

SOP Printing from Sunrise Electronic Patient Record

Department / Service:	Digital Directorate
Originator:	Clinical Change Analyst
Accountable Director / Programme:	EPR Programme Director
Approved by:	CTG
Date of approval:	
First Revision Due:	
Target Organisation(s)	Worcestershire Acute Hospitals NHS Trust
Target Departments	
Target staff categories	

Policy Overview:
<p>There will be occasions when it is necessary to share patient information with departments or other hospitals that are unable to access the Worcestershire Acute Hospitals NHS Trust Sunrise Electronic Patient Record. In order to do this the appropriate documentation from the Sunrise Electronic Patient Record (EPR) system will need to be printed.</p> <p>This SOP details the why, what, when, where, who, and the how to print.</p>

Key amendments to this Document:

Date	Amendment	By:
18.05.23	Comments made	Glen Tsang

1. Introduction

1.1 Overall purpose

There will be occasions when it is necessary to share patient information with departments or other hospitals that are unable to access the Worcestershire Acute Hospitals NHS Trust Sunrise Electronic Patient Record (EPR). In order to do this the appropriate documentation from the Sunrise EPR system will need to be printed.

1.2 Key objectives

This SOP details the why, what, when, where, who, and the how to print.

1.3 Scope

This SOP relates to printing the appropriate patient documents from the Sunrise EPR system in order to share patient information with departments or other hospitals that are unable to access the Worcestershire Acute Hospitals NHS Trust systems.

2. Contribution list

This key document has been circulated to the following individuals for consultation;

Designation
Clinical Change Analysts (CCAs)
Chief Clinical Information Officer (CCIO)
Chief Nursing Information Officer (CNIO)
Deputy CCIOs
Programme Director
Programme Managers
Clinical Safety Officer (CSO)

This key document has been circulated to the chair(s) of the following committee's / groups for comments;

Committee
Clinical Transformation Group
Programme Steering Group (PSG)

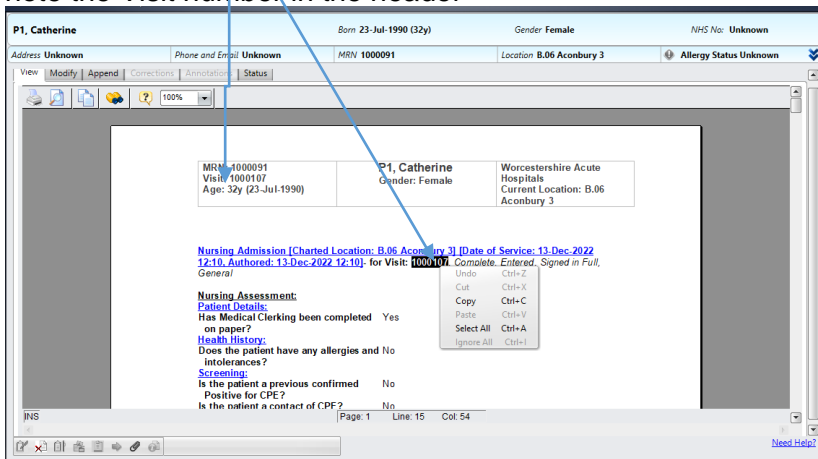
3. Glossary of terms

Term / abbreviation	Description
CNIO	Chief Nurse Information Officer
EPR	Electronic Patient Record
WAHT	Worcestershire Acute Hospitals NHS Trust
CCIO	Chief Clinical Information Officer

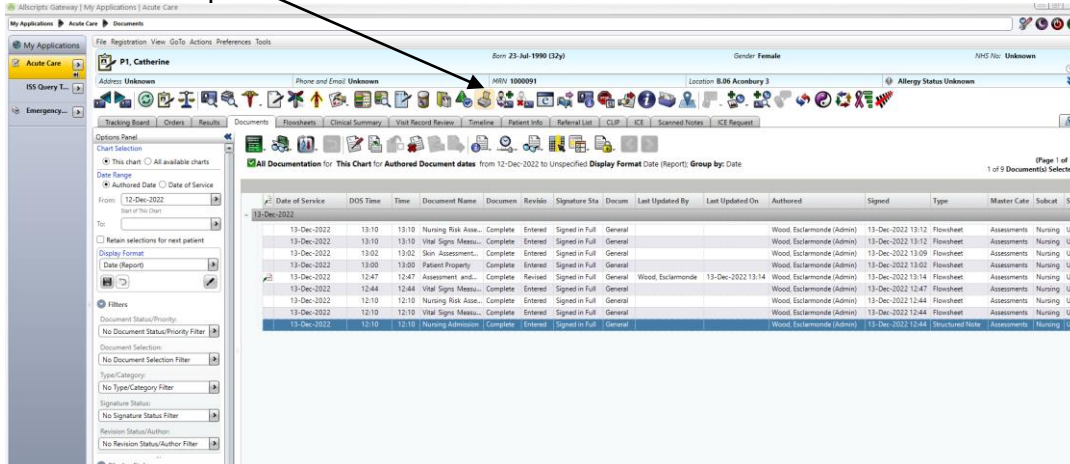
4. Procedure description and flow chart

Log in to Sunrise and select the patient who's record needs printing.

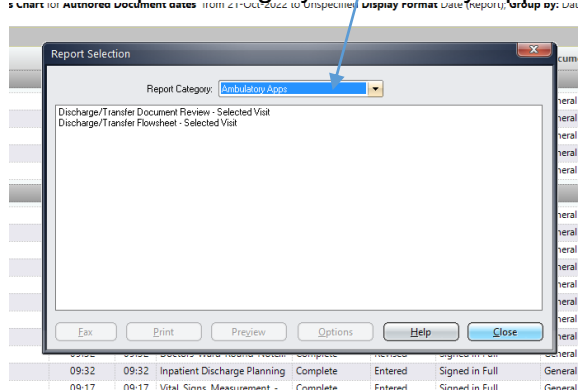
Find the 'visit number' for the admission that needs to be printed, to do this open a document and note the Visit number in the header



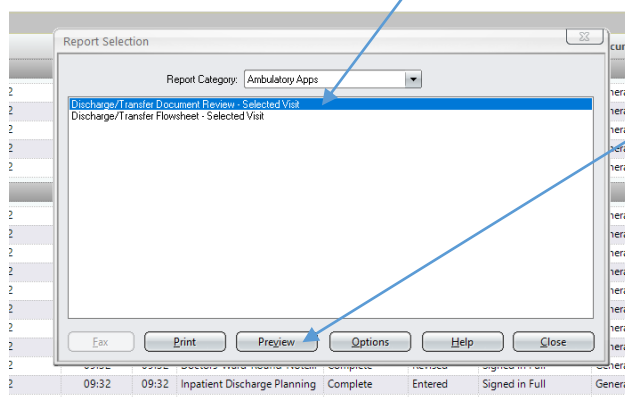
Select 'Print Reports' Icon



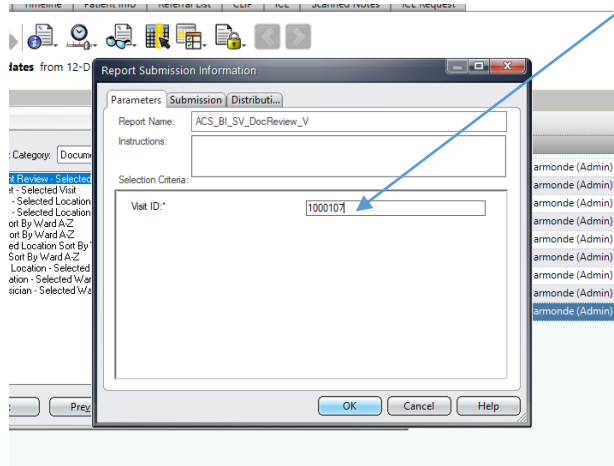
Select Report Category 'Ambulatory Apps'



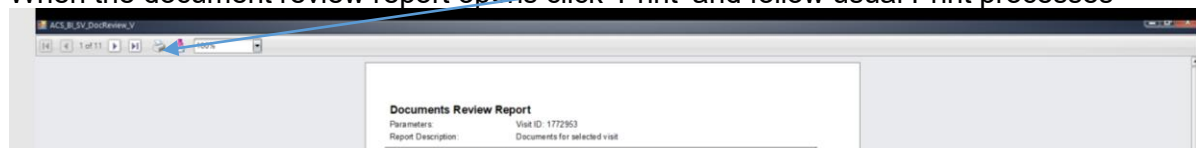
Highlight 'Discharge/Transfer Document Review – Selected Visit' and Select 'Preview'



In the 'Report Submission Information' window enter the 'Visit ID' number previously collected and click 'OK'



When the document review report opens click 'Print' and follow usual Print processes



Once the Documents are printing close the window, return to the 'Print Reports > Report Selection' option and select the 'Discharge/Transfer Flowsheet –Selected Visit' and Preview and Print this report

5. Roles and responsibilities

When available it is anticipated that the ward clerk will print out documents and flowsheets, in the absence of the ward clerk the ward nursing team will assume this responsibility.

6. Standards

Sunrise EPR will be accessible to all staff providing a patient's care at Worcestershire Acute Hospitals NHS Trust (WAHT).

For patients who may need ongoing care in a hospital that doesn't access WAHT Sunrise EPR it will be necessary to print off the Electronic Record

All patient information whether electronic, written or otherwise collected is governed by WAHT Information Governance standards

7. Escalation process

In the event that the Print function fails contact NGSD call centre

8. Downtime process (if ICT dependent process)

In the event of ICT downtime see the Sunrise EPR Business Continuity Plan

9. Training and Development

This SOP will be signposted from the FAQs

10. Monitoring

This SOP will be reviewed at each roll out

11. Contact details

NGSD:

https://support.ngsd.computacenter.com/WNHS/ServiceCatalogue/ServiceCatalogue.aspx?ContentIdentifier=GMtOMVrydU68_NwJhB2DOA

12. Links to relevant departmental / Trust policies and procedures

Information Governance

13. Appendices

None