

June 15

Protocol for inpatient dysphagia referrals (2 working day response time)

- 1 phone call taken and information recorded on referral form (dysphagia policy, appendix 2)
- 2 office staff inform designated SLT (see list in office for dysphagia SLT availability), so that she can establish the urgency
- 3 SLT to inform the referring ward what the decision is and what they should expect to happen next
- 4 office provide a temporary file with appropriate paperwork
- 5 admin team keep a copy of the referral form, with a note of which SLT is dealing with it, and process it as a referral in the normal way, that is, file it to be reviewed by the professional lead, enter onto Capita One, check if it is a re-referral, and request any old notes.
- 6 SLT requests a blue file if necessary
- 7 SLT enters Capita One activity data as normal

SLT annual leave during term time and school holidays

Staff timetables will be arranged so that cover is available at least on alternate days throughout the week.

The team will share annual leave requests in order to be sure that adequate cover is available wherever possible.

The team and professional lead will ensure that the office staff are aware of which SLT to contact, including who can be contacted at home if applicable.

If there is a period where there is no phone cover in the SLT office at Salt Way, and a SLT is able to be on call, she will use her mobile phone, and the wards will be given that as a temporary phone number.

If there are periods when cover cannot be planned to meet the response time (for example during school holiday periods) the hospital wards (SCBU and the Children's Ward) will be informed.

SCBU 605174

Children's Ward 604095

Ruth Palmer
June 2015

Children, Families and Community Health

John Gilbert
Board Director Commissioning (DSC/DASS)