





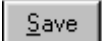
RECORDING HAZARDS IN SWIFT

Entering Hazard Information

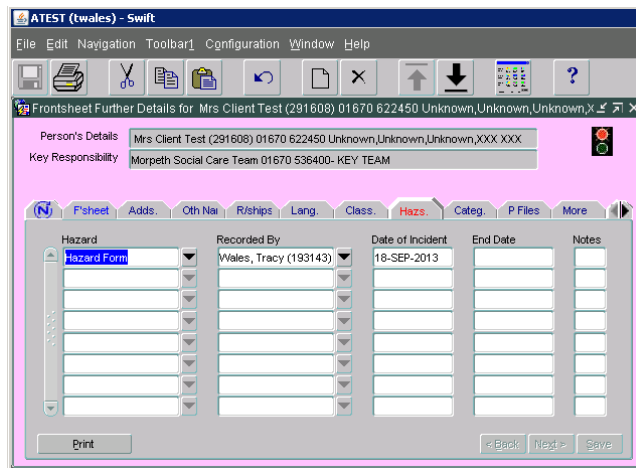
Hazard information relating to a client has to be recorded in Swift, the Hazard Form needs to be updated by the worker as below:



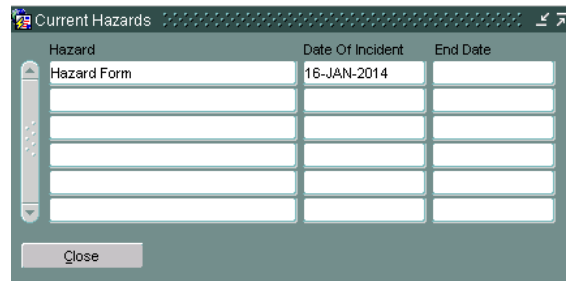
- Access .
- Click .
- Search for the Client Record
- Click .
- Click .

- Press F6 and complete the following fields:
 - Hazard:**
Select “Hazard Form” from drop down menu.
 - Recorded By:**
Will automatically complete with the name of the person logged on.
 - Date of Incident:**
Enter the actual date of incident, if known, or today’s date.
- Click on .



Once a Hazard is saved on the Hazards screen the traffic light on the client’s record will change from green to red to alert staff of potential risk(s) to be aware of in respect of contact with the client.



All staff who have access to Swift will be able to see when there is a red traffic light for a client but only those who have an involvement in the case will be able to read the Hazard Form. If anyone not set up with an involvement in Swift double clicks on the traffic light they will only see the following:



COMPLETING THE HAZARD FORM

- Click on .
- Click on the Hazard Form in the Report Options summary list.
- Click on . (The form will display on screen, though it may take a few seconds).

Swift ID: [Swift.ID]

Northumbria Healthcare **NHS**
NHS Foundation Trust

Name		Mrs Client Test (291608)		Date of Birth		18 Mar 1944	
Address							
Unknown, Unknown, Unknown, XXX XXX							
Telephone Numbers:							
01670 622450 (Home)							
NHS Number		None		RIO Number		Not recorded	
Date of Incident, or recording date if no specific incident.							
The Nature of the Hazard, risk and plans for managing the risk.							
Does the Hazard fall in the category of Violence and Aggression?						Select Answer	
See Hazard Recording Procedure for Definition							

Recording Details

- There are different types of fields within the Hazard Form where information is displayed or entered. The form could contain one or more of the following types of field:
- Fields populated by Swift – these cannot be updated on the form. You will need to update Swift and then retrieve the form to see the changes.
- Form fill in fields – these are the ones that are shaded grey where you enter information, for example:

Date of Incident, or recording date if no specific incident.	
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- Drop down boxes – these are grey boxes containing words such as **Select Answer**. Click on the box to display the list to choose an answer.
- Text fields – these are free text fields which are not shaded, where you can enter an unlimited amount of information below within the field, for example:

The Nature of the Hazard, risk and plans for managing the risk.

- Tick Box Fields – these are fields where you can select up to three alerts, for example:

Social Alerts – please select (up to three alerts can be recorded)			
History of Violence/Aggression	<input type="checkbox"/>	Do Not Visit Service User at Home Alone	<input type="checkbox"/>
Threatening Behaviour by Service User including Verbal Assault	<input type="checkbox"/>	No Home Visit	<input type="checkbox"/>
Threatening Behaviour by Relative including Verbal Assault	<input type="checkbox"/>	Male Staff Only to Home Visit	<input type="checkbox"/>

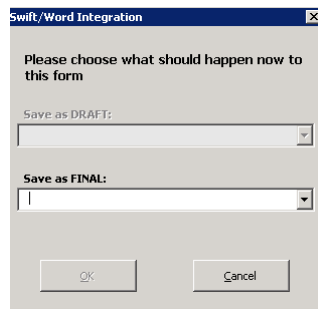
- Complete all other relevant fields.
- As with any Word document, it is advisable to regularly save the form so that if there is a problem with your PC, the network or Swift you will not lose the information you have recorded.

Saving the Form as a Final Version

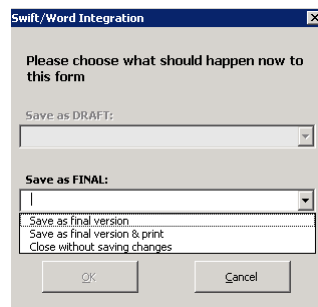
Once the form is completed save it as Final, as follows. Note: *Once the form is saved as a final it cannot be amended.*

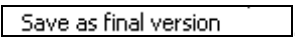

- Click on .
- Click on .

The following screen will be displayed:



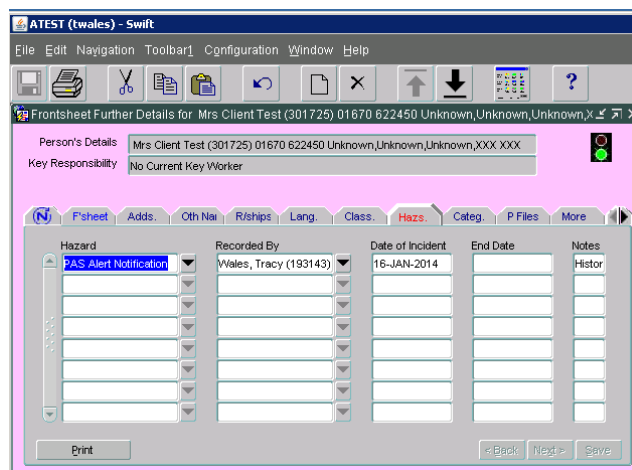
- Click on the drop down box.
The following options will be displayed:



- Click on .
- Click on .

PAS ALERT NOTIFICATIONS

The Systems Support Team (Adult Care) receive notifications of Social Alerts (the equivalent of our Hazards) from Northumbria Trust’s Patient Administrations System (PAS). If, through PAS, risks are identified which are not already on the Swift Hazard record then the Systems Support Team enter the information from PAS on the Hazard screen in Swift to provide further information to staff of any potential risk associated with the client. A PAS Alert Notification Type and the Incident Date (which is usually the date of the PAS recording) will be recorded and information relating to the Alert will be recorded in the notes filed, see example below



Note: Swift Hazard information is shared with the PAS system and SystmOne so that the three systems have consistent information to help protect staff across the Trust who are involved in the care of the same individuals.

When a PAS Social Alert is entered in Swift, the Systems Support Team record a Contact Note (~Systems Team – Hazard Update) to notify the relevant worker that a Hazard has been recorded against the client. The date of the contact note is the date that the Systems Support Team received the notification of the PAS Alert, the date that the incident was recorded in PAS will not always match as some of the information supplied is from historic records that we didn't share before go-live of the sharing alerts process in November 2016.

REVIEWING HAZARD INFORMATION

The Swift Hazard should be reviewed and updated every time a client's case is reviewed, regardless of whether there has been a change or not, or sooner if circumstances change.

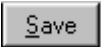
With regard to PAS Alert Notifications, there is no need for staff in the Community Business Unit to review/update this information. The review of this information is the responsibility of the staff in Acute who originally recorded it, and the Systems Team will periodically request updates from the PAS Information Management Team to seek assurance that their information has been reviewed and remains relevant and accurate. The Systems Support Team will update this information on the Swift Hazard record.

Recording a Hazard Review

If after review the Hazard needs updating with further information then *you will need to end the existing Hazard* then record a new Hazard with the date the information has been reviewed and run the Hazard Form to update and finalise, as follows:

End Date:

Enter the date from which the Hazard has been reviewed.

- Click on .
- Press F6 and complete the following fields:

Hazard:

Select "Hazard Form" from drop down menu.

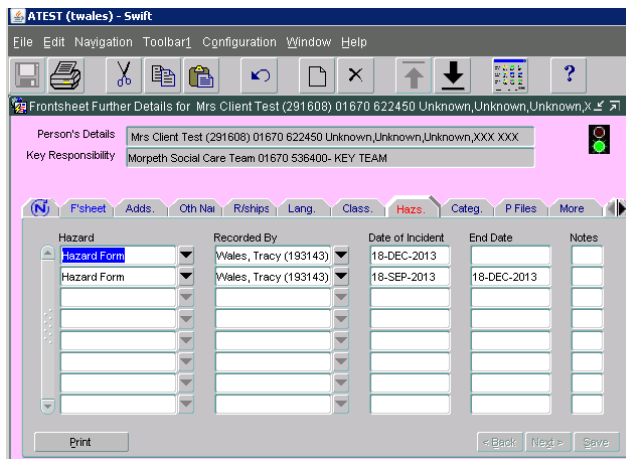
Recorded By:


Will automatically complete with the name of the person logged on.

Date of Incident:


Enter the actual date of the review.

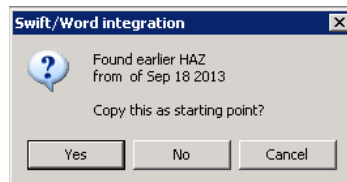
- Click on .

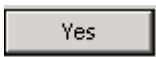


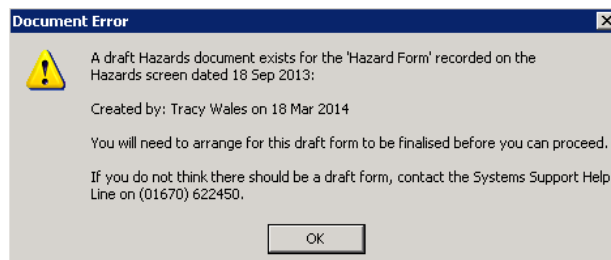
- Click on .
- Click on the Hazard Form in the Report Options summary list.



- Click on .
- The following screen will be displayed



- Click on .
- If there is a previous Hazard Form still in draft then a message similar to the one below will display. The outstanding Draft Form will need to be finalised before the review can be recorded.



- The Hazard Form should be updated and finalised as appropriate.

Ending Hazard Information

If after review the original Hazard is no longer relevant then it must be ended by entering an End Date on the Hazards screen.

End Date:

Enter the date from which either the Hazard no longer applies.

Click on .

Closing the Hazard

In most instances, when a case is closed in Swift, the Hazard must also be closed by entering the closure date in the end date of the Hazard tab. However, in circumstances where the Hazard and risk to staff is significant, it may be judged necessary to keep the Hazard open after the case has closed in order that the Swift traffic light remains red and acts as an instant visible warning to staff in the event of re-referral. The decision to keep a Hazard open when a case closes must be documented in Swift Contact Notes. These Hazards must be reviewed through exception reporting on a regular basis to ensure that they are still relevant and that information is not being held unnecessarily.

If the Hazard is no longer relevant then you must close the Hazard.

On the Swift tab (see screen image above) enter the closure date of the case in the End Date field.

Click on .

Assistance

Please do not hesitate to contact the Systems Support Help Line on 01670 622450 for assistance.