

RECORDING IMMEDIATE RESPONSE TEAM (IRT) REFERRALS ON SWIFT

This crib sheet should be used in conjunction with the Swift training manuals and other crib sheets.

This procedure covers Swift recording for the 3 separate Immediate Response Teams:

- ◇ Immediate Response South East
- ◇ North Hospital to Home & I R T
- ◇ West Hospital to Home & I R T



Finding and Accessing a Person's Record




- Click on **Frontdesk**.
- Click on **Find/New** and press Shift and F4 to clear out any existing search criteria.
- Enter the details to search for the person (Swift ID is best) and click on **Next >**.
- Select the person's record you wish to access by clicking on it and then select **Finish >**.
- If the person does not exist on Swift you will need to create them.

Entering a Referral



- Go to **Frontdesk** and click on **Ctacts** (Contacts).
- Press F6 and complete the following fields:
 - Contact Date – today's date will automatically be entered. Enter the date the referral was received.
 - Time – the current time will automatically be entered. Enter the time the referral was received.
 - Source Type – select where the referral came from by clicking on the drop down box  and choosing from the list of options.
 - Source Organisation – select the name of the GP practice making the referral by clicking on the drop down box  and carrying out a search.
 - Text – you can use this field for recording the name of the person who made the referral, e.g. Dr Jackson.
 - Reason – select the IRT referral priority from the list of options. The referral priorities relevant to IRT are preceded with the letters “IRT”.



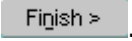

- Outcome – select “Allocate to Immediate Response Team” from the list of options.
- Click on .

Recording Involvements


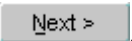




- Go to  and click on  (Involvements).

Immediate Response Team


- Press F6 and complete the following fields:
 - Date – enter the date that IRT became involved.
 - Organisation – click on the drop down box  and enter the team (e.g. IRT) in the Short Name field.
IRT for the Immediate Response South East team
HTHN for North Hospital to Home & I R T
HTHH for West Hospital to Home & I R T
 - Click on . Select the team by clicking on it and then click on .
 - If there is not a current key team, click the Key Team box.
- Click on .

Immediate Response Professional

- Press F6 and complete the following fields:
 - Date – enter the date that the IRT professional became involved.
 - Involvement – click on the drop down box  and search for the person involved. Click on . Select the person by clicking on their name and then click on .
 - If there is not a current key worker, click on the Key Worker box.
- Click on .

Recording Allocation to IRT




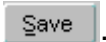


- Go to .
- Press F6 and complete the following fields:
 - Note type – select "Immediate Response – Allocated".
 - Date – enter the allocation date.
 - Note Details – enter the relevant detail of the allocation.

- Click on .


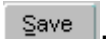
Recording First Face To Face Contact



- Go to  and click on  (Contacts).
- Click on the IRT referral and enter the date of the first face to face contact in the  field.
- Click on .



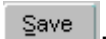

Recording IRT Discharges



- Go to .
- Press F6 and complete the following fields:
 - Note type – select "Immediate Response – Discharged".
 - Date – enter the discharge date.
 - Note Details – enter the relevant detail of the discharge.
 - Start Time/End Time – enter the time of the discharge in both fields. You must use the 24 hour clock.
 - Outcome – select the appropriate outcome following discharge. The outcomes relevant to IRT are preceded with the letters "IRT" e.g. "IRT – Referred to STSS Therapy".
- Click on .

Ending Involvements



- Go to  and click on  (Involvements).
- Select the involvement of the IRT by clicking on it.
- If the team is recorded as the key team, remove the tick from the Key Team field.
- Enter an end date.
- Click on .
- Select the involvement of the IRT professional by clicking on it.
- If the person is recorded as the key worker, remove the tick from the Key Worker field.
- Enter an end date.
- Click on .