

Information about ME to help YOU

A user guide for parents, carers and staff supporting people with learning disabilities coming into Mid-Cheshire NHS Hospitals.

The patient passport provides immediate and important information to doctors, nurses and administrative staff in an easy to read form. It is used by a patient who relies on their carer or parent to explain their wishes and care needs to hospital staff.

The patient passport should be taken with the person when -:

- they are admitted to hospital for any planned or unplanned assessment and treatment
- they are attending outpatients appointments

The patient passport should move around the hospital with the person and any necessary updates should be written on as they occur by hospital staff.

Consent must be sought from the service user or parent (dependent on age) and recorded using the patient passport consent form, prior to any information being recorded on the patient passport.

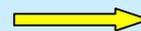
The consent form does not need to be taken with the person when they visit the hospital as it may cause confusion to hospital staff.

Giving detail but being concise is important. Hospital staff need to know as much about the person they are assessing and treating as possible. Some prompts are given below. The amount of information given will depend on the needs of the service user.

The patient passport is arranged in a colour coded sequence as illustrated



Things you need to know about me



Things which are important to me

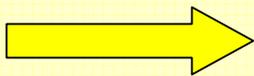


My likes and dislikes



Things you need to know about me

- Important contact details- Address and telephone details
- Medical history should include present medical conditions – include here any behaviours that may cause a risk or are challenging
- Medication should include a copy of a medication record sheet or a recent prescription form
- Risks & vital information should be added here
- Please check with the carer/parent that **ALL** information is current



Things which are important to me

- Personal care includes the level of support needed for washing, dressing and routine specific support
- Pain symptoms and management strategies should be identified
- Moving around includes any aids & adaptations, any specialist equipment such as sleep systems
- My communication – How does the person communicate? Write down any impairments and don't forget to bring any glasses, hearing aids and communication devices
- Sleeping includes patterns and routine
- Eating & drinking should include likes & dislikes and must include any special dietary requirements, specialised eating & drinking equipment and any extra support or supervision needed
- Toileting support must be identified
- Keeping safe should include any special measures needed to maintain safety e.g. bed rails, behaviour support guidance, level of supervision



My likes and dislikes

- Likes – should include a brief description of things that might calm the person e.g. setting clear routines, explaining/ preparing for procedures, watching TV
- Dislikes should include a brief description of things that might cause distress or reduce the likely success of a procedure e.g. not using communication devices, not explaining situations/ procedures
- Notes should include any consideration to the environment e.g. lighting, noise
Factors such as side rooms, wheelchair access should be mentioned here

Completing and reviewing the patient passport

It is important that all information is collected in consultation with the person, adult or child (dependent on age), their family and any other carers and professionals involved in caring and supporting them, whether this is at home, school, at day services, at college or at hospital.

The passport should then be reviewed on a minimum 3 monthly basis or as circumstances change i.e. medication and any changes should be made on the patient passport. The passport should then be reprinted for taking to hospital when required.

Further advice on completing the Patient Passport can be sought using the contact details on the back page of the actual passport.