

Paper Records Review May 2024 Guidance Notes

V3 19/06/2024

1. Open the following files:
 - Your version of 'Paper Records Review June 2024' template – will have your initials at end of file name
 - Latest version of the Deceased List
 - Rule 9 – Risk Assessment Date checks
 - Combined list of Inquiry patients 19.02.02

Also have paper copy of delivery note for batch of boxes being reviewed to hand.

2. Take next available box of records from designated storage area.
3. Take a file from the box and complete columns A to F on Paper Records template with:
 - Date – today's date
 - Box number – number from lid of box
 - File number – quoted on yellow label on front of file
 - First name/ Surname/DOB – from patient's file
4. Tick file reference off against Delivery Note – enter 'Yes' in column G on Paper Records template
5. Check whether patient is within scope – listed on Deceased List. Enter 'Yes' or 'No' in column I on Paper Records template.

If not in scope - no further action required and place file back in box for return.

If in scope:

Locate patient on Combined list of Inquiry patients 19.02.02. (OA NC worksheet) and enter file number in column Y against patient's name. If more than one file for patient then add line for additional file reference. Enter 'Yes' in column H of Paper Records Review May 2024 template to confirm.

6. Review file for any records dated within 1 year prior to death or post death.
If no records found enter 'N' in column AE of Combined list of Inquiry patients 19.02.02. and also 'No' in column J of Paper Records Review May 2024 template. Return file to box - no further action required.
7. If records found within 1 year prior to death or post death:

Review records for any with 'Assessment' as part of the heading. If found photocopy record and place original back in place in file and copy inside front cover of file.

Additionally, if the document is marked with one of the following:

- Initial Assessment of Needs and Risk

- Risk Profile
- Risk Plan
- Level 2 Assessment form
- Community Risk assessment

and is dated during the final admission (check admission and discharge dates on either Deceased List or R9 Risk Assessment Date file):

- Take a photocopy as above.
- Refer to column O of the Deceased List. If column O is noted 'Not Found', is blank or has an earlier date than the assessment located enter details of the assessment in columns H, K & L of the R9 Risk Assessment Date file and turn the row light green.
- Enter the assessment date in column O of the Deceased List and turn cell orange.

The following are not risk assessments for the purpose of the task and can be ignored:

- Leave Risk Assessment
- VTE Assessment
- Nursing Needs Assessment
- Fall Risk Assessment

8. Enter 'Yes' or 'No' in column J of Paper Records Review May 2024 template depending on whether an Assessment or Risk Assessment has been located.
9. Whilst reviewing for risk assessments also review for details of any diagnoses or medical conditions for patient around the time of discharge or death. This covers any mental health diagnoses or on-going medical conditions such as Type 2 diabetes Hypertension. Historic one-off conditions, e.g. hip replacement, should be excluded. If diagnoses or medical conditions are found refer to patients details on the Deceased List and add detail to column G. Do not overwrite existing data and exclude conditions already listed.
10. Enter 'Yes' or 'No' in column K of Paper Records Review May 2024 template to signify whether file has been put aside for further review.
11. Place file to one side for further review – do not return to box.
12. Once box completed return to designated storage area for returned boxes and place files held out for further review on designated pile. Complete column L of Paper Records Review May 2024 template to confirm.