Clinical Portal – ACP Summary Guide for GP Practices

This guide provides information for GP Practices on NHSGGC Clinical Portal

■ NHSGGC Clinical Portal ACP Summary

The purpose is to deliver a standardised approach to ACP and Frailty identification across all HSCPs within Greater Glasgow and Clyde Partnership area.

There is only one active ACP Summary on the **Clinical Portal**. Older versions are clearly marked as 'Closed' at the top of the document and cannot be updated.
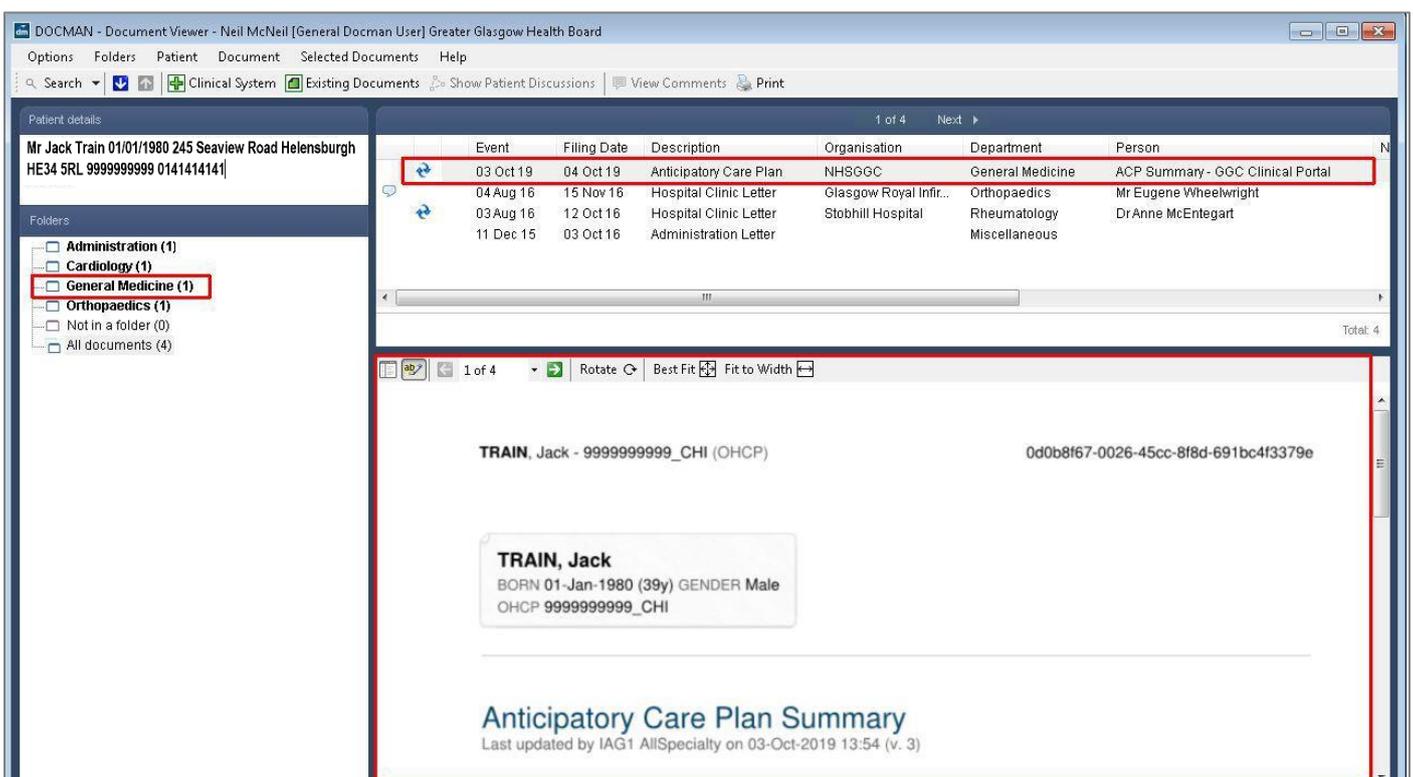
■ Viewing the ACP Summary via the GP Practice DocMan System

A copy of the completed ACP Summary (including updates) is sent using Electronic Document Transfer to the patient's GP Practice DocMan system. The ACP Summary will appear within the File Documents screen awaiting filing and will be easily identifiable as it will be tagged 'ACP' in the Batch List. The document can then be filed into the patient's DocMan record.

Once the document has been filed into the patient DocMan record, it is stored in the 'General Medicine' folder with the Description 'Anticipatory Care Plan'.

GP's have the option to copy any relevant information from the ACP Summary into the patient's Key Information Summary. To enable this the file is sent to DocMan as a PDF document. It is not possible to copy and paste directly from the PDF in the DocMan system itself therefore:

- Open the ACP Summary document to view within the patients DocMan record – see screenshot 1 below;
- Press F2 twice on the keyboard to open up the ACP Summary in Adobe Acrobat* - see screenshot 2 below;
- Text in the PDF can then be highlighted for copy/paste

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Anticipatory Care Plan Summary
Last updated by Kim FEE (Kim Fee) on 27-Jun-2022 14:09 (v. 2)

> ℹ Please be aware that an eKIS may exist for this patient

0. Trigger for ACP, Frailty Score and Special Notes

> ℹ Article 6(1)(e) of the UKGDPR in conjunction with the Intra NHS Scotland Sharing Accord allow the information contained within this document to be shared with Primary Care and other NHS Boards including NHS 24 and Scottish Ambulance, without the need for explicit consent. We are sharing this information for routine patient care as part of our Board's duty to provide healthcare to our patients. It is best practice for staff to make sure the individual and/or their legal proxy is aware this information will be shared when conducting ACP conversations. If the patient would like further information about how the Board uses their data it can be found in our Privacy Notice here

> ⚠ **This Patient has a DNACPR**

Review

Date of review	27-Jun-2022
Reviewed by	Kim Fee - Test
Job Family	Social Work
Directorate/Sector	Hospice
Trigger for ACP / Update	Other (please specify) Please Specify other trigger specified
Contact Telephone No	0123456789

*requires Adobe Acrobat to be installed on the PC/laptop.

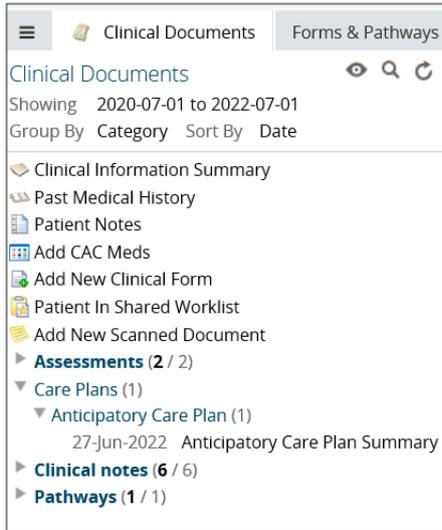## ■ Viewing the ACP Summary in the NHSGGC Clinical Portal

The GP Practice can also login to the NHS Greater Glasgow and Clyde Clinical Portal
and view the active ACP Summary for a patient within their practice (assumes an ACP Summary
has been created).

- This view is **Read Only**
- You can print a PDF copy if required
- Login to **Clinical Portal** and search for a patient in the usual way
- Within the Clinical Documents tab on the patient record, the location of the ACP Summary will be dependent on the default view you have set-up:
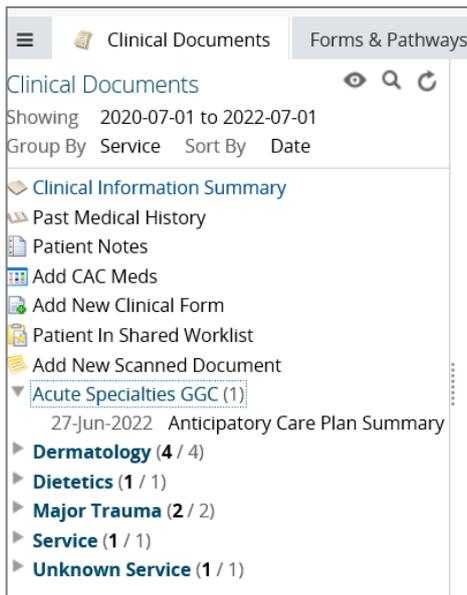
Document Category View

You can view the ACP Summary within '**Care Plans > Anticipatory Care Plan >** 'Date' Anticipatory Care Plan Summary' – see screen shot below:

Service Category View

You can view the ACP Summary within '**Acute Specialities GGC >** 'Date' Anticipatory Care Plan Summary' – see screen shot below: