

Drivers Quick Reference Guide: Host Support

Please note: 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:

Cossham Base

Username: **brisdoc**

Password: Please see base set up document or contact the Shift Manager

Marksbury Road Base

Username: **IUC-MRHost**

Password: Please see base set up document or contact the Shift Manager

Newcourt Base

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**

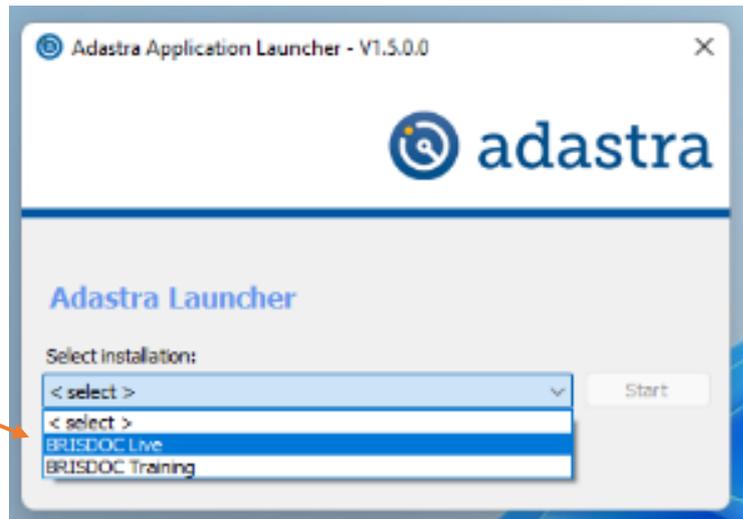
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You can access Message of the day from Weblinks, please note you will not be able to access adastra from Weblinks.



Double click the **adastra** Icon from the desktop



Use the dropdown menu to choose **BRISDOC Live**

Click **Start**



This screen will appear -

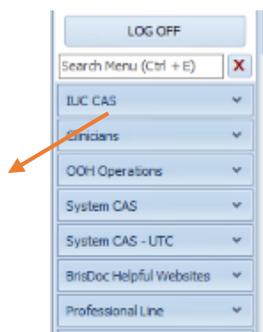
Add in your **adastra** Username and Password and click log in

Please note: Check the **Your Location Details** section and select the base you are working

Click **login**

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On the left-hand side of the screen various options will appear click **OOH Operations**

Click on the following 2 options –



This shows you what face-2-face appointments have been booked at your base



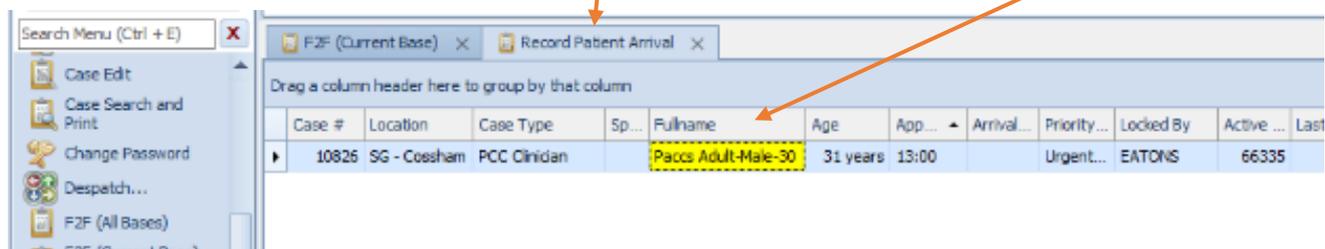
This enables you to check patients details and arrive them on the system

When the patient arrives for their appointment, they will ring the Host phone

A suitable greeting would be –

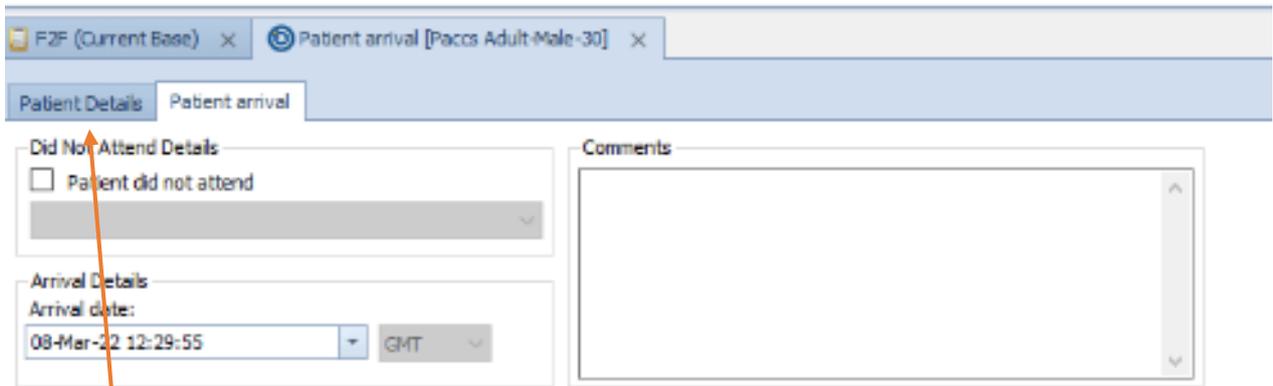
Good (morning, afternoon, evening) your through to (your name) at Severnside

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



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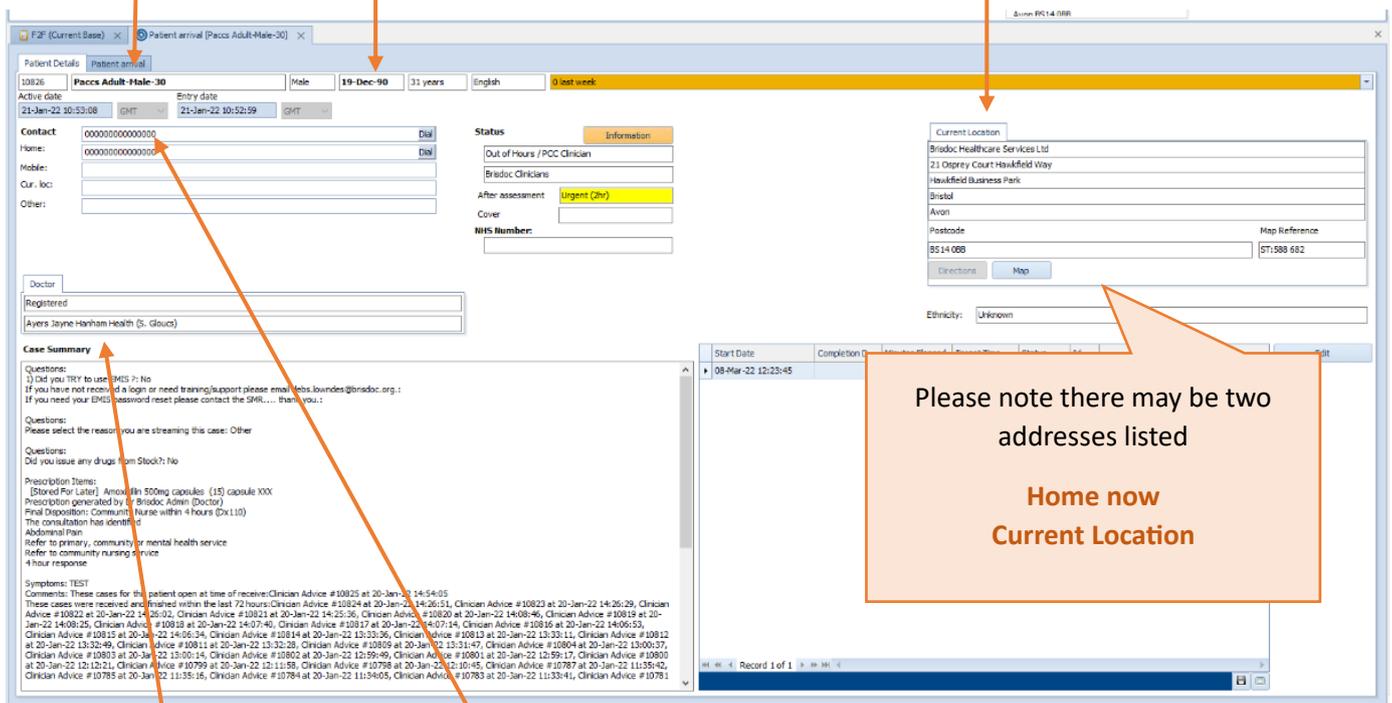


Click on the **Patient details**
 Check the following details

Patient Name

DOB

Address



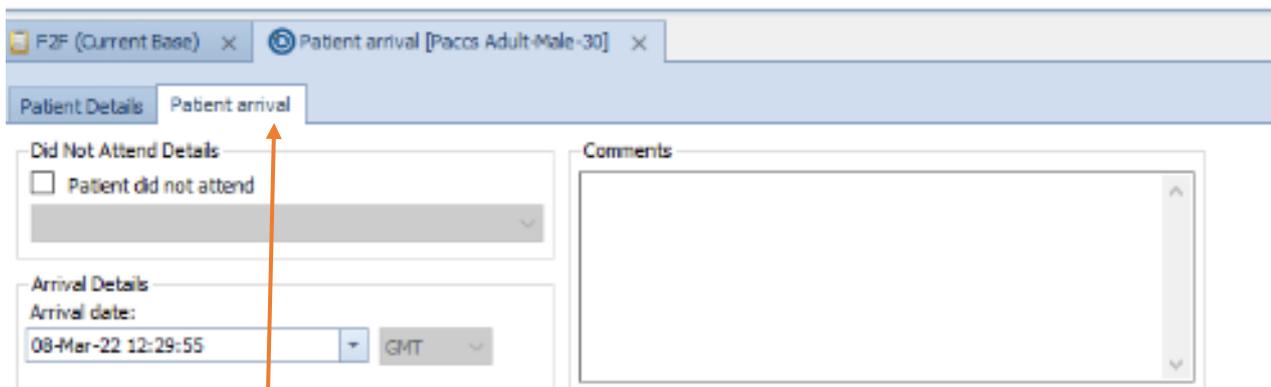
GP Surgery

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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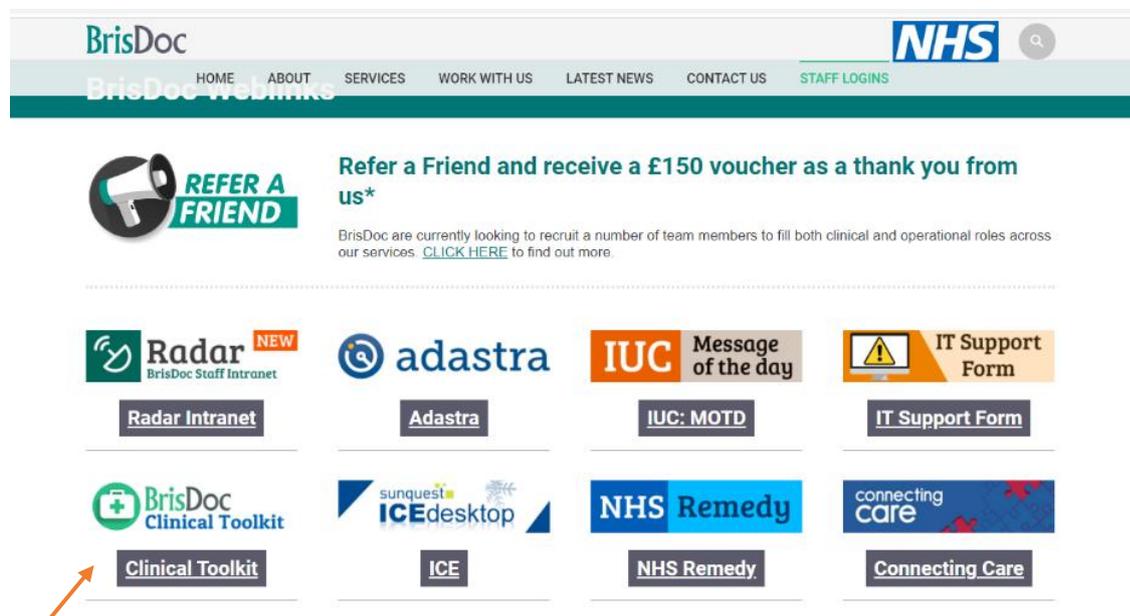


Select the **Patient arrival** tag

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

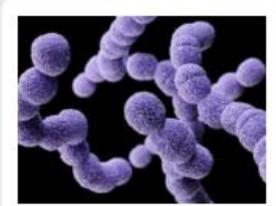


The **Clinical Toolkit** contains lots of useful information, if you are asked by a Clinician for information, it's a great place for them to start.

Useful Links

-  Telephone Directory
-  Pharmacy Locator
-  System CAS
-  Learning Event Form
-  NICE BNF
FREE ACCESS
-  OOH Crib Sheet
-  EPAC Forms
-  Paediatric Paracetamol & Ibuprofen Dosing Ranges
-  BNSSG Antibiotic Prescribing Guidelines Link
-  ToxBase
-  Paeds UTI
-  Opioid Conversion Table

Featured Content

-  ART Admission Reflection Tool
Admission Reflection Tool
-  NMBI Non-Mobile Babies Injuries
-  COVID-19 CORONA VIRUS Guidance
COVID-19 Guidance
-  Group A Strep Update

My Patient needs....

- Self care advice only
- A Prescription
- F2F appointment or Home Visit
- Further remote review in the OOH period
- Community Services
- Urgent follow up with patient's usual GP Surgery in hours
- A Referral Form to be sent
- Hospital Assessment, Advice or Referral
- Ambulance
- Mental Health Team input

The NEW **OOH Crib Sheet** Is a step-by-step guide to Clinical Outcomes, please direct Clinical queries to this in the first instance.

If you are unable to help, contact your shift manager

Remember you are not expected to complete the FULL Host role – you will be covering until alternative support can be found