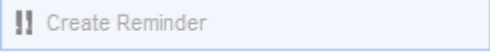
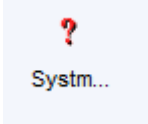


Operation Name:	Newcastle upon Tyne Hospitals NHS Foundation Trust
SOP title:	SystemOne Emergency Health Care Plan Standardisation Documentation

Standard Operating Procedure

Step	Instructions	Further explanation
1.	Upon referral to all SystemOne units, every patient, as part of the new patient assessment workflow, will be asked if they have an emergency health care plan (EHCP).	<ul style="list-style-type: none"> • The DNACPR/EHCP template can be found via the clinical tree or a quick link to the safety dashboard on the toolbar. • Click on the EHCP tab along the top. • Read the view to see if a EHCP is in situ: <ul style="list-style-type: none"> ➤ If yes, please right click on the document in the view to upload it in a new window. Check the date in this document is current and if it been reviewed in the last 12 months. The document is unable to be removed unless superseded by a newer EHCP document. If outside 12 months, please ask the patient, family or carer to request a EHCP review with the responsible clinician. If there is a new EHCP, scan the new document under communications & Letters, as per Trust guidelines and select the correct document type 'Emergency Health Care plan' in order for it to be visible in this view. ➤ If no, ask the patient, family or carers if they are aware of an Emergency Health Care plan in situ. If yes, the following presets must be documented: <ul style="list-style-type: none"> <i>Has it been reviewed in the last 12 months?</i> <i>Is this the most up to date version?</i> <i>Where is it kept?</i> <i>Who is responsible senior clinician?</i>


		<p>Finally, scan the new document as per Trust guidelines and select the correct document type 'Emergency Health Care plan' in order for it to be visible in this view.</p>
2.	<p>If an Emergency Health Care plan is insitu, a normal reminder must be set up.</p>	<ul style="list-style-type: none"> • Navigate to reminders using the quick link '!! Create reminder' button in the DNACPR/EHCP template.  <p>There is also a quick link to the training page on how to complete a reminder in your toolbar.</p>  <ul style="list-style-type: none"> • Select normal reminders. Document 'Emergency Health Care Plan in situ'. Please do not write 'EHCP insitu' as this could confuse staff with the Educational Health Care Plan. It should now display on the patient's home screen, which can be located at the top of the clinical tree.
3.	<p>If the Emergency Health Care Plan is no longer in situ</p>	<ul style="list-style-type: none"> • If the Emergency Health Care Plan is no longer in situ, go to the text box 'Patient Care Statuses' and use the presets: <ul style="list-style-type: none"> ○ Emergency Health Care Plan no longer in situ AND ○ Reminder has been cancelled OR ○ Reminder has been requested to be cancelled in another unit. (Instructions below in Section 4 & 5)
4.	<p>If 'Emergency Health Care Plan' in reminders is no longer in situ but the reminder was set up originally by a staff member in the SAME SystemOne unit.</p>	<ul style="list-style-type: none"> • On the home screen, click cancel to the right of 'Emergency Health Care plan in situ'.
5.	<p>If 'Emergency Health Care Plan in situ' in reminders is no longer in situ but the reminder was set up originally by a staff member in a SystemOne unit outside your SystemOne unit.</p>	<ul style="list-style-type: none"> • On the home screen, click cancel to the right of 'Emergency Health Care Plan in situ' on home screen. In the pop up, document Emergency Health Care plan no longer in situ as a reason for removal in pop up. • An automatic task will be sent to the original SystemOne unit to approve cancellation. • Current SystemOne unit must create a new normal reminder to 'disregard Emergency Health Care Plan in situ' stating the specific

date with an explanation 'Emergency Health Care Plan no longer in situ, awaiting cancellation'.

- Original SystemOne unit on completion of cancellation task must send task to current SystemOne unit to say cancellation task complete.
- Upon this completion of cancellation task received in current SystemOne unit, cancel second normal reminder to disregard original Emergency Health Care Plan reminder.

Emergency Health Care Plan

Please adhere to the SystemOne Emergency Health Care Plan Guidance

 [Emergency Health Care Plan Guidance](#)

Please review the date of any Emergency Health Care Plan documents uploaded to the patient record by right clicking on the document in the view.

Please note if the correct document type 'Emergency Health Care plan' has not been selected upon scanning the document, it will not be visible in the screen below


Emergency Health Care Plan Document View view cannot be shown when previewing a template

Emergency Health Care Plan

Please use the presets as a guide

Patient held care plan



 Create Reminder

Current Reminders view cannot be shown when previewing a template

If the Emergency Health Care plan is no longer in situ, please use the presets to document this. Refer to the guidance on next steps.

Patient care statuses



Email:	Nuth.digitalhealth@nhs.net
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Approved by:

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NuTH SystemOne Emma Butler

NuTH Clinical Safety Officer Raman Diddee

Date:

05/02/2026

05/02/2026

05/02/2026