SevernSide

Integrated Urgent Care

Drivers Quick Reference Guide: Host Support

<u>Please note</u>: This is a step-by-step guide to accessing the host computer, adastra, arriving patients and an overview of the Clinical Toolkit for occasional cover and by no means replaces the full host training.

If you wish to train as a host, then please contact your line manager.

1. Firstly, you will need to log in to the Host Computer at reception, each base has a different log-in which is listed below:

<u>Cossham Base</u> Username: **brisdoc** Password: Please see base set up document or contact the Shift Manager <u>Marksbury Road Base</u> Username: **IUC-MRHost** Password: Please see base set up document or contact the Shift Manager

<u>Newcourt Base</u> Username: IUC-Newcourthost Password: Please see base set up document or contact the Shift Manager

2. Double click the **Brisdoc Weblinks** icon on the desktop

** If this is not visible load a browser by double clicking one of the following

Google Chrome

Microsoft Edge





Type Brisdoc Weblinks into the search bar and access through Staff Logins





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You can access Message of the day from Weblinks, please note you will not be able to access adastra from Weblinks.

	Double click the adastra Icon from the desktop						
Aldaites Barmelica	Adastra Application Launcher - V1.5.0.0 ×						
	🕲 adastra						
e dropdown menu to choose <mark>OC Live</mark>	Adastra Launcher						
	Select installation: < select > Start < select >						
	BRISDOC Training						

🕲 adastra	Add in your a and Passwor
Welcome to Adastra User: Please only attempt to login if you are an authorised user. Your Location Details Smartcard Login Shutdown	Please note
Your location: BR - Knowle DN: Ucense Statistics	and select th working
No. of people logged in at this time 12 Total local licenses: 77 Who's online	
Computer Hisuse Act 1990 - Unauthorised access to this system is an offence As of the 25th May 2018 this software adheres to the EU General Data Protection Regulation (GDPR). Please see Services Privacy Statement under the Help and About section in the top menu for more details. Message of the day	
*+************************************	
From 1st May 2020 BrisDoc is moving to its own EMIS platform.	
Prease speak to your smit manager if you are unsure or your login details. From within EMIS it is posible to link to Connecting Care, this must be setup for you and you must have an NHSEmail. If you require this to be setup please complete an IT Support Form which can be found on the BrisDoc WebLinks page.	
Thank you.	=

<u>ill appear</u> -

astra Username and click log in

heck the **Details** section base you are



	LOG OFF Search Menu (Ctrl + E) X DOCH OPERATIONS System CAS System CAS System CAS System CAS System CAS Professional Line X Click or			left-hand side of the screen various options will appear click perations n the following 2 options –				
	Ē	F2F (Curre (0)	ent Base)	This shows you what face-2-face appointments have been booked at your base				
	Record Patient Arrival (0)		atient)	This enables you to check patients details and arrive them on the system				
When the patient arrives for their appointment, they will ring the Host phone								
	A suitable greeting would be –							
	Good (morning, afternoon, evening) your through to (your name) at Severnside							

When the patient arrives, go to the **Record Patient Arrival** tab and double click the patient's name

i		n												
	Search Menu (Ctrl + E) X		🔁 F2F (Cur	rent Base) 🛛 🗙	📴 Record Pati	ent An	ival 🗙							
	Case Edit Drag a column header here to group by that column													
I	Research and Print		Case #	Location	Case Type	5p	Fulhame	Age	Арр 🔺	Arrival	Priority	Locked By	Active	Last
I	🍄 Change Password	•	10825	SG - Cossham	PCC Clinician		Paccs Adult-Male-30	31 years	13:00		Urgent	EATONS	66335	
I	😵 Despatch													
I	🗐 F2F (All Bases)													



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EPF (Current Base) × OPatient arrival [Paccs Adult-Male-30] ×	
Patient Details Patient arrival	
Did Not Attend Details Comments	
Palient did not attend	^
Arrival Details Arrival date:	
08-Mar-22 12:29:55 T GMT V	~

Click on the Patient details

Check the following details



GP Surgery Contact Telephone Number

** If any of the details are incorrect, please note these and flag to a Shift Manager after arriving the patient**



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Patient Details Patient arriv	/al		
Did Not Attend Details		Comments	
Patient did not attend			^
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Arrival Details Arrival date:			
08-Mar-22 12:29:55	▼ GMT ∨		~
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Select the Patient arrival tag

In the bottom right hander corner of the page click OK

The patient record now disappears from Record Patient Arrival and can be seen in

F2F (Current Base).

Finding Information and Supporting Clinicians



The **Clinical Toolkit** contains lots of useful information, if you are asked by a Clinician for information, it's a great place for them to start.

SevernSide

Useful Links Featured Content Pharmacy System Locator ART CAS NMBI Admission Telephone Directori Reflection Tool OOH NICE Non-Mobile Crib Admission **Babies** Injuries BINE Learning **Reflection Tool** Sheet **Event Form** FREE ACCESS BNSSG Paediatric EPAC Anti biotic **OVID-19** Paracetamol & Pres<mark>cribing</mark> Guidel nes Link Forms Ibuprofen **Dosing Ranges** Guidance COVID-19 **Group A Strep** Opioid Paeds ToxBase Conversion UTI Guidance Update lable The NEW OOH Crib Sheet My Patient needs.... Is a step-by-step guide to Self care advice only Clinical Outcomes, please direct Clinical queries to this in ● A Prescription the first instance. F2F appointment or Home Visit If you are unable to help, Y 1 Further remote review in the OOH period contact your shift manager Community Services Remember you are not 👻 處 Urgent follow up with patient's usual GP Surgery in hours expected to complete A Referral Form to be sent the FULL Host role you will be covering Hospital Assessment, Advice or Referral until alternative support 🗸 🚯 Ambulance can be found 👻 🌗 Mental Health Team input