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Clinical Portal – ACP Summary Guide for GP Practices

This guide provides information for GP Practices on NHSGGC Clinical Portal

NHSGGC Clinical Portal ACP Summary

The purpose is to deliver a standardised approach to ACP and Frailty identification across all HSCPs within Greater Glasgow and Clyde Partnership area.

There is only one active ACP Summary on the **Clinical Portal**. Older versions are clearly marked as 'Closed' at the top of the document and cannot be updated.

Viewing the ACP Summary via the GP Practice DocMan System

A copy of the completed ACP Summary (including updates) is sent using Electronic Document Transfer to the patient's GP Practice DocMan system. The ACP Summary will appear within the File Documents screen awaiting filing and will be easily identifiable as it will be tagged 'ACP' in the Batch List. The document can then be filed into the patient's DocMan record.

Once the document has been filed into the patient DocMan record, it is stored in the 'General Medicine' folder with the Description 'Anticipatory Care Plan'.

GP's have the option to copy any relevant information from the ACP Summary into the patient's Key Information Summary. To enable this the file is sent to DocMan as a PDF document. It is not possible to copy and paste directly from the PDF in the DocMan system itself therefore:

- Open the ACP Summary document to view within the patients DocMan record see screenshot 1 below;
- Press F2 twice on the keyboard to open up the ACP Summary in Adobe Acrobat* see screenshot 2 below;
- Text in the PDF can then be highlighted for copy/paste

Mr Jack Train 01/01/1980 245 Seaview Road Helensburgh HE34 5RL 9999999999 0141414141		Event	Filing Date	Description	Organisation	Department	Person
	64	03 Oct 19	04 Oct 19	Anticipatory Care Plan	NHSGGC	General Medicine	ACP Summary - GGC Clinical Portal
	Q	04 Aug 16	15 Nov 16	Hospital Clinic Letter	Glasgow Royal Infir	Orthopaedics	Mr Eugene Wheelwright
	*	03 Aug 16	12 Oct 16	Hospital Clinic Letter	Stobhill Hospital	Rheumatology	DrAnne McEntegart
Administration (1)		11 Dec 15	03 Oct 16	Administration Letter		Miscellaneous	
Cardiology (1)							
General Medicine (1)							
Orthopaedics (1)							
Not in a tolder (U)							1
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Anticipatory Care ast updated by Kim FEE (Kim	e Plan Summa n Fee) on 27-Jun-2022 14:	ITY 09 (v. 2)				
<i>i</i> Please be aware that a	an eKIS may exist for this p	patient				
. Trigger for ACP, Frailty Sco	re and Special Notes					
Article 6(1)(e) of the UKGDPR in conjunction with the Intra NHS Scotland Sharing Accord allow the information contained within this document to be shared with Primary Care and other NHS Boards includin NHS 24 and Scottish Ambulance, without the need for explicit consent. We are sharing this information for routine patient care as part of our Board's duty to provide healthcare to our patients. It is best practice for staff to make sure the individual and/or their legal proxy is aware this information will be shared when conducting ACP conversations. If the patient would like further information about how the Board uses their data it can be found in our Privacy Notice here						
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*requires Adobe Acrobat to be installed on the PC/laptop.

Viewing the ACP Summary in the NHSGGC Clinical Portal

The GP Practice can also login to the NHS Greater Glasgow and Clyde Clinical Portal and view the active ACP Summary for a patient within their practice (assumes an ACP Summary has been created).

- This view is Read Only
- You can print a PDF copy if required
- Login to Clinical Portal and search for a patient in the usual way
- Within the Clinical Documents tab on the patient record, the location of the ACP Summary will be dependent on the default view you have set-up:

Document Category View

You can view the ACP Summary within '**Care Plans > Anticipatory Care Plan >** 'Date' Anticipatory Care Plan Summary' – see screen shot below:



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Service Category View

You can view the ACP Summary within '**Acute Specialities GGC** > 'Date' Anticipatory Care Plan Summary' – see screen shot below:

	Forms & Pathways								
Clinical Documents	0 Q C								
Showing 2020-07-01 to 2022-07	-01								
Group By Service Sort By Da	ite								
Clinical Information Commons									
Clinical Information Summary									
Ast Medical History									
Patient Notes									
🔢 Add CAC Meds									
🗟 Add New Clinical Form									
🙀 Patient In Shared Worklist									
le Add New Scanned Document									
Acute Specialties GGC (1)									
27-Jun-2022 Anticipatory Care Plan Summary									
Dermatology (4 / 4)									
Dietetics (1 / 1)									
Major Trauma (2 / 2)									
Service (1 / 1)									
Unknown Service (1 / 1)									

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