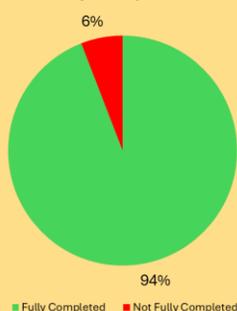


## Introduction

- Understand what paperwork is held in notes/on the ward, whether paperwork is missing and whether it is filled out correctly
  - Paperwork reviewed included:
    - Section 47 AWI – fully completed (in date, annex 5)
    - Treatment escalation plan (TEP) - DNACPR – fully completed (discussed with family, front and back)
    - Guardianship / Power of Attorney (POA) documents requested or in the notes - Mental Health Act T3 or Second opinion requested fully completed (T3 must be in date and accurate to the prescribed medications),
    - Covert Pathway Medications – fully completed (pharmacy paperwork as well as legal paperwork)

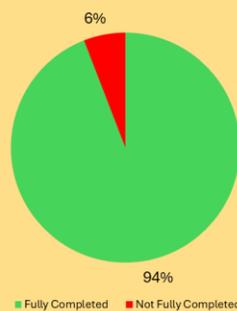
## February 2025

S47AWI fully completed in notes



## July 2025

S47AWI fully completed in notes



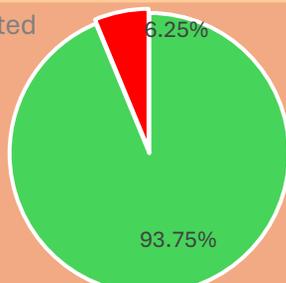
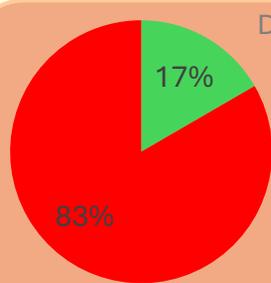
## Methodology

- Discussion with nursing staff
- Review of patient notes
- Review of patient document folder held in MDT room
- Review of medication prescription (Kardex) folder

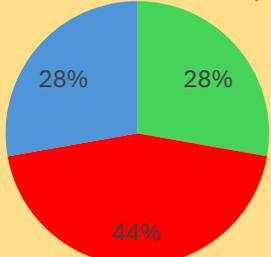
## Changes Made

- Monthly resident doctor review of paperwork
- Single point where all documentation is held
- Regular discussion at ward round

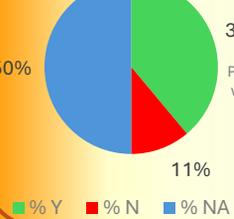
DNACPR forms fully completed



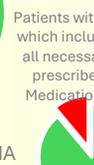
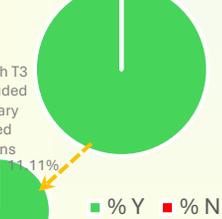
Guardianship/POA forms requested/present in notes



T3 form Present on the ward Feb 2025



T3 or SOP in notes or has been requested July 2025



Treatment Escalation Plan on Trak

Covert Pathway Paperwork Completed Feb 2025



Covert Pathway Paperwork Completed July 2025



## Results

- We found that accuracy of DNACPR forms held improved from 83% fully completed to 93.75%
- We also found the amount of POA/Guardianship document copies held on the ward increased from 28% to 60%
- We found that clear physical copies of T3s or clear documentation of the request of Second Opinion which might result in T3 improved; in February there were 11% of patients where this was not clear, improving to 100% of patients in July where T3 was either held in paper notes on the ward or Second Opinion was clearly requested and awaiting
- We did not see an improvement in Section 47 AWI forms or Covert Pathway Medication documentation
  - We did not assess clear TEPs held in February 2025 but in July found 100% had a clear TEP

## Discussion and Next Steps

- Covert pathway forms needs improvement – better linking between the ward and pharmacy, doctors being more proactive with covert pathway documentation
- Being careful when prescribing for patients with T3 – consider a computer Pop Up Prompt
  - Keep monitoring dates on AWIs
  - Email office of public guardian when unsure about guardianship documents
- Continual monthly checking of the forms, being proactive and thorough and keep discussing at ward round regarding discrepancies