

## NEL CSU – Brighton and Hove CCG

Form Name(s)	2 Week Wait Dashboard / 2 Week wait referral forms
Clinical System(s)	SystmOne
Date Published	SystmOne – 17/10/2017
Form Details	Dashboard to provide quick access to the newly delivered 2WW referral forms
Lead	Jason Barrow – Brighton and Hove CCG Clinical Lead

'2 Week Wait Dashboard'



Example Screenshots

'2 Week Wait referral form example'

**SUSSEX SUSPECTED CANCER REFERRAL FORM**  
**BRAIN & CNS**

Trust Name	Method of Referral	Telephone
<input type="checkbox"/> Brighton and Sussex University Hospitals NHS Trust - BSUH	<input type="checkbox"/> e-mail: <a href="mailto:2WW@BSUH">2WW@BSUH</a>	01273 556955
To refer to a different hospital trust, please contact the respective CCG for the correct referral form		

**Patient Demographics**

Surname	<Patient Name>	Title	<Patient Name>	GP Practice Details
First names	<Patient Name>	Gender	<Gender>	Usual GP
DOB	<Date of Birth>			Practice Name
NHS number	<NHS number>	Sex	<Sex (M/F)>	<GP Details>
Ethnicity	<Ethnicity>			
Address	<Patient Contact Details>			Practice Address
Telephone	<Patient Contact Details>			<GP Details>
Text mobile	<Patient Contact Details>			Fax
Referred by	<Patient Contact Details>			<GP Details>
	<GP Name>			Practice Code
				<GP Details>
				Date
				<Today's date>

**Supporting Patient Information**

History of cognitive impairment (e.g. dementia/learning disability/etc)  Y  N  
Please give details: \_\_\_\_\_

History of sensory impairment (e.g. deafness/visual impairment/etc)  Y  N  
Please give details: \_\_\_\_\_

If the patient has any sensory impairment please describe:  Y  N  
Interpreter required  Y  N Preferred language: \_\_\_\_\_

Care standing  Y  N

**Patient Engagement and Availability**

I have discussed the possibility that the diagnosis may be cancer, I have provided the patient with a [www.nhs.uk/what-is-cancer](http://www.nhs.uk/what-is-cancer) leaflet and advised that they will need to attend an appointment within the next 2 weeks.

Patient is not available to attend. Please detail any (exceptional) unavailable dates: \_\_\_\_\_

**Patient's WHO Performance Status:**

0 Able to carry out all normal activities without restriction

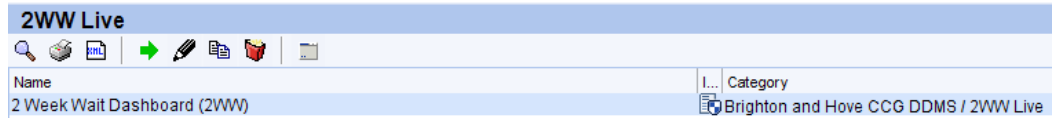
1 Restricted in physically strenuous activity, but able to walk and do light work

2 Able to walk and capable of all self-care, but unable to carry out any work, up and about more than 50% of the day

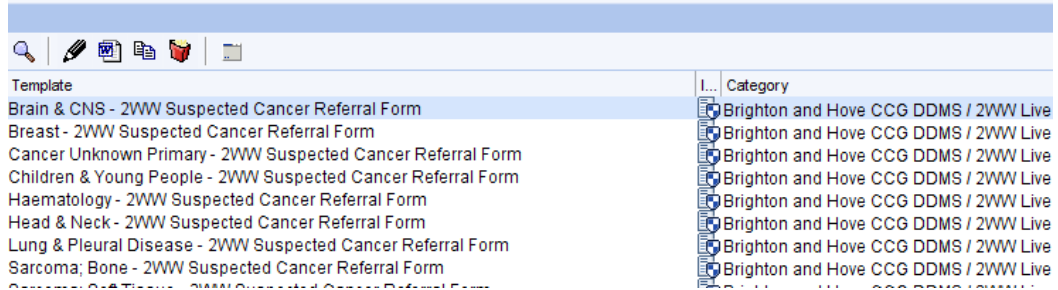
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Location in SystemOne

The Dashboard template is located under *Templates > Brighton and Hove CCG DDMS > 2WW Live*.



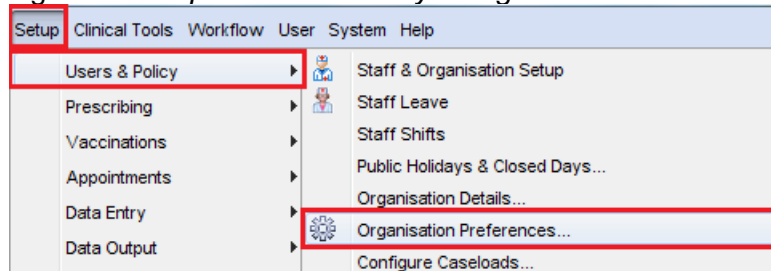
The Referral letters are also separately available under *Word Letter Templates > Brighton and Hove CCG DDMS > 2WW Live*



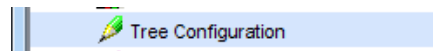
Adding to a Practice-wide Clinical Tree

To add to a Practice-wide clinical tree the responsible, local systems administrator is required to:

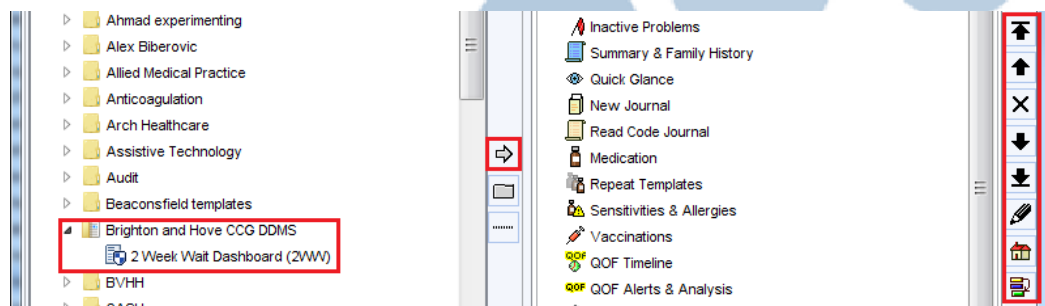
1. Navigate to *Setup > Users & Policy > Organisation Preferences*.



2. Select the option *Tree Configuration* from the *Clinical Policy* folder.



3. Right-click on the Tree associated to their practice and select *Amend*.
4. In the presenting window navigate to *Templates > Brighton and Hove CCG DDMS*.
5. Finally, select the required forms from the left-hand section of the window and click the centre arrow to move the forms to the Practice's tree. The Tree can be rearranged using the arrow buttons on the right hand-side of the window.



*Please note – If the Practice does not use a Practice-wide tree, users are required to follow the alternate guidance document: 'SystemOne Quick reference guide – Clinical Tree'.*