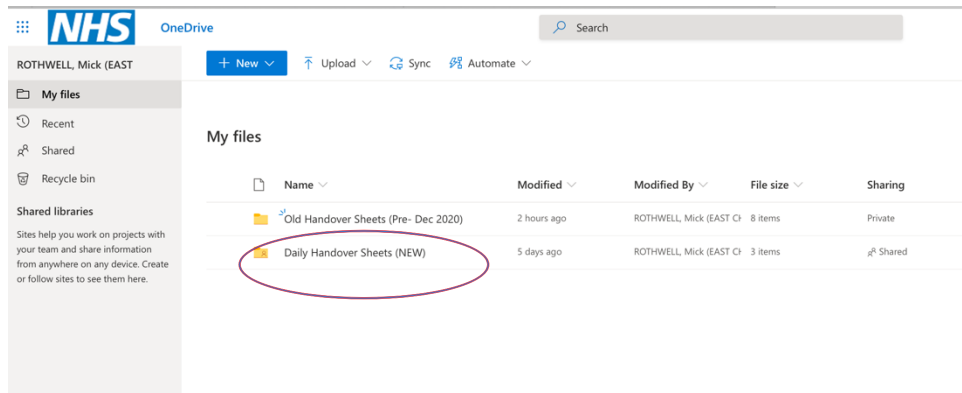
- Mick Rothwell

11-12-2020

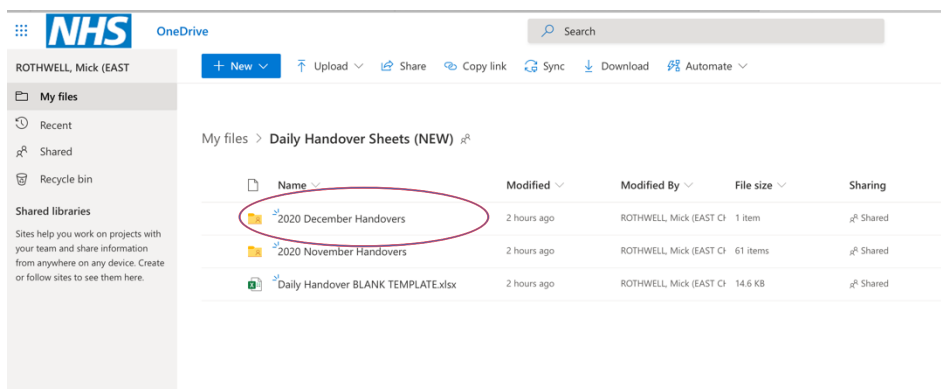
HOW TO GUIDE: LOG-IN

The first time you access the file it will ask the administrator to approve you. Once approved you can access the files.

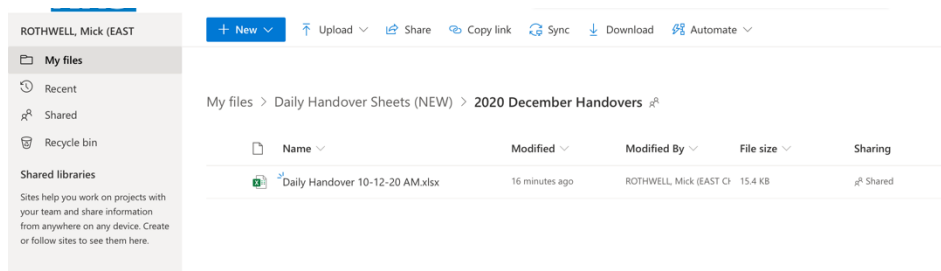
These are the login steps you will see:



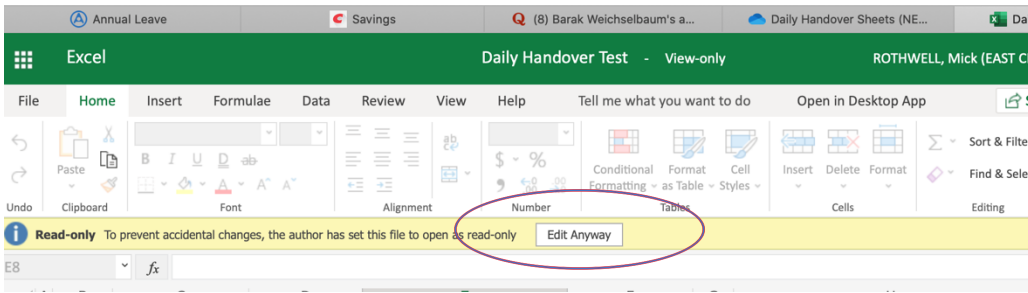
Double-click the folder
'Daily Handover Sheets
(NEW)'



Double click the Month
Folder



Double click the Daily
Handover you want to
edit.



You may need to click the box saying you want to 'edit anyway' before you can change the content.

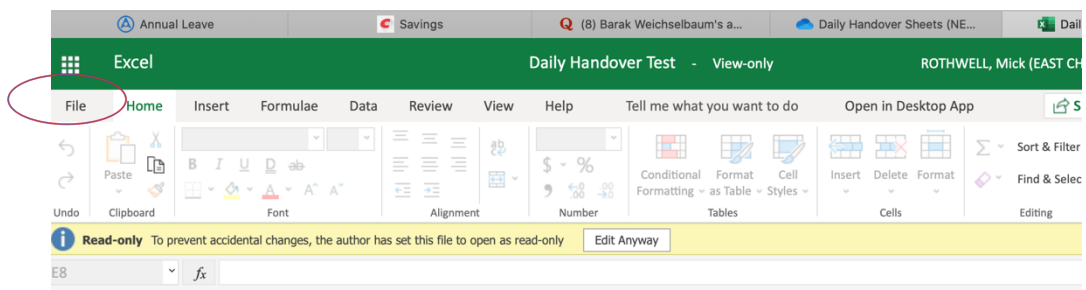
The spreadsheet should look familiar. There are separate Tabs at the bottom for 'ICU' and 'CICU'. Make sure you enter today's date at the top. The sheet will automatically calculate Length of Stay (LOS) and Age when the date of admission and DOB are entered into the correct cells.

DATE	18/12/2020	Emergency	Critical Care Daily Handover Sheet	Clean ICU	Don't edit or delete GILTY cells - they will calculate values automatically		
	Surname	Hospital No.	Presentation	Background	Progress	To do / Other	Microbiology
	ICU Admit Date	DOB					
	LOS	Age					
	Surname	Number			A -		
	ICU	ICU			B -		
	1	16/09/1965			C -		
	8	53.3			D -		
	Ellott	420 498 7117	OS - Presented with progressive motor weakness and inability to swallow, slight improvement day by day	Aspirin	A -	Wash bowels	COVID -ve
	ICU	28/11/2020		all TBH renewals: Rectopeny, OA, OKD	B -	Sport PS 10/5 Dranger 30%/50 since 7am	No AB's
	2	29/05/1940		Compression P's on CT	C -	Unsupporced occ. extrasystoles	No further IG
	22	80.6			D -		
	Buchan		hazful toemall. A bit chilly		E -		
	ICU	09/12/2020			A -		
	3	17/07/1954			B -		
	1	62.4			C -		
	Surname	Number			D -		
	ICU	30/11/2020			E -		
	4	01/04/1944			A -		
	10	76.7			B -		
	Surname	Number			C -		
	ICU	30/11/2020			D -		
	5	01/04/1944			E -		
	10	76.7			A -		
	Surname	Number			B -		
	ICU	30/11/2020			C -		
	6	01/04/1944			D -		
	10	76.7			E -		
	ICU WATCHLIST						
		1.					
		2.					
		3.					
		4.					

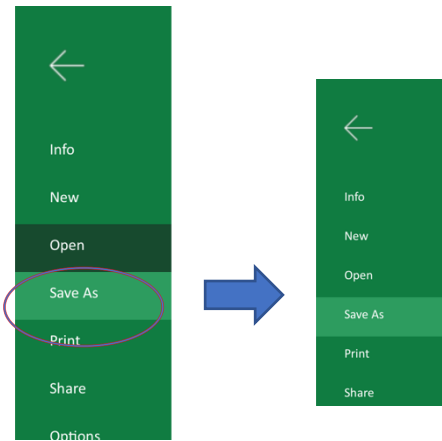
SAVING THE CHANGES

When you have made changes, you need to save as a new file

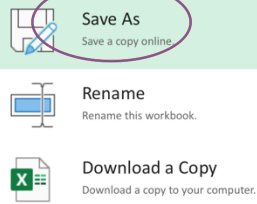
Choose 'File'



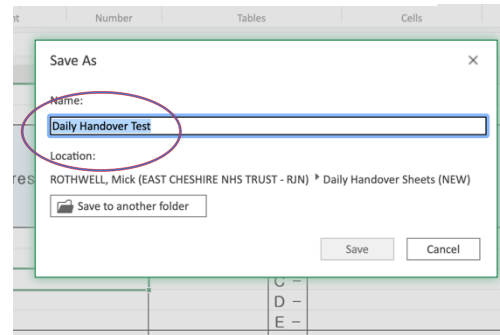
...then choose...



Save As

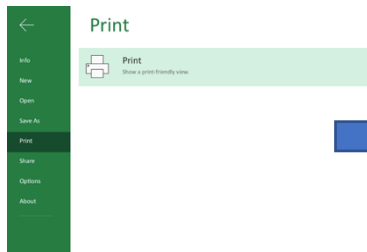


...enter the new filename... ...then click 'Save'

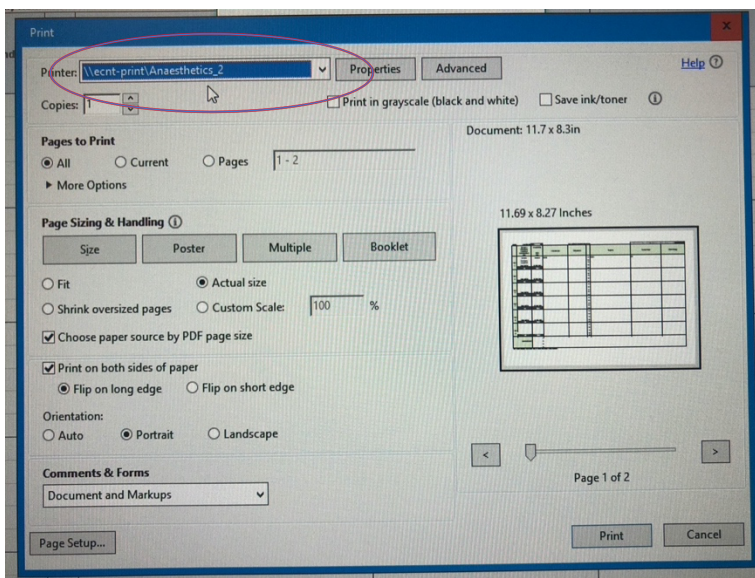
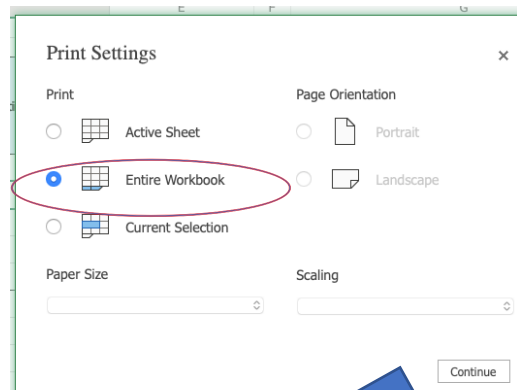


PRINTING

Choose 'File', then 'Print'...



...check the print setting is 'Entire Workbook'...press 'Continue'...



...check the other settings look like this.

The Printer must be :

\\ecnt-print\Anaesthetics_2

...the preview on the bottom left should look like the one shown. Test print one copy, then do the rest...