

Frequently Asked Questions

electronic Palliative Care Summary

Q1 What is in the electronic Palliative Care Summary (ePCS)?

A ePCS contains detailed information on patients' wishes, past medical history, current diagnosis and DNACPR status.

Q2 Is the consent model the same as for ECS?

A Patients should be asked for their permission to create and send an ePCS. The information for ePCS will only leave the practice once the "consent to send" button has been activated on the practice system.

Q3 Where is the ePCS form?

*A It is part of the GP clinical system.
On GPASS there is a small square icon on the left of the PALM screen which is clicked.
On EMIS, select Option 9 when viewing the patient's medical record.
On INPS, select the Palliative Care Guideline.*

Q4 I have completed the ePCS form but nothing appears on ECS.

A The review date must be set before any information leaves the practice. Remember to press the save button at the top L hand side of the first screen, and tick the consent button. The ECS record will be updated within the next 24 hours and can be checked by the practice as described above.

Q5 I have lost the ePCS icon. How do I find it?

A Please see instructions in the document called "LOST ePCS ICON.doc". (Please note this is for GPASS users only.) The guidance document can be found on the ePCS webpage at the below link:

<http://www.ecs.scot.nhs.uk/index.php/epcs-palliative-care>

Q6 How easy is it to produce a report on ePCS?

*A It is very simple: all of the systems have a report which can either be viewed on screen or printed out.
On GPASS you need to click on the palm light bulb which takes you straight into the palliative care page. At the foot of the page you click on "reports" which will give a list of all palliative patients who have a review date which has expired.
On EMIS, select "R" for reports when in the palliative care demographics screen.
On INPS, go to the Reporting Section of Vision and select "Palliative Care Reports".*

Q7 Can District Nurses access ePCS data from the central store and how would they do this?

A There are two ways Out Of Hours (OOH) District Nurses can access ePCS. If they have an ECS logon and password, they can access ePCS via any NHS connected PC. Alternatively, if they have access to Adastra or Taycare, the two Out Of Hours systems, they can view ePCS there either directly or via GPs working with them.

Q8 Can District Nurses add data to a patient's ePCS record?

A Community nurses can add information via the GP system if they have direct access. Most OOH services have processes for OOH staff to communicate OOH patient contacts to GPs and District Nurses. These communication processes could include relevant information with a request to the practice to "please add this data to ePCS". This may act as a prompt or reminder to practices, and practices could consider having a process to add ePCS information from the OOH record.

Q9 Why do the ePCS printout "free text details" disappear off the page?

A Turn the printer onto "landscape" and it will all appear.

Q10 Are audit trails of the different updates of ePCS kept on the system?

A Yes, all changes will be recorded in the system. Every item in the ePCS form is attached to a Read code which then appears on the patient summary as a "low priority". This way, each entry is dated and is very easy to follow but is presented as a list. If practices wish to keep each version of the complete form, they would need to print it off and scan it, or save it electronically and then file it into DOCMAN.

Q11 Will the information on ePCS fulfil the requirements for the palliative care DES?

A Currently, the requirements for the palliative care DES are recorded on a separate spreadsheet but consideration is being given for this to be linked directly to the ePCS in the future.

Q12 What do I do if my patient is a temporary resident and does not have a CHI number?

A Continue to use palliative care paper form and fax/email the patient's palliative care summary to OOH.