

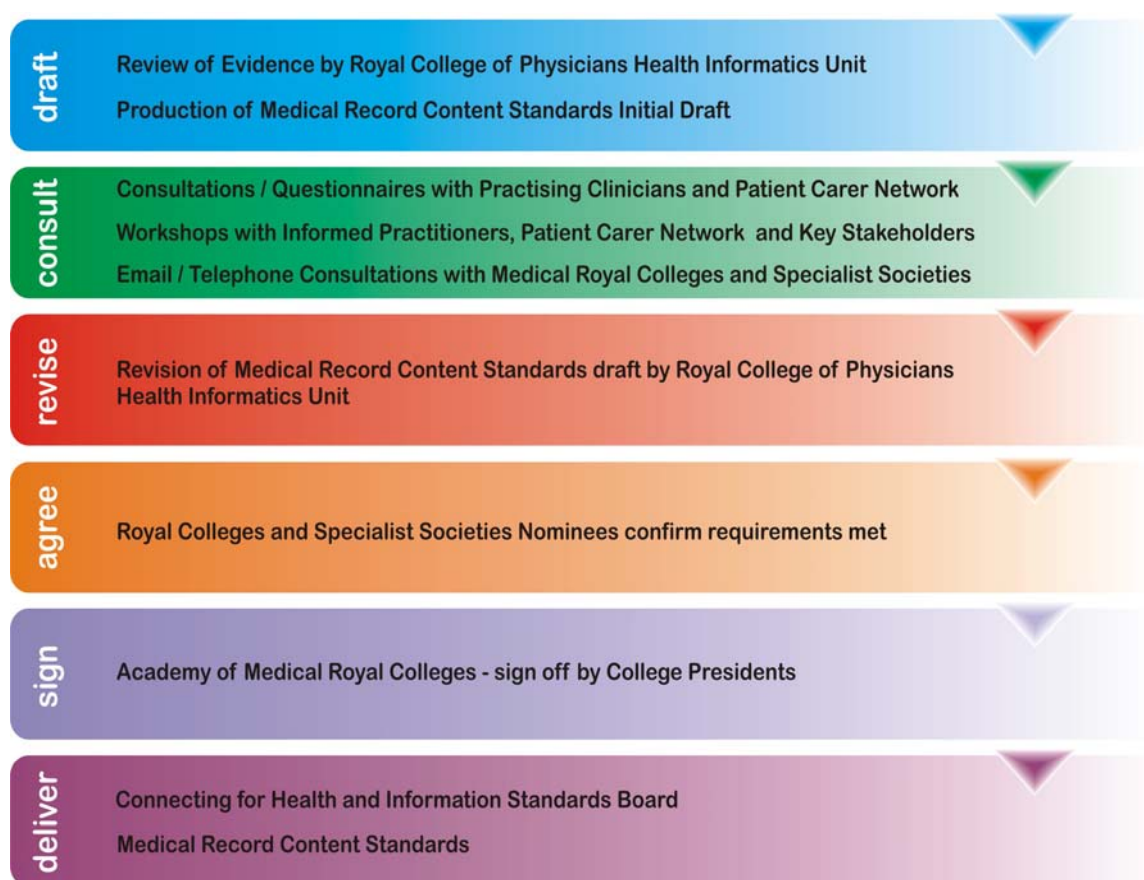
Medical Record Content Structure Standards For Hospital Practice

A project co-ordinated by

Health Informatics Unit, Royal College of Physicians of London

Funded by

NHS Connecting for Health



Medical Record Content Structure Standards For Hospital Practice: Admission, handover and discharge records

Implementation of standardised records is essential for electronic patient records to ensure quality of care, patient safety and reliable patient level clinical information for secondary purposes including clinical and epidemiological research. The Health Informatics Unit (HIU) at the Royal College of Physicians has been co-ordinating a project, funded by Connecting for Health, to develop professional standards for the content structure of admission, handover and discharge records of patients admitted to hospital. The process of extensive consultation has ensured that there has been large scale clinical engagement and specialist contribution to the development of the standards.

Drafting

From an extensive review of the literature completed in 2003, updated in 2007, and a review of proformas from 36 NHS hospitals, the HIU drafted headings for admission, handover and discharge documents.

Consultation

Consultation was structured into three streams: workshops, online questionnaires and postal, e-mail and telephone consultation.

Five workshops (including one with the Patient Carer Network) and questionnaire pilots preceded the on-line questionnaires.

Mass e-mails requests to complete on-line questionnaires were sent to practising hospital doctors of all specialties. Questionnaires and comments were also received from members of the RCP Patient Carer Network.

Admission clerking headings	3,074 questionnaires completed	>1,400 comments
Handover document headings	1,703 questionnaires completed	>600 comments
Discharge document headings	1,454 questionnaires completed	>400 comments

There is overwhelming support for standardised admission records with >80% agreeing that there should be common documentation across the whole NHS.

Medical Directors of all NHS hospital trusts in England were invited to comment on the proposed headings. Responses were received from 50.

30 out of a total of 37 Medical Royal Colleges and Specialist Societies have contributed comments and observations following internal communications within their organisations.

The Royal College of Psychiatrists and the Royal College of Paediatrics and Child Health have stated that their specialties require information which is substantially different and in addition to the proposed headings. However both Colleges state that this additional information can be largely accommodated within the generic structure proposed here.

Revision and Piloting

The headings were revised in the light of received comments and draft proformas were piloted in hospitals who volunteered to take part. 10 Hospitals piloted the admission proforma with 159 proformas completed and comments received from 42 junior doctors and 39 consultants. Thirteen hospitals took part in a pilot of the handover and discharge documents. Handover documents were piloted for shift to shift handover (hospital at night 34, and weekend 70) and consultant team to consultant team handover (21). 53 discharge summaries were completed with comments contributed from 20 receiving GPs and 28 consultants.

Agreement and Sign off

The headings and definitions were subjected to a final revision by the HIU. Agreement was confirmed by the representatives nominated by the Presidents of the Royal Colleges and Specialist Societies to examine the proposed standards for fitness for purpose within their specialty.

These Standards were approved by the Academy of Medical Royal Colleges 17th April 2008. They should be implemented in the Electronic Patient Record for the NHS in England.