

## Acute Childhood non-routine pathway – Acute clinicians

1. Select the toggle on right hand side and then select 'ward'

T2024.2-SCGC-BASE - Work - Microsoft Edge  
https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/login.csp

Home | Tools | Messages | Logout User: Shona MacLeod | Location: Royal Alexandra Hospital | Lock InterSystems

Navigation Menu:

- Pt Search
- Results Unsigned
- New Request
- Active Clinical Notes
- Adhoc Request
- Bed Referral North
- Bed Request
- CS Review
- ED Menus
- Episode Outcomes
- Follow Up Appt
- Health Records
- Inpatients
- Internal Referral
- Letters Discharge
- Letters Generic
- Major Trauma Paediatrics
- Major Trauma QEUH
- Other OP/Ref
- Outpatients
- Outstanding DS IP
- Outstanding DS OP
- Referrals
- Request List
- Specimens to be collected
- Urgent Man Referral
- Vet Single Patient
- Ward Attenders
- Wards
- WL Inpatients
- WL Other
- Workbench Others
- Worklist Consultant IP
- Worklist Consultant OP
- Worklist Task
- Clinical Notes

Help

**Patient Search**  
For external search minimum data is required. At least one of the following: CHI, DOB or Surname and Gender.

CHI Number  
TJ/MRN  
Surname  
Forename  
Gender  
Date of Birth

Date of Birth Range  
Units

Age  
Post Code

This field is only used when searching TrakCare. It will not be used when external patient search is selected. External searches use the DOB only.

2. Select the appropriate floorplan for the ward where you are making the referral (if the patient is an outpatient, the referral form can be completed via the clinic list)

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**Wards**

Navigation Menu:

- Pt Search
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- Bed Referral North
- Bed Request

**Ward Summary List**

**Discharges**

Today Conf	Today Unconf	Tomorrow	2 to 7 Days	Fortnight
0	0	0	0	0

**Admissions**

Due Today	Due Tomorrow	Due Next Day
0	0	0

Floor Plan	Patient List	Ward	Floorplan Beds	Available Beds	Occupied	Empty	Unavailable	On Pass	Booked	Current Patients	Today Conf	Today Unconf	Tomorrow	Clinically Fit	Due Today	Due Tomorrow	Due Next Day	Boards In	Hosp
		GGH Ward 3C - General Medicine/Rheumatology	32	32	32	0	0	0	0	32	0	0	0	1	0	0	0	5	Gartr Gene Hospi

Preferences  
PACWard.FindWardBedStatus: 0.492609 (secs), 163930 (lines), 17358 (globals) >>

1. Select the patient for whom you are submitting the referral ((if the patient is an outpatient, the referral form can be completed via the clinic list)

The screenshot shows the 'Wards' section of the InterSystems TrakCare interface. The main area displays a grid of ward sections for 'GGH Ward 3C - General Medicine/Rheumatology'. An arrow points to the 'Ward 3C GM/Rheum-Rm19-GGH' section, which contains a list of patient icons for selection. The top navigation bar includes 'Wards', 'Pt Search', 'Results Unsigned', 'New Request', 'Active Clinical Notes', 'Adhoc Request', 'Bed Referral North', and 'Bed Request'.

2. Select 'new request'

The screenshot shows the 'New Request' form in the InterSystems TrakCare interface. The form is for a 'CHI' patient and includes fields for 'Responsible Clinician', 'Specimen Collected', 'Start Date & Time', 'Collection Date & Time', 'Requested By', 'Priority', and 'Sub Category'. A dropdown menu for 'Item' is open, showing various medical procedures like 'Colonoscopy ( GI )', 'Flexible Sigmoidoscopy ( GI )', 'Upper GI Endoscopy ( GI )', 'Hospital Palliative Care', 'Stop Smoking Service', 'Adult Respiratory Nurse Specialist Referral', 'Heart Failure Nurse Referral', 'Spirometry', 'Full Lung Function Test ( PFT )', 'Dietetic referral', 'Dietetics adult coeliac disease', 'Dietetics adult renal', 'Dietetic referral - Paediatric', 'Diabetes INPATIENT Referral', 'OT refe', 'Physiot', 'Urgent', 'Adult S', and 'Adult Vi'. The 'Update' button is visible at the bottom right.

- T2024.2-SCGC-BASE - Work - Microsoft Edge

https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/login.csp

Home | Tools | Messages | Logout

User: Shona MacLeod | Location: Royal Alexandra Hospital | Lock

InterSystems  
TrakCare

**New Request**

PI Search Results Unsigned New Request Active Clinical Notes Adhoc Request Bed Referral North Bed Request

**CHI:** [Redacted]

Version: 0.3.2024.04 (lines), 62794 (lines), 304 (globals) >>

Labs - Adult	Labs - Child	Imaging	Cardiology	HaN & Handover	Other	Order Sets	Major Trauma
<b>Responsible Clinician</b> [Redacted] <b>Specimen Collected</b> <input type="checkbox"/> Tick if collecting ALL specimens NOW <b>Item</b> Public health	<b>Start Date &amp; Time</b> 10/10/2025 09:14 <b>Collection Date &amp; Time</b> <b>Category</b> Other	<b>Requested By</b> Nurse Shona MacLeod <b>Priority</b> <b>Sub Category</b>	<b>Alerts</b> OEOrderEntry.Alert: 0.001865 (secs), 8007 (lines), 343 (globals) >> <input type="button" value="Help"/> Order Set View <input type="checkbox"/> OEOrderEntry.List: 0.036317 (secs), 21549 (lines), 1073 (globals) >>				
Colonoscopy ( GI ) Flexible Sigmoidoscopy Upper GI Endoscopy Hospital Palliative Care Stop Smoking Service Adult Respiratory Nurse Specialist Referral Heart Failure Nurse Referral	Public Health Adult Immunisation Referral Public Health Child Immunisation Referral	Dietetic referral Dietetics adult coeliac disease Dietetics adult renal Dietetic referral - Paediatric Diabetes INPATIENT Referral	OT refe Physioli Urgent Adult S Adult V				

OEOrderEntry: 0.004403 (secs), 25756 (lines), 937 (globals) >>

OEOrderEntryOrderLine: 0.002355 (secs), 17438 (lines), 666 (globals) >>

User: Shona MacLeod

**Update**

OEOrderEntry.Submit: 0.011881 (secs), 5761 (lines), 161 (globals) >>

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- The screenshot displays the InterSystems TrackCare application interface. At the top, the browser address bar shows the URL: <https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/logon.csp>. The user is logged in as Shona MacLeod at Royal Alexandra Hospital.
- The main navigation bar includes links for Home, Tools, Messages, and Logout. Below this, there are tabs for New Request, Results Unsigned, New Request, Active Clinical Notes, Adhoc Request, Bed Referral North, and Bed Request.
- The central area shows a list of items under the heading "CHI:". A modal window is open, displaying a form for "Public Health Child Immunisation Referral". The form includes a "Reason for Override" field, a "Continue Order" button, and a "Remove Order" button. Below the form, there is a table with columns: Select, Item, Alert Type, Start Date, Status, Result Available, and Message.
- The table contains one row with the following details:
- | Select                   | Item                                      | Alert Type  | Start Date | Status | Result Available | Message   |
|--------------------------|---|-------------|------------|--------|------------------|---|
| <input type="checkbox"/> | Public Health Child Immunisation Referral | DSS Message |            |        |                  | <p>To be completed by the referring Clinician for patients that require immunisations outside of the Routine UK Childhood immunisation programme.</p> <p>This will be received by our Childhood Immunisations Team who will contact the patient to allocate an appointment</p> <p>This is not be used for travel vaccinations.</p> <p>On submission of this referral you are confirming that you have referred to the guidance in the green book and confirm that the patient meets the guidance and eligibility detailed in it.</p> <p>Click here (link to be inserted) for Green Book Guidance.</p> |
- On the right side of the screen, there is a red alert box with the text: "Public Health Child Immunisation Referral DSS Message". Below the alert box, there is a section for "Other" with the text: "Public Health Child Immunisation Referral Start Date: 19/01/2026 @ 09:24".
- At the bottom of the screen, there is a section for "Order Details" with the text: "Questionnaire - Public Health Child Immunisation Referral".

5. Then select the questionnaire icon on the right side message.

The screenshot shows the 'New Request' form in the InterSystems TrackCare system. The form includes fields for 'Responsible Clinician', 'Specimen Collected', 'Start Date & Time', 'Collection Date & Time', 'Requested By', 'Priority', and 'Sub Category'. There are also dropdown menus for 'Labs - Adult', 'Labs - Child', 'Imaging', 'Cardiology', 'HaN & Handover', 'Other', 'Order Sets', and 'Major Trauma'. The 'Alerts' sidebar on the right contains a 'Public Health Child Immunisation Referral' message with a questionnaire icon. An arrow points from the instruction text to this icon.

6. Complete all relevant fields in the questionnaire. If a patient requires a vaccine but does not meet the criteria outlined in the Green Book or a Patient Group Direction (PGD), A Patient Specific Direction (PSD) is required



NHS GGCPSD  
Final.doc.doc

7. For any referrals requiring a PSD where your patient does not meet the requirements for the vaccine defined by the greebook, please complete the PSD form and send by email to Ggc.CovidVaccinationContactCentre@ggc.scot.nhs.uk – Please enter the following under ‘Reason for referral text box’ - PSD has been sent to Ggc.CovidVaccinationContactCentre@ggc.scot.nhs.uk

T2024.2-SCGC-BASE - Work - Microsoft Edge  
https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/websys.csp?TUID=516&TUID=42

CHI: [Redacted]

Person Banner: 0.017940 (secs), 5.5908 (times), 2043 (updates) >>

Public Health Child Immunisation Referral

Public Health Child Immunisation Referral

**NOT TO BE USED FOR TRAVEL VACCINATIONS**

**Reason for Referral**

Patient requiring immunisation will be considered urgent if they are severely immune suppressed, require immunisation prior to starting treatment or require immunisation post exposure where timing is important. If prior to starting treatment please include treatment details including start date in the additional free text section.

Green Book Link

**Reason for Referral**

Vaccination of individuals with uncertain or incomplete immunisation status  
Current routine schedule

Please use this area to add any further information that is relevant to this referral

Additional free-text Information

**Priority**

**Priority**

**Priority Reason**

**Transplant Patients**

Hematopoietic Stem Cell Transplant

Date of Transplant

8. Once all relevant information has been updated, the only action required in the bottom panel is ‘update’

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https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/websys.csp?TUID=516&TUID=42

CHI: [Redacted]

Person Banner: 0.017940 (secs), 5.5908 (times), 2043 (updates) >>

**Administrative information**

Patient will accept anysite

☐ Yes

☐ No

Patient will accept cancellation or short notice appointment (within 1-6 days)

☐ Y

☐ N

**Additional Support Needs information**

Any additional requirements

Reason For Correction (Display)

Reason For Correction

Error Reason

Status

User: Shona MacLeod

Password

**Update** **Apply** **Preview** **Print**

**Audit Details**

Questionnaire: Q523CCIPR Edit: 0.148664 (secs), 309816 (times), 25969 (updates) >>

9. Then select 'update' again

The screenshot shows the 'New Request' form in the InterSystems TrakCare system. The form is for a 'Public Health Child Immunisation Referral'. The 'Update' button is highlighted in the bottom right corner. The form includes fields for 'Responsible Clinician', 'Specimen Collected', 'Start Date & Time', 'Collection Date & Time', 'Category', 'Requested By', 'Priority', and 'Sub-Category'. The 'Update' button is highlighted in the bottom right corner.

10. Enter the 'requestors contact number' and email address. Then, add in your password and update.

The screenshot shows the 'New Request' form in the InterSystems TrakCare system. The form is for a 'Public Health Child Immunisation Referral'. The 'Update' button is highlighted in the bottom right corner. The form includes fields for 'Request Item', 'Requesting Clinician', 'Start Date', 'Start Time', 'Priority', 'Specimen/s', 'Specimen Collection Time', 'Specimen Collection Date', and 'Delete'. The 'Update' button is highlighted in the bottom right corner.

11. The referral form has now been submitted to the workbench, where it will be reviewed by clinical leads and the childhood Admin team for vetting and appointment scheduling.