

# DCCR - Care Plans (eTEP)



## Introduction

This guide relates to the eTEP care plan. Note that this guide is not clinical instruction on the completion of a TEP. There are also a number of videos relating to the he eTEP including a Best Practice video.

## Overview

An eTEP can be viewed by any user with a role 3 or 4 but can only be created and/or edited by role 4 users.

If a TEP already exists for a patient/client this can be seen in the Care Plans dashboard panel or the CDV under Care Plans.

Clicking on an existing TEP will open the document.

To create a TEP this can be done by clicking in the + icon in the dashboard panel or by selecting Add TEP Document from the Clinical Document Viewer.

Note that it is not possible to create a new TEP if a TEP already exists and selecting New will open the existing document. If amendments are required it is necessary to amend the existing document (see below).

## Dashboard Panel badges

Where a TEP exists there are up to three dashboard panel badges displayed to provide at-a-glance information as to the status of the form. These are colour coded as follows:

- Green Badge: The patient has indicated that they wish to be considered for full treatment in respect of resuscitation.
- Red Badge: The patient has indicated that they do not wish to be considered for full treatment in respect of resuscitation.
- Amber Badge: A mental health capacity review is required prior to the date shown.

- Grey Badge: There has been no discussion with the patient/client or relative.

The panel also shows at a glance the time of the last update and the day (in the example above the same day).

## **Form Navigation**

The form itself uses a mixture of text fields, radio buttons and check boxes. With radio buttons only one button in a group can be selected, with check boxes any number can be selected.

The form is dynamic in that the questions presented will vary according to the answer to other questions.

Some fields are mandatory, and these are indicated with a red asterisk. A form cannot be saved if a mandatory field is not completed.

Items in blue and underlined are links to external information resources.

## **Saving and Printing**

The TEP can be saved and printed using the buttons at the bottom of the form. Note that all mandatory fields must be completed.

If a colour printer is available, the form will print with a red border, otherwise the border will be greyscale.

## **Audit**

The creation and amendment of a TEP is audited against the logged in username and not the name provided in the form itself. This allows a form to be drafted by an individual on behalf of somebody else who can subsequently authorise the form.

## **Amending a form**

The button to amend a form can be located at the bottom of a completed form. Returning to the top of the form will show an Amendment Reason box and a reason for the amendment must be entered.

The previous form details are retained and can be viewed in the form History (see below).

## **Version History**

The full history of a form can be seen by selecting the Show History link. This indicates the user and date of creation or amendment and clicking on one of the links will open the form. Note that historical forms cannot be amended.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=416>