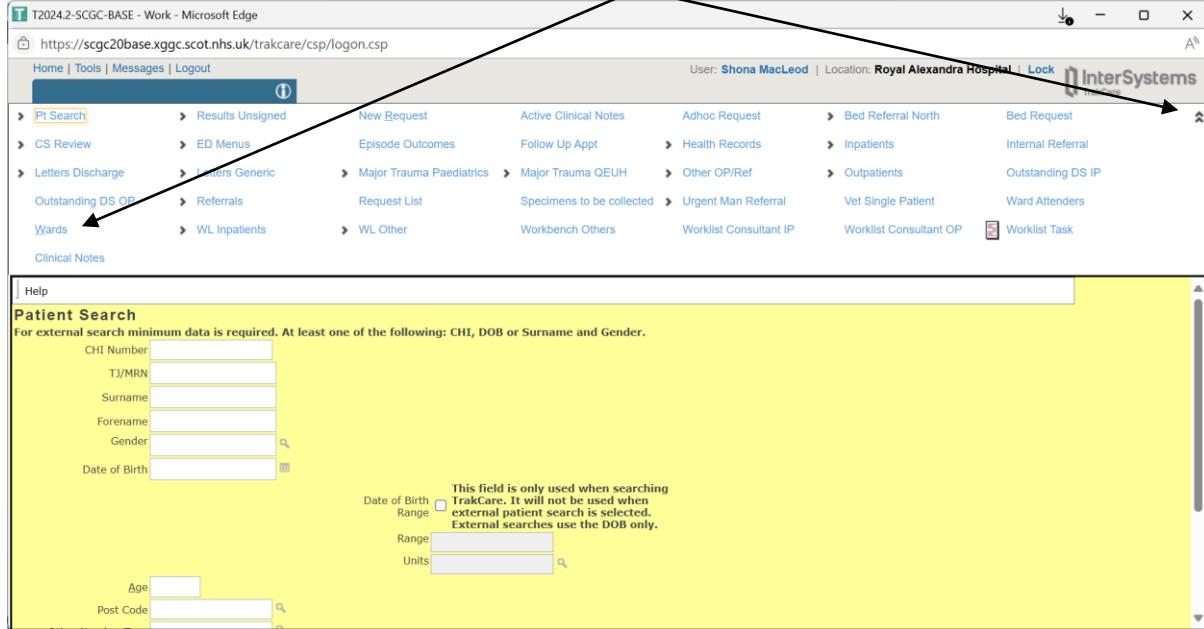


Acute Childhood non-routine pathway – Acute clinicians

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

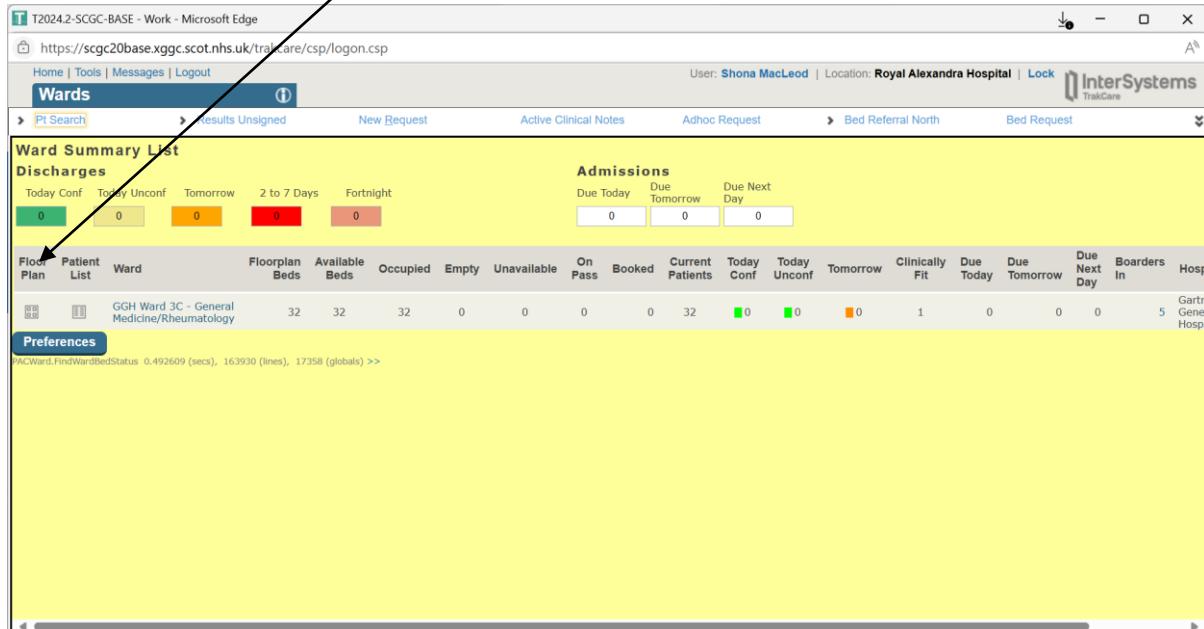


T2024.2-SCGC-BASE - Work - Microsoft Edge
https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/logon.csp
User: Shona MacLeod | Location: Royal Alexandra Hospital | Lock | InterSystems
Home | Tools | Messages | Logout

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
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.
Date of Birth Range
Age
Post Code

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)



T2024.2-SCGC-BASE - Work - Microsoft Edge
https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/logon.csp
User: Shona MacLeod | Location: Royal Alexandra Hospital | Lock | InterSystems
Wards | Pt Search | Results Unsigned | New Request | Active Clinical Notes | Adhoc Request | 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

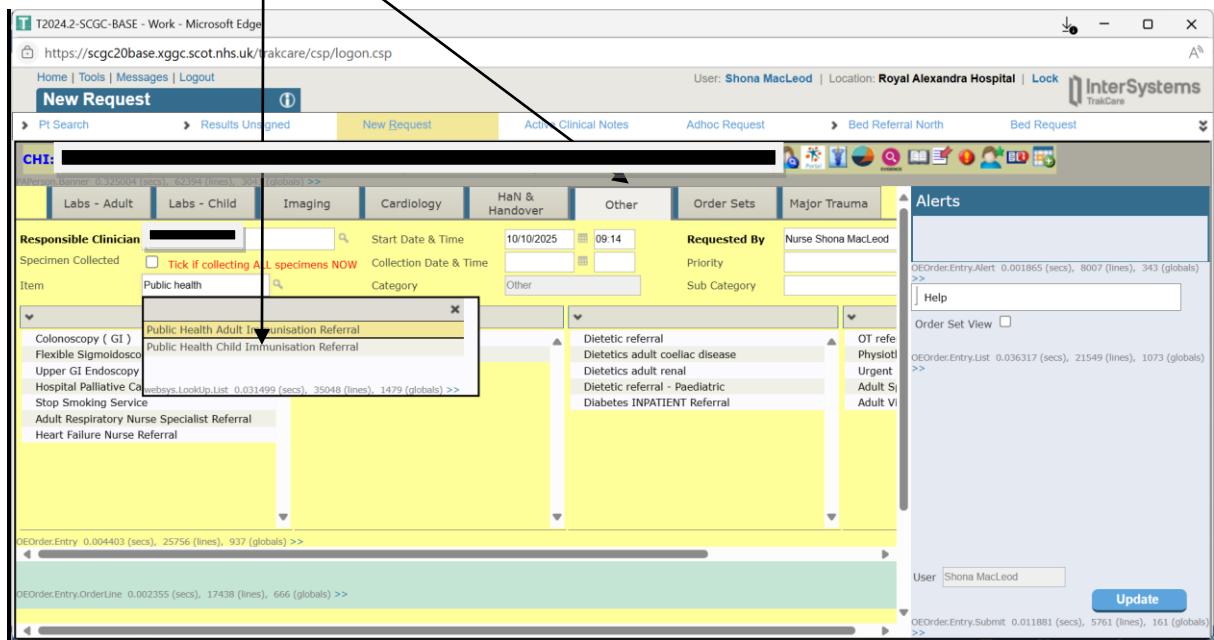
Floor Plan	Patient List	Ward	Floorplan Beds	Available Beds	Occupied	Empty	Unavailable	On Pass	Booked	Current Patients	Today Conf	Today Unconf	Tomorrow	Clinically Fit	Due Today	Due Tomorrow	Due Next Day	Boarders In	Hosp
GGH Ward 3C - General Medicine/Rheumatology			32	32	32	0	0	0	0	32	0	0	0	1	0	0	0	5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

Preferences
PAC.Ward.FindWardBedStatus 0.492609 (secs), 163930 (lines), 17358 (globals) >>

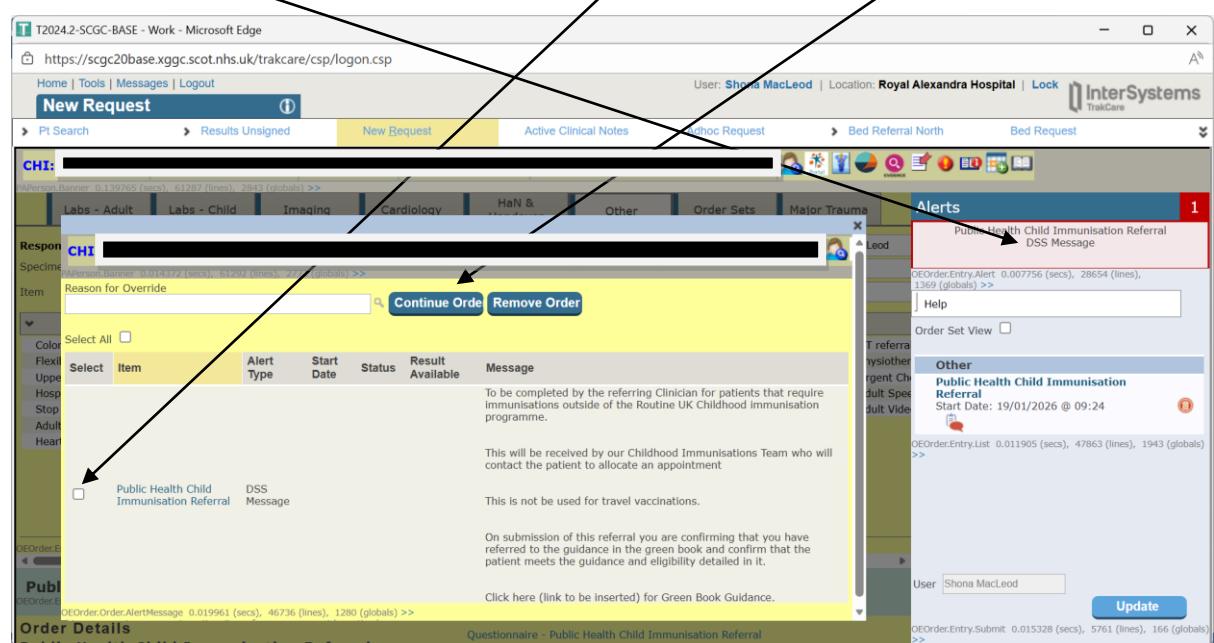
1. Select the patient for whom you are submitting the referral ((if the patient is an outpatient, the referral form can be completed via the clinic list)

2. Select 'new request'

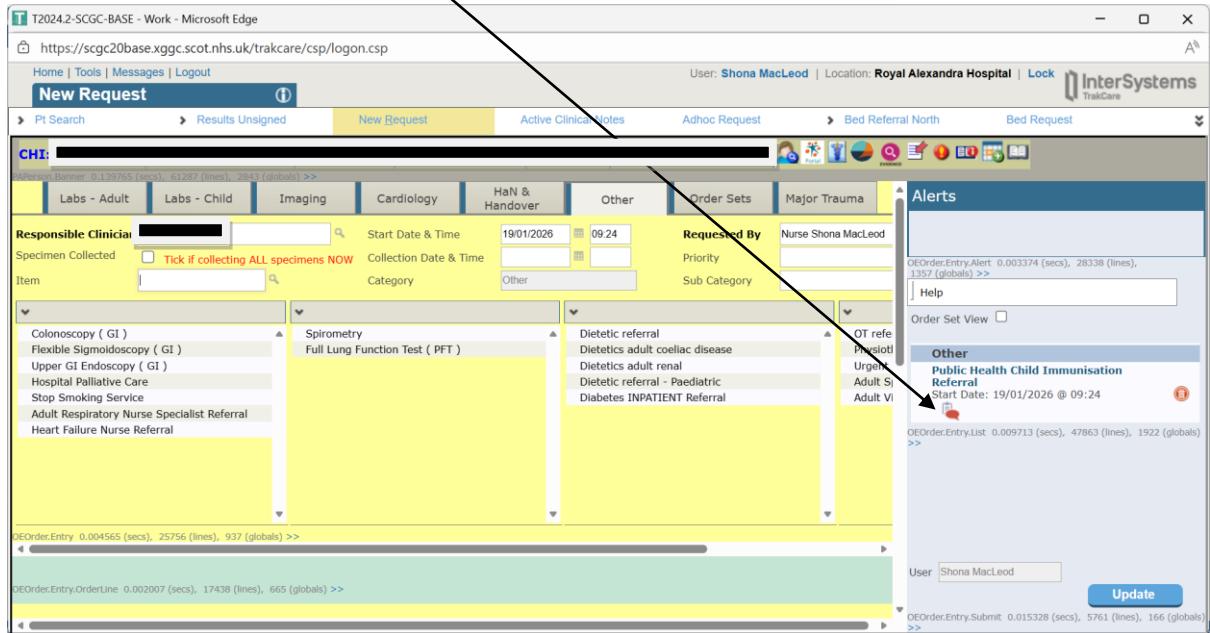
3. Click on the 'other' tab, then under 'item', enter 'Public Health Childhood immunisation referral' should appear in list



4. Select the DSS Message on the right, tick the box and select 'continue order'.



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

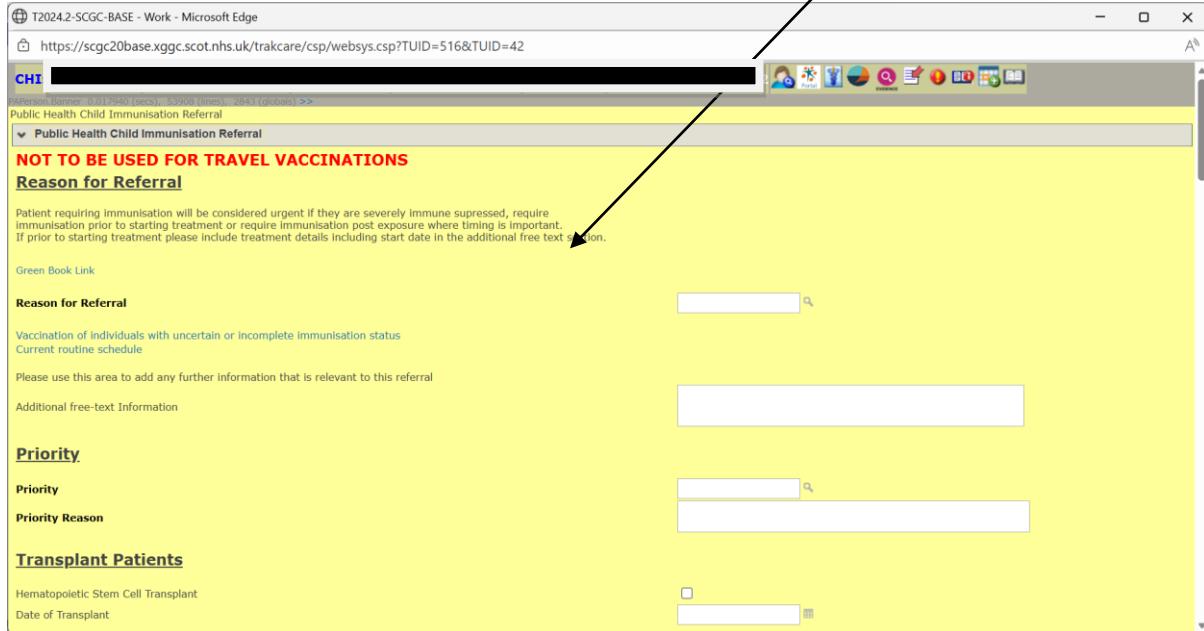


The screenshot shows the TrakCare software interface with a 'New Request' screen. The 'Alerts' panel on the right side of the screen displays a message: 'Public Health Child Immunisation Referral' with a start date of '19/01/2026 @ 09:24'. A red arrow points to the 'Referral' part of the message.

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



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



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

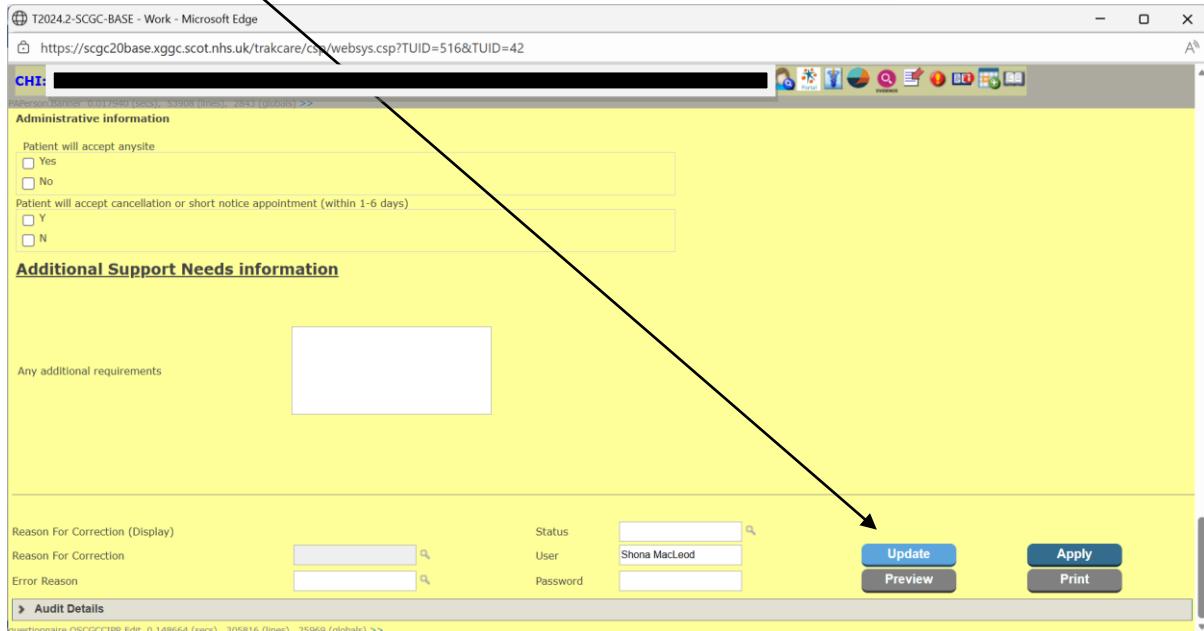
Priority

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’



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

Audit Details

questionnaire_QSCGCCIPR>Edit 0.148664 (secs), 305816 (lines), 25969 (globals) >>

Status

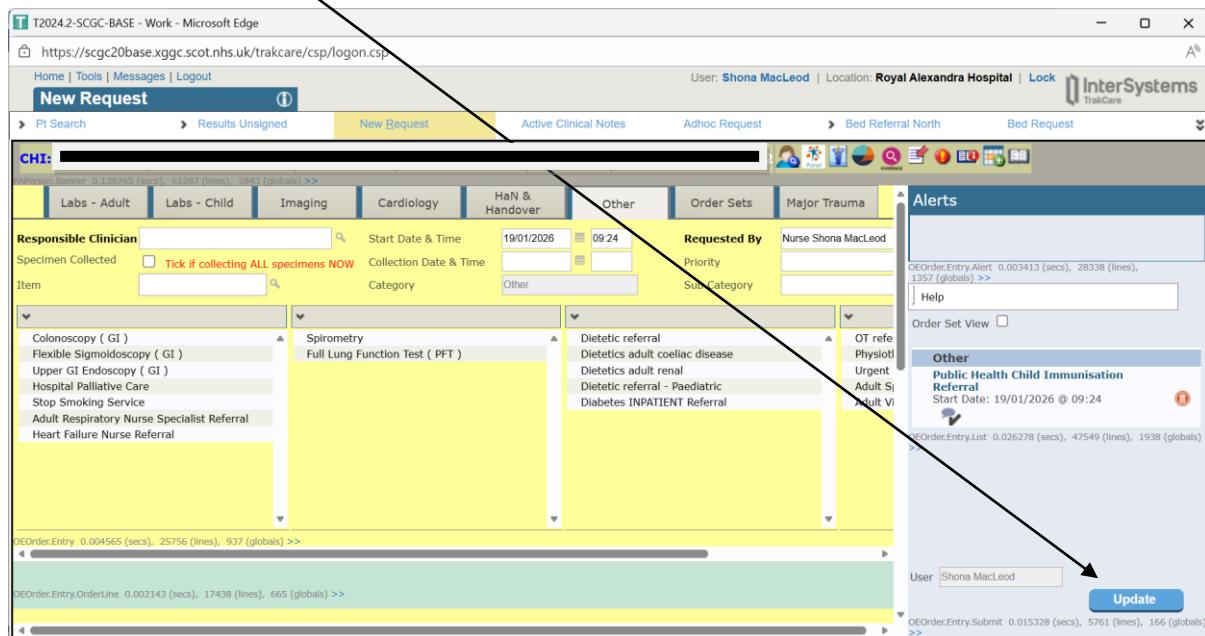
User

Password

Buttons

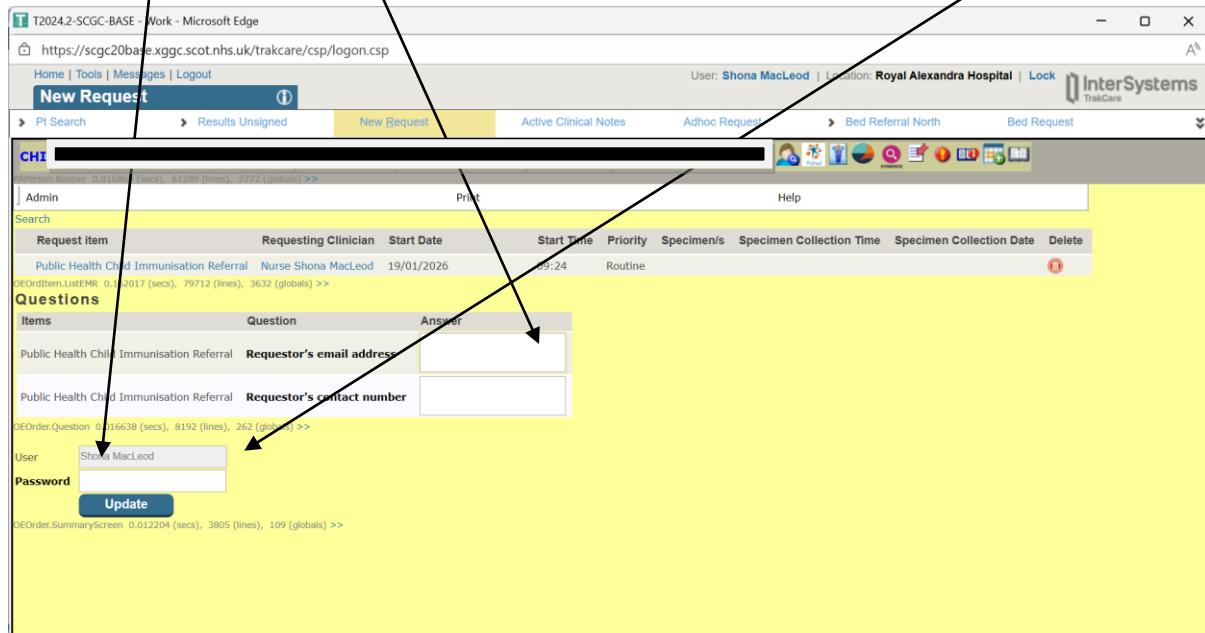
Update
Preview
Print

9. Then select 'update' again



The screenshot shows the 'New Request' interface. On the left, there is a list of clinical items: Colonoscopy (GI), Flexible Sigmoidoscopy (GI), Upper GI Endoscopy (GI), Hospital Palliative Care, Stop Smoking Service, Adult Respiratory Nurse Specialist Referral, and Heart Failure Nurse Referral. In the center, there is a list of clinical items: Spirometry, Full Lung Function Test (PFT), Dietetic referral, Dietetics adult coeliac disease, Dietetics adult renal, Dietetic referral - Paediatric, and Diabetes INPATIENT Referral. On the right, there is an 'Alerts' section with a message about a public health child immunisation referral. At the bottom right, there is a blue 'Update' button.

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



The screenshot shows the 'New Request' interface. In the 'Questions' section, there are two rows: 'Public Health Child Immunisation Referral' with 'Requestor's email address' and 'Public Health Child Immunisation Referral' with 'Requestor's contact number'. Below these, there is a 'User' field containing 'Shona MacLeod' and a 'Password' field. At the bottom right, there is a blue 'Update' button.

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.