



The Newcastle upon Tyne Hospitals
NHS Foundation Trust

ANTENATAL BOOKINGS



How to Complete a Full Booking

The below outlines the structure and content required to complete a full booking on BadgerNet. All notes listed here must be completed in full if relevant to that woman. If you are unable to complete any of the information, please choose unknown or unsure from the picklist options. Any information that is highlighted in **red** and says **required** is mandatory and must be filled in for data set purposes.

How to start a Booking?

1. Please ensure if you are going to be offline at booking you have downloaded your woman prior to the appointment.
2. Log into BadgerNet using your computer username and password
3. Select existing womans record using NHS number only (this is to ensure there is no chance of duplication of record from another BadgerNet site which is a part of the single pregnancy record).
4. Once record has loaded, select the **'Notes During Pregnancy'** tab
5. Select the **plus** icon and select **'Antenatal Booking'** from the list
6. Complete **"On Arrival"** in full (see below). Please make sure you select the reason for assessment as **'Antenatal Booking'**. Once completed, continue down left-hand side in order.
7. You can import pre-portal booking questions before moving on if the woman has completed this.

On Arrival

Date and Time Started	07 Oct 22 at 12:49
Reason for Assessment	Antenatal Booking
Scheduled visit	<input checked="" type="radio"/> Yes <input type="radio"/> No
User carrying out antenatal assessment	Kirsti Brock Use current user...
Midwife's Team	No team assigned
Type of assessment	Face to face
Location	Community Hub
Clinic	GP Surgery
Others present at assessment	No one (woman on her own)
Consent for Procedures	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Information Sharing	Record Keeping. Data Collection. Health

8. Select all titles in order on the left and complete as detailed below:

About the Woman

1. Portal Access

Ensure this has been completed in full for every woman if they consent to Badger Notes. Admin should have already completed this step when the woman arrives for booking if you have provided the information. This will then allow you to import pre-portal information if the woman has completed it. ***(Please see the separate user guide on how to set up Badger Notes and portal access)*** Please note – you are only able to successfully do portal access if you are **ONLINE**.

2. Demographics

Basic demographic information including full name, date of birth, address, hospital number, NHS number and GP practice code will be auto-populated from E-record. However, as part of positive patient identification, this information must be checked with the woman to confirm this information is correct. If any of this information is incorrect, please ensure you correct this in PM office. ***(Please see the separate user guide on how to change details in PMoffice)*** Changing this in Badger Net will not correct E-Record and is important that this is kept up to date by updating PM office.

- Complete **Woman's Demographic Details** and ensure to put in mobile number here and email address.
- Complete the **Communication** and **Mobility** section
- Complete the **Parental Details** section, including biological father's details in full (if known) you can populate this person to next of kin if the woman wishes.
- Complete **Previous Names** section if applicable
- Complete **Temporary Address** section if applicable
- Complete the **Next of Kin** sections and any other contacts

Ensure to click **"Save and close"** once complete. This will then take you back to the smart booking form.

3. GP Details

This is an additional tab on the right-hand side. This information is auto-populated from E-Record. However, please check the information is correct and that this is the Registered GP. If the registered GP is incorrect, please ensure you go into PM office and correct this and it

will pull through to BadgerNet. ***(Please see the separate user guide for how to change details within PMOffice.)***

4. Current Pregnancy Details

- Complete question 'have you been pregnant before?'
- Complete 'any vaginal bleeding since LMP?'
- Complete LMP (this will auto populate the EDD by dates)
- Complete Date Referred
- Complete Date Referral Received
- Complete Date Antenatal Booking Appointment Offered
- Complete Date of Antenatal Booking Appointment or Express Booking
- Complete Information Supplied By
- Complete Menstruation, Fertility and Contraception section

Obstetric History

5. Add a Previous Pregnancy (if applicable)

Complete a new previous pregnancy note for each separate pregnancy including miscarriage, TOP, live birth and stillbirth. Complete all of the boxes in full, if the woman does not know the answer to the question please select 'unknown' from the picklist.

Essential information required for an electronic grow chart in Badger is Gestation & Birthweight. You must ensure that you write the exact gestation for each pregnancy with completed weeks and days. For example, if it is 38 weeks gestation, ensure you write 38+0 and do not leave the day's box blank. Ensure when inputting previous baby names that there are no hyphens. If these things are not done correctly, the growth chart will not be generated.

Ensure to select **"Save and Close"** to take you back to the booking smart form.

Health History

6. Assessment

- Complete general condition and urinalysis boxes
- Complete blood pressure
- Complete height and weight and this will automatically calculate BMI and aid GROW chart.
- Complete carbon monoxide offered and CO2 level
- Record any free text in additional observations box. This includes any discussion you have had with the woman during the booking appointment. (This will publish to Badger Notes once you approve this)

7. Health History

- Complete relevant information in the **General** section including Covid 19 status
- Complete all information in the **Medical** section
- Complete all information in the **Anaesthesia and Surgical** section
- Complete all information in **Cervical Smears** section
- Complete all information in the **Mental Health** section (if you are referring to the PMH team please ensure you click "**manual forms completed**" to log that you have done an external form. You do not need to fill out "Aces").
- Complete all information in the **Diet and Medication** section
- Complete all information in the **Recreational Drugs or Substances** section
- Complete all information in the **Alcohol** section
- Complete all information in the **Smoking** section
- Complete all information in the **Family Health** section
- Complete all information in the **TB Risk Assessment** Section

Select "**save and close**" and this will take you back to the smart booking form.

Social History

8. Routine Enquiry (domestic abuse screening)

Complete all information in full including previous and current domestic abuse. Please note

- the questions contained in this form should only be asked when a woman is on her own.

There is an 'unable to ask' option, which should be selected if the woman has anyone accompanying her at the booking appointment. Please ensure you write the reason why you are unable to ask these questions, if relevant.

9. Confidential Data

- Complete **Female Genital Mutilation** questions. If the woman answers yes to any of these questions, then additional questions, including the Department of Health risk tool, will display. Please complete the additional questions and risk assessment in full. If FGM is identified, ensure you complete an FGM referral to send to the safeguarding lead midwife.
- Complete the **Medical Issues** section, which asks if the woman has any history of sexually transmitted diseases or vaginal infections. If the woman answers no please record this as 'none' and do not just leave it blank.

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10. Social Issues (Not social update)

Complete this form in full, including sexual exploitation information. All of the questions covered in this form must be asked at each booking appointment to assess if there are any safeguarding concerns.

Please ensure you complete the **PLAN** in the action section if required. Detail here if you have made any referrals such as safeguarding referral. If there are concerns identified but no action is required, please ensure that you document this as “**No Concerns due to x/y/z**”. *(Please see the separate safeguarding information user guide for more information)*

Screening

11. Booking bloods

- Booking blood tests should be auto-populated, please ensure to add any extra samples you are taking
- Select “**All accepted and taken**” if you are taking the samples at this appointment and it will auto-populate some of the boxes below.
- If the woman declines record this in the **Test Declined box** and record the reason
- Complete **bloods taken** if you are taking these at the booking appointment
- Click save and close to back to smart booking

It is very important that blood tests and microbiological tests are logged into BadgerNet as this will allow the results to pull through and be matched.

12. First Trimester Screening

- T21, T18 and T13 will be auto-populated into the box
- Complete the “**Date and Time Offered**” and “**Offered By**” boxes
- Do not complete the Accepted and Requested field at booking this will be completed at the dating scan.
- Click save and close to go back to the smart booking

13. Microbiological Tests and Results

- Complete **location**
- Ensure MSU is selected and add in Chlamydia if relevant
- Click “**Accepted**” box and this will auto-populate test performed

- If the woman declines record this in the Test Declined box and record the reason
- Click save and close to go back to the smart booking

14. Vaccinations

- Complete the “**Vaccinations Offered and Discussed**” section; select the vaccinations from the picklist. For example, whooping cough. **(These are mandatory fields)**
- Complete the **leaflets provided** box
- Complete the **location** box
- You don't need to complete the accepted and given boxes unless you are actually administering the vaccination.

15. Scans Offered and Accepted

- Complete the **Offered and Explained** selecting Dating and Anomaly scan from the pick list
- Complete the **Accepted and Requested** section selecting Dating Scan from the picklist if the woman has consented to these

VTE Assessment

16. VTE/Thromboprophylaxis.

Complete the VTE risk assessment in **full**

- Please note that some of the information will already be populated here from the information recorded in previous sections of the booking. For example, BMI & smoking status.
- The **Risk Score** will automatically populate bases on the positive risk factors identified and will display the recommendation. This is based on the RCOG guidelines.
- Complete the **assessment verified** box at the bottom of this assessment by entering your username and password to electronically sign.

Recommendations

17. Recommendations

Click '**populate risk assessment**' to bring through data added from previous questions.

Ensure risk assessment for the following headings:

- Current pregnancy
- Previous obstetric
- Previous baby(ies)
- Medical
- Gynaecological
- Mental Health
- Anaesthetic
- Sensitive
- Family
- Social
- Please note that some of the risk factors will have auto-populated some of the headings based on the information already recorded in from previous sections of the booking but ensure that you check all of them are there and they are correct.
- Please select the appropriate level of risk based on the risk factors recorded
- Click box to import recommended management plan
- Record actual management plan if required. For example – if a woman requires a personalised plan, then you can change this by free texting or removing parts that aren't required.
- Publish observations and management plan to badger so the women can see this on Badger Notes. ***(Please see the separate guide on Badger Notes).***

18. Fetal growth and Pre-eclampsia (Aspirin) Risk Assessment

Complete the risk assessment in **full**. Once completed this will display the results and required actions. If a woman requires aspirin, ensure you complete the **“Medication Form”** if you have arranged this.

19. Care plan

Complete all relevant information in full

- Hospital the community midwife is attached to
- Antenatal care type
- Intended place of birth (NHS hospital midwife only (low risk), consultant only (high risk) or home)
- Intended location of birth
- Continuity Pathway (Traditional/Nova/OOA)
- Lead professional type
- Lead professional name

- Named midwife/Consultant (***Please ensure if you complete a booking for another midwife, you put their name and not your own***)
- Team (North, West, Walker, Central, Nova)

Additional Professional

- Complete this if any other professionals are involved in the woman's care. Complete a new note for each individual professional. For example, a social worker and family nurse/mental health worker.

Discussion

20. Topics discussed

Please complete the form to demonstrate evidence of discussions and information has been given to the woman at booking.

On leaving

21. Ensure completed date and time assessment ended

- Complete personal timeline by uploading any relevant leaflets you wish to supply to the woman.
- Log what leaflets and information you have provided
- Supply any additional information required in additional notes
- Tick "is a referral needed" to generate information to be sent to community admin
- Make follow up appointment using the button provided
- Save and close when finished, the referral tab will then pop up for you to complete for admin. See the below information for filling this out.
- Check things to do tab for essential tasks
- **Go to "Antenatal Booking Summary" in the clinical reports section and "Save and Send" to send this to the doc store. This will ensure the booking summary is available to people outside of BadgerNet within E-record.**

Referrals (Electronic referrals from Badger)

Dating Scan and Antenatal Clinic Referral

To be completed upon completion of the booking appointment. If you have clicked 'needs referral' on booking assessment this will generate the form needed. This referral gets sent to the community admin so that the dating scan appointment and antenatal clinic appointments can be generated. (Please note this is for RVI Bookings only, there is a different process for women who chose a different hospital for the location of delivery.) If the referral box did not show, please type referral into "enter new note" to find this. **Please ensure if the woman is over 10 weeks that you choose this as an option in the reasons for referral to ensure admin are made aware.**

How to complete?

- Select referral: Select **Community Dating Scan and Antenatal Clinic** from the picklist
- Complete role of referrer: **Midwife**
- Complete contact number of referrer
- Complete referral accepted by patient
- Go down to second tab to complete detailed information
- Complete **reason for referral** if additional appointments needed and **specify which clinic the woman** needs to go into as well as any letters or GTT needed.
- To send the referral:
 - o When the report loads, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - o If this does not load - go into the reports section, click on Community Dating Scan and Antenatal Clinic referral, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Health Visitor Referral

A referral to the Health Visitor needs to be completed for every woman after each booking appointment to notify the health visitor that a woman is pregnant.

How to complete?

- Select referral to: **Health Visitor**
- Complete role of referrer: **Midwife**
- Complete contact number of referrer/Email address

- Complete referral accepted by patient
- Complete **'Reason for Referral' –Notification of pregnancy**
- Complete **'Additional Notes'** (if any additional information is required)
- Click on save and close to view report
- To send the referral:
 - o When the report loads, click **'confirm and send'** in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - o If this does not load - go into the reports section, click on Health Visitor Referral, click **'confirm and send'** in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

(Please note that if you are completing a booking and you are NOT the named midwife for that woman then you need to select the named midwife from the recipients list in addition to the health visitor. This enables the named midwife to be notified that a woman in their caseload has been booked so they can follow up on the woman's ongoing antenatal care.

Safeguarding Midwife Referral

A referral to the safeguarding team now needs to be completed for women that have been identified as having any social issues or a cause for concern. This includes all historic and current issues. This is relevant for all concerns identified in the form except mental health issues. Mental health issues will only be relevant if they are significant. (Please note this is not a referral to the Local Safeguarding Children's Board this needs to be completed using the usual Newcastle Council form and uploaded to the shared safeguarding drive)

How to complete?

- Select referral to: **Safeguarding**
- Complete role of referrer: **Midwife**
- Complete contact number of referrer
- Complete referral accepted by patient
- Complete **'Reason for Referral' –Social issues identified at Booking**
- Complete **'Additional Notes'** (if any additional information is required)
- Click save and close to view report
- To send the referral:
 - o When the report loads, click **'confirm and send'** in the top right-hand corner, select the email address already pre-populated in the recipient's

box then save and close. A message will display to say that the email was sent successfully.

- If this does not load - go into the reports section, click on Safeguarding Midwife Referral, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

FGM Referral

This referral is required if a woman has been identified as having FGM or if a woman's family comes from a community where cutting and circumcision is practised.

How to complete?

- Select referral to: **FGM Midwife**
- Complete role of referrer: **Midwife**
- Complete contact number of referrer
- Complete referral accepted by patient
- Complete '**Reason for Referral**' – **Notification of FGM**
- Complete '**Additional Notes**' if you want to add any relevant information
- Click save and close to view report
- To send the referral:
 - When the report loads, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Anaesthetic Referral

If a woman is identified as needing an anaesthetic referral:

How to complete?

- Select referral to: **Anaesthetics**
- Complete role referrer: **Midwife**
- Enter contact number of referrer
- Complete discussed reason for referral
- Complete referral accepted by woman
- Go onto anaesthetic tab on left hand side
- Complete diagnosis and history

- Complete “**Reason for Referral**” from the list
- Complete ‘**Additional Notes**’ if you want to add any relevant information
- Click save and close and view report
- To send the referral:
 - When the report loads, click ‘**confirm and send**’ in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - If this does not load - go into the reports section, click on Anaesthetic Referral, click ‘**confirm and send**’ in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Smoking Referral

If a woman is identified as needing a smoking referral:

- Select referral to: **Stop Smoking Referral**
- Complete role referrer: **Midwife**
- Enter contact number of referrer
- Complete discussed reason for referral
- Complete referral accepted by the woman if she has consented
- Go onto custom referral tab on left hand side
- Complete **Reason for Referral** – ensure to click all relevant options (including if partner requires cessation).
- Complete **Additional notes** - if there is another household member requiring cessation, ensure to put their name and contact details in this field. If it is the partner, ensure you have ticked “partner referral” in the box as the biological father details will be pulled into the referral.
- Click save and close and view the report
- To send the referral:
 - Click on '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - If this does not load - go into the reports section, click on Stop Smoking referral, click ‘**confirm and send**’ in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Perinatal Mental Health Midwife Referral

If a woman is identified as needing referral to mental health midwife – **PLEASE NOTE, THIS IS THE FORM TO INFORM ABI SPENCER (MENTAL HEALTH MIDWIFE) OF THE WOMAN. IF THE WOMAN NEEDS A FORMAL REFERRAL TO PERINATAL MENTAL HEALTH SERVICE – PLEASE COMPLETE THE CURRENT SEPARATE DOCUMENT AND EMAIL TO NTAWNT.Perinataleservices@nhs.net**

Please note that if an external perinatal form is completed, it needs to be printed and then sent to maternity reception to be coded and uploaded to the woman's record.

How to complete?

- Select referral to: **Perinatal Mental Health**
- Complete discussed with woman
- Complete referrer and Role of referrer: **Midwife**
- Enter contact number/email of referrer
- Complete referral accepted by woman
- Go onto **Perinatal Mental Health** tab on left hand side
- Complete if patient is happy to be contacted (Home visits will not be offered)
- Complete if next of kin information can be given
- Complete if GP/HV has been informed
- Complete summary of history
- Complete **“Reason for Referral”**
- Complete **‘Additional Notes’** if you want to add any relevant information
- Click save and close and view report
- To send the referral:
 - When the report loads, click **‘confirm and send’** in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - If this does not load - go into the reports section, click on Perinatal Mental Health Referral, click **‘confirm and send’** in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Teenage pregnancy referral

If a woman is identified as needing a teenage pregnancy referral:

How to complete?

- Select referral to: **Teen Pregnancy Referral**
- Complete discussed with woman
- Complete referrer and Role of referrer: **Midwife**
- Enter contact number/email of referrer
- Complete referral accepted by woman
- Go onto **Teen Pregnancy** on left hand side
- Ensure you have completed the **CSE tool** (in the social part of the main booking)
- Complete if pregnancy is to be continued
- Complete summary of history
- Complete if next of kin is aware of pregnancy
- Complete **“Reason for Referral”**
- Complete **‘Additional Notes’** if you want to add any other relevant information
- Click save and close and view report
- To send the referral:
 - When the report loads, click **‘confirm and send’** in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - If this does not load - go into the reports section, click on Teenage Pregnancy Referral, click **‘confirm and send’** in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Drug and Alcohol Referral

If a woman is identified as needing a referral to drug and alcohol midwife:

How to complete?

- Select referral to: **Substance misuse**
- Complete referral discussed with woman
- Complete the referrer name
- Complete role referrer: **Midwife**
- Enter contact number/email of referrer
- Complete referral accepted by woman
- Go into referral tab on left hand side
- Complete diagnosis and history
- Complete **“Reason for Referral”** from the list
- Complete **‘Additional Notes’** if you want to add any relevant information
- Click save and close and view report

- To send the referral:
 - When the report loads, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - If this does not load - go into the reports section, click on Substance Misuse Referral, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

Birthing out of Area

If a woman is wishing to deliver at another hospital, please complete all of the booking and then create a referral to inform the hospital of this intention.

How to complete?

- Select referral to: relevant hospital trust
- Complete referral discussed with woman
- Complete referrer name: **Midwife**
- Complete role of referrer
- Enter contact details
- Complete referral accepted by woman
- Go into custom referral tab on left hand side
- Complete "**Reason for Referral**"
- Add any additional notes
- Click save and close to view the report
- To send the referral:
 - When the report loads, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.
 - If this does not load - go into the reports section, click on relevant referral, click '**confirm and send**' in the top right-hand corner, select the email address already pre-populated in the recipient's box then save and close. A message will display to say that the email was sent successfully.

How to end a booking assessment?

1. When you have completed the booking and referrals, select the '**Things to do**' icon. This will display a list of essential things that should have been completed. Please make sure that you have completed the relevant things on the list.

2. On this list, there will be a **'Close Antenatal Assessment'** dated today. Select this note. This will display the antenatal assessment you completed at the start, scroll down to the **'On Leaving'** section and complete it in full. Select save and close end booking the assessment.
3. Please ensure you also add a **'follow up appointment'** for the next consultation with the midwife.

Processes that are remaining unchanged

- Local safeguarding referrals to Newcastle: Continue to ensure that this is completed via the usual website for safeguarding referrals. Also ensure that this is uploaded to the shared safeguarding folder in the usual way so that the safeguarding team have this information.
- Perinatal mental health team referrals will remain unchanged. Please ensure you continue to fill out and email the referral form to the email address provided on the referral. Inform Abi Spencer within the Perinatal Mental Health Form in BadgerNet that you have also sent a Perinatal Mental Health Referral.
- Referrals to other services such as Little Minds in Mind (NEWPIP), Community Family Hubs, Amazing Start, Pregnancy in Mind, Vita Health and early help plans will need to be completed as current process.

If you require any further support or training please email
Nuth.badgernetmaternitysupport@nhs.net



Antenatal Booking Checklist

- Receive booking from GP surgery
- Call woman to arrange booking and inform her about Badger Notes
- Email completed booking form to nuth.communitymidwifery.admin@nhs.net
- Search for woman via NHS number when she arrives for booking
- Open Antenatal Booking Form
- Complete **On Arrival** and **Import Portal Pre-Booking (if this has been offered)**
- Check **GP** details are correct
- Complete all forms in **About the Woman** and check she has portal access
- Complete **Current Pregnancy Details**
- Complete **Obstetric History**
- Complete **Assessment**
- Complete **Health History** and all subcategories
- Complete **Social and Confidential**
- Complete **Screening and Blood Tests/Microbiological Tests**
- Complete **VTE Assessment**
- Complete **Recommendations and Risk Assessment**
- Import **Management Plan** and edit if required
- Publish observations and management plan to Badger Notes
- Add **Management Plan Tasks** (If applicable)
- Complete **Fetal Growth and Pre-eclampsia Risk Assessment**
- Complete **Care Plan**
- Complete **Discussion**
- Complete **On leaving**
- Add follow up appointment
- Update personal timeline with any specific written information for that woman (Smoking leaflets, BMI, GBS etc)
- Save and close booking
- Generate Community Dating Scan and Antenatal Clinic referral to community midwifery admin to initiate dating scan, include which clinic appointment the woman needs (if applicable)
- Save and send referral to community admin
- Create and Send **Health Visitor Referral**

Create and send referrals below if required:

- Perinatal Mental Health Midwife
- Stop Smoking Referral
- Anaesthetic Referral
- Safeguarding Referral to Lead Midwife

- Substance Misuse referral
- Fetal Medicine Referral
- Teenage Pregnancy Referral
- FGM referral
- Referral to other hospitals if birthing out of area

End of booking

- Go into Clinical Reports, find Antenatal Booking Summary and confirm and send this to ensure it goes to Doc Store in E-record
- Complete any paper referrals (Perinatal Mental Health Team, Vita Health Team, Little Minds in Mind, Early Help, Family Hubs, Pregnancy in Mind)
- Give physical copy of Mothers and Others Guide

If you require any further support or training please email
Nuth.badgernetmaternitysupport@nhs.net