**Operational workflow for elective patient pathway:**

**Evan Jones Ward**

At the time of pre assessment, elective outpatients will be scheduled for the procedure. At 48 hours prior to the planned elective procedure, bloods and swabs will be taken and a questionnaire completed to ensure COVID-19 negative status is confirmed for the procedure. Patients will be confirmed by midday the day prior to the procedure. All patients on Evan Jones Ward are on a **Purple Pathway**.

**Purple Pathway definition**: Elective day case outpatients, **confirmed COVID-19 swab negative** within 48-72 hours of a planned day case procedure.

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**Evan Jones working hours**: 07:00- 19:30 or 07:30- 20:00

**Staffing level**

* 3x registered nurses, including nurse in charge
* 1x HCA

**Key stakeholders**

1. [Scheduling team](#scheduling)
2. [Pre assessment team](#preadmissions)
3. [Evan Jones nursing team](#nursing)
4. [Evan Jones health care assistant (HCA)](#hca)
5. [Evan Jones ward clerk](#clerk)
6. [Cardiology cath lab registrar](#registrar)
7. [Cath lab coordinator](#coordinator)
8. [Pharmacy](#pharmacy)
9. [Patient escort / transport team](#transport)
10. [Site nurse practitioner](#practitioner)

**The key roles and responsibilities of stakeholders**

1. **Scheduling team**

Ensures the following process and information is available for the Evan Jones team:

* Patient listed is a day case
* What time patient is to attend (2 patients to arrive at 07:15 and 2 patients at 07:45)
* Ensure added requirements are in place (eg TOE cover, GA)

1. **Pre admissions team**

* Pre assessment 48-72 hours prior to the procedure
* Routine bloods, COVID swabs
* Repeat screening questionnaire
* Location they attend: Pick up/drop off point at lower ground floor Lambeth wing
* Patient informed to wait at the pick-up location sign OUTSIDE the hospital
* Escort details confirmed and advised they will not be allowed enter the hospital.
* Mobility needs for transfer from the pick-up point to Evan Jones
* Once patient is confirmed swab negative, to be placed on waiting list by midday prior to the procedure
* Relevant patient documentation (including check list) to be left in assigned and marked CLDU cupboard by midday the day prior to the procedure

1. **Evan Jones nursing team**

*Day prior to the procedure*

* Check the bloods from pre assessment are satisfactory (ie not haemolysed and need repeating)
* If there are concerns, this should be escalated or communicated to the cath lab coordinator
* Assign beds evening prior to the procedure

*Day of procedure*

* Nurse and HCA start at 7am
* Prepare for patient arrival on the ward by 07.25
* Admit patient to the ward after they have completed the hand washing and putting on their mask
* Once the patient is in their allocated space, they will then need to change into the hospital gown, place their belongings in a bag, not accessed by the patient again. (This includes all belongings eg: underwear/dressing gown/slippers)
* Patient to clean hands with hand gel at this point once the gown is on and belongings have been put away
* Give patient disposable socks with sole grips
* Finish pre-operative checklist and insert cannula/bloods as required
* Inform nurse in charge that the patient is fully prepped for procedure
* Prepare pre-medication as applicable
* Once nurse in charge receives phone call from Cath Lab coordinator pre-medication can be given and patient transferred to cath lab as per detailed SOP.
* Prepare documentation to travel with patient to the lab which ONLY includes:
  + Labels
  + Checklist
  + Consent form
* When transporting the patient to the cath lab – please follow Elective (EJ) Pathway SOP. The key factor is that the handover of the patient happens over the phone prior to transferring the patient. Secondly the Evan Jones Nurse delivers and receives the patient at the double doors entrance of the main cath lab – they DO NOT enter the cath lab.
* **Bleep Pharmacy at 2952** once the patient has returned to Evan Jones to ensure prompt delivery of medications (if there is a change in medications on the EDL). Ensure there is a signed copy of the EDL available to be given to pharmacy once the medications arrive on the ward.
* Recover patient and escalate if concerns to the cath lab coordinator who can inform the cath lab registrar/operator, if they are not available to 0100.
* If medical emergency to treat as any other with the cardiac arrest team or CRT.
* Liaise with the patients escort or transport team

1. **Evan Jones health care assistant (HCA)**

* HCA starts at 7am
* HCA check the relevant documentation to see what patient mobility is and whether they need a wheelchair to collect the first 2 patients
* Check the patient assigned bed before going to collect the patient
* HCA to go to Lower Ground Floor Lambeth wing pick up and drop off point to meet patient at 07.15
* HCA asks patient symptom checklist (link to COVID questionnaire for EJ pathway) prior to the patient being allowed into the hospital and performs a temperature check. If less than 37.8oC degrees, the patient can enter the hospital.
* If new symptoms or a temperature, patient will be advised to return home and self-isolate. Repeat COVID swab testing will be performed according to Trust protocol.
* The Escort is NOT allowed enter the hospital
* On arrival to the double doors on Evan Jones ward the patient is asked to wash their hands
* Patient to put surgical mask on at this point
* Direct patient to the assigned bed
* Assist in transport of the patient to the cath labs but DO NOT pass the double doors at the main entrance of the cath lab
* Only use patient lifts for transporting patient

1. **Evan Jones ward clerk**

* Print patient labels the day prior to the procedure once listed at midday
* Collect relevant documentation (including check list) from CLDU cupboard after midday the day prior to the procedure

1. **Cardiology cath lab registrar**

* 7:30am – attend Evan Jones to consent the patient
* Prescribe pre-medication if applicable
* Mark procedure site if applicable
* Advise nursing staff site of IV access or bloods required if applicable
* Note patient pacemaker ID if applicable

1. **Cath lab coordinator**

* Ensure clear communication with Evan Jones nurse in charge
* Assist/communicate timings of patient’s premedication, calling for the patient and returning patient for recovery to Evan Jones staff.

1. **Pharmacy**

* To arrange for patient prescription to be filled and deliver to Evan Jones ward once available. A signed copy of the EDL will then be given to the delivering pharmacist.

1. **Patient escort or transport team**

* Must be available to collect the patient at the assigned time.
* Escorts are not allowed into the hospital and will be met at the Lambeth wing, lower ground floor entrance at the pickup/drop off site.
* If problem with the transport team or escort, to inform the Matron during day time hours on bleep 0910
* Out of hours to contact the site nurse practitioner

1. **Site nurse practitioner**

* As per usual processes, if the patient requires admission to contact the SNP to arrange a bed. If problem with transport to escalate to the SNP out of hours.