

Yellow Envelopes for Aged Residential Care goes live

On Monday 7th February C&C DHB went 'live' with the use of the "Yellow Envelope" for patients that are discharged or transferred to Aged Residential Care (ARC) providers from C&C DHB wards or units.

The Yellow Envelope (with its contents) will accompany the patient on discharge to their facility. This envelope will also be used for patients that are attending appointments for treatment and surgical procedures in the day procedure unit. The Yellow Envelope is also to be used by the Aged Care Providers when they are sending a resident into Wellington for assessment and admission.

RESIDENTIAL FACILITY TO COMPLETE ON TRANSFER
THIS PERSON IS A RESIDENT OF AN AGED CARE FACILITY

Patient name: _____
Facility: _____ Level of care: _____

This communication envelope accompanies the resident to hospital and contains:

- Phone call to hospital
 - Spoken to _____
- Resus orders supplied
- Known allergies
 - Yes _____
 - No _____
- Copy of the resident's medication chart
 - Yes _____
 - No _____
- Medications sent with patient
 - Yes _____
 - No _____
- Additional infection control measures necessary
 - Yes _____
 - No _____
- Other information (eg woundchart, etc)
- EPOA forms
- Resident transfer form
 - Doctors letter
 - Nurses letter
 - Other _____
 - Latest lab results
- NOK informed
 - Yes _____
 - No _____

This envelope should contain any other pertinent information e.g doctor's letter if available

Signature: _____
Designation: _____
Name (print): _____
Date: _____ Phone number: _____

PLEASE RETURN THIS ENVELOPE WITH THE PATIENT

HOSPITAL TO COMPLETE ON DISCHARGE
THIS PERSON IS A RESIDENT OF AN AGED CARE FACILITY

Patient name: _____ Patient ID Hospital Sticker: _____
Facility: _____
Level of care: _____

This communication envelope accompanies the resident to the facility and contains:

- Nursing handover provided to facility before returning patient
 - By whom _____
 - To whom _____
- Original prescription enclosed
- Patient's own medications returned
- Treating GP informed
- Family/NOK informed
 - Yes _____
 - No _____
- Outpatient appointment booked
- Discharge summary
- Facility notified of additional infection control measures
 - Yes (by whom) _____
 - No _____
- Nursing transfer form included
- Resus orders supplied
- Latest lab results
- Discharge prescription
 - Faxed to pharmacy _____
 - Details _____

This envelope should contain any other pertinent information e.g doctor's letter if available

Signature: _____
Designation: _____
Name (print): _____
Date: _____ Phone: _____

PLEASE RETURN THIS ENVELOPE WITH THE PATIENT

The purpose of this project is to improve the transfer of patient information from and to ARC facilities after it was noted that often important information was lost or left behind – this includes discharge summaries, EPOA forms, medication cards and nursing care plans and other documentation that is often communicated verbally between health professionals but not written down anywhere.

The goal of the Yellow Envelope Project is to improve the safety of the patient during their transfer, assessment, treatment and return to their facility. By keeping all information contained in a handy envelope, its yellow colour will draw attention to its presence and assure better transfer of pertinent information to keep our elderly patients safe.

Capital & Coast will review the effectiveness of this initiative by seeking formal feedback from all the ARC providers and C&C DHB staff.