

Content

Department Name: Somerset Foundation Trust

Process Name: Admission Risk and Assessment Record Form Completion upon PT Arrival on Better Portal

Change History:

Version	Draft	Date	Author	Comments
0.1	Y	14/02/2025	Henry Putt	Initial drawing creation
0.2	Y	24/02/2025	Henry Putt	Maps amended and sent back out for review
0.3	Y	05/03/2025	Henry Putt	Maps amended and sent back out for review
1.0	N	06/03/2025	Henry Putt	Maps finalised



Improvement team

● **Improve health** ● **Better care** ● **Lower costs**

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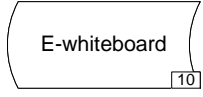
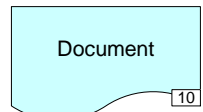
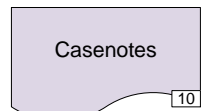
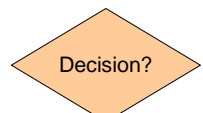



- Map 1** Admission Risk and Assessment Record Form Completion upon PT Arrival on Better Portal – Map No 1 – To Be **Page 5**
- Map 2** Admission Risk and Assessment Record Form Dashboard on Better Portal – Map No 2 – To Be **Page 6**
- Map 3** Better Portal – Viewing PT Form Summary’s, Completion Timelines, and How to Delete Forms – Map No 3 – To Be **Page 7**


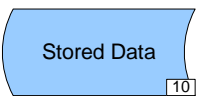




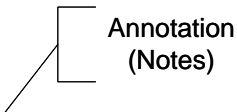
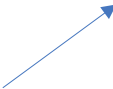




Improvement team














● **Improve health** ● **Better care** ● **Lower costs**

Legend

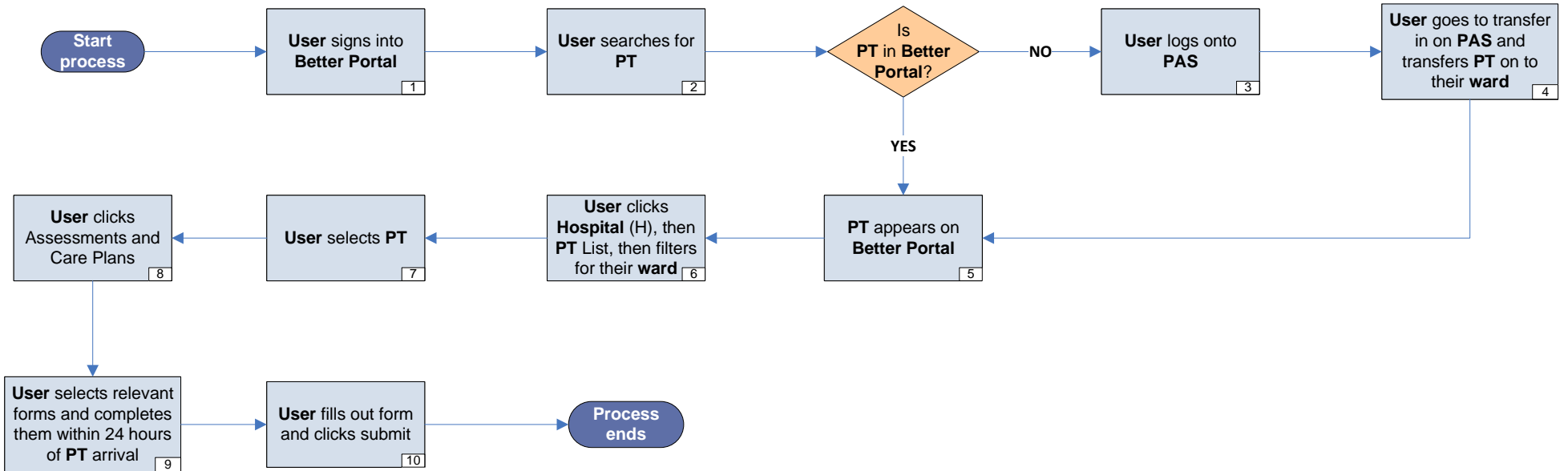
	Symbol used to Indicate the start or end of a process
	Symbol used to indicate an event, task or action
	Symbol used to indicate whiteboard actions
	Symbol used to indicate e-whiteboard actions
	Symbol used to indicate paper documents and proforma activity excluding patient Case Notes
	Symbol used to indicate Case Note activity
	Symbol used to indicate a decision point. The question is shown in the icon and there will be two options
	Symbol used to indicate a choice as to which path to take. There can be multiple outputs.
	Symbol used to indicate a point whereby all output paths should be actioned.
	Symbol used to illustrate Diary/Whiteboard Updates , labelled accordingly i.e Admission Diary = AD Receptionist Diary = RD Transfers Whiteboard = TW Patient Whiteboard = WB

	Symbol used to Indicate the start or end of a process
	Symbol used to indicate a system where data is captured inc. emails
	Symbol used to indicate a reporting point i.e. system generated reports or escalation points to management etc.
	Symbol used to indicate a link to another map
	Symbol used to indicate a link from another map
	Symbol used to illustrate link to maps within other Visio documents
	Symbol used to include a comment or additional information
	One-way arrow used to show sequence of events and what is produced by an event.
	Symbol used to illustrate multiple issues , numbered accordingly
	Symbol used to illustrate multiple ideas , numbered accordingly

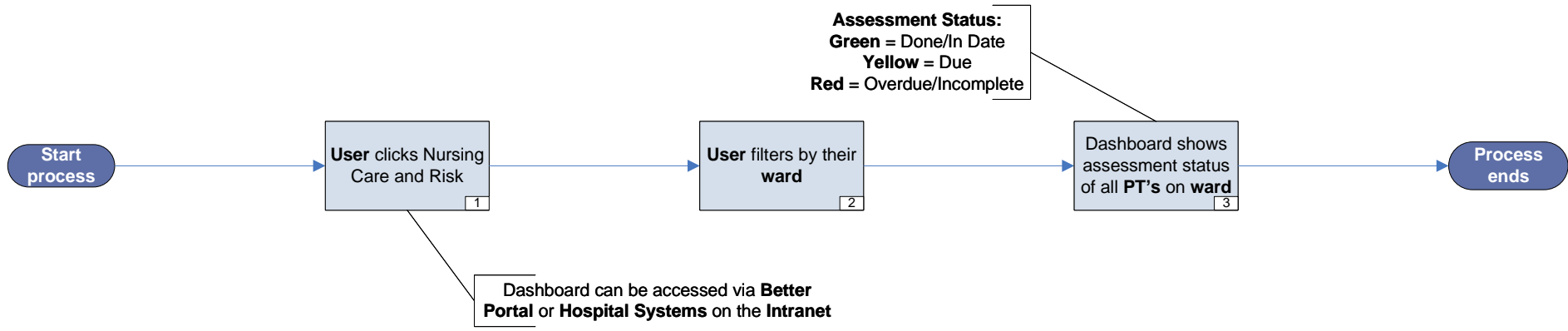
Legend

	Symbol used to Indicate Happy		Defects – Errors in patient care or administrative processes requiring rework, impacting quality and/or patient safety
	Symbol used to Indicate Indifferent		Over Production – Producing more goods or services than needed, including excessive testing, scheduling, or documentation, leading to resource waste
	Symbol used to Indicate Unhappy		Waiting – Time wasted by patients, staff, or equipment waiting for the next step, affecting productivity and/or patient satisfaction
	Symbol used to Indicate Worried		Un-utilised Skills – Underutilization or ineffective utilization of staff expertise, resulting in inefficiencies and missed opportunities for process improvement and problem-solving
	Symbol used to Indicate Angry		Transportation - Unnecessary movement of patients, staff, or materials due to inefficient layout or excessive walking, impacting workflow and/or efficiency
			Inventory – Excess or obsolete supplies, medications, or equipment, leading to wastage of resources and inefficient storage management
			Motion – Unnecessary movement of staff and/or patients, causing inefficiencies, ergonomic issues, or hindering patient flow within the hospital
			Extra Processing – Performing unnecessary tasks, such as redundant documentation or testing, adding no value to patient care and/or wasting resources

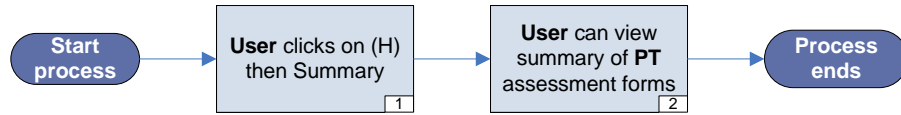
Somerset Foundation Trust



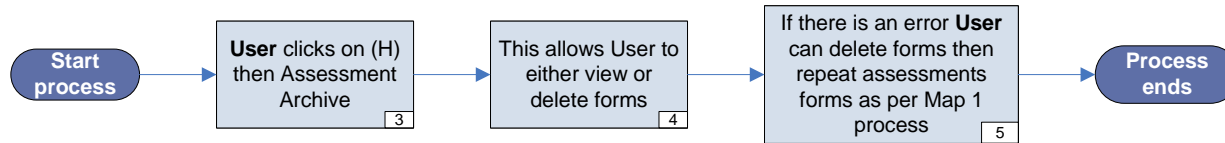
Assessment Name	Completion of Frequency
High Impact Risk Assessment	Must be completed within 24 hours of admission in admission areas
About Me	Must be completed within 24 hours of admission in admission areas
Body Map	Must be completed within 24 hours of admission and reassessment on wound care plan if any changes
Waterlow Pressure Damage Risk Assessment	Within 6 hours of admission, repeated weekly/change to condition
Diabetes Foot Screening Assessment	Must be completed within 24 hours of admission
	Only to be completed if:
	At risk (Waterlow score 10+)
Core Care Plan - Pressure Ulcer Prevention and Care	High risk (Waterlow score 15-19) Very high risk (Waterlow score 20+)
Malnutrition Universal Screening Tool	Must be completed within 24 hours of admission, repeated weekly/change to condition
Multidisciplinary Individualised Moving and Handling Assessment	Must be completed within 24 hours of admission, repeated weekly/change to condition
Multidisciplinary Individualised Falls Care Plan	On admission, repeated weekly/change to condition
Bed Rail and Low Bed Assessment	On admission if required, repeated when change in condition



Viewing PT Form Summary's



Reviewing Assessment Archive



View Timeline

