

Acute non-routine pathway – Acute clinicians

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

The screenshot shows the TrakCare login page. The left sidebar contains a list of links: Pt Search, CS Review, Letters Discharge, Outstanding DS OP, Wards, Clinical Notes, Results Unsigned, ED Menus, Letters Generic, Referrals, WL Inpatients, New Request, Episode Outcomes, Major Trauma Paediatrics, Request List, WL Other, Active Clinical Notes, Follow Up Appt, Major Trauma QEUH, Specimens to be collected, Workbench Others, Adhoc Request, Health Records, Other OP/Ref, Urgent Man Referral, Worklist Consultant IP, Bed Referral North, Inpatients, Outpatients, Vet Single Patient, Worklist Consultant OP, Bed Request, Internal Referral, Outstanding DS IP, Ward Attenders, and Worklist Task. An arrow points from the 'Wards' link to the instruction.

2. Select the appropriate floorplan for the ward where you are making the referral

The screenshot shows the TrakCare Wards page. The top section displays 'Discharges' and 'Admissions' counts. Below is a table with columns: 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, and Hosp. The table lists 'GGH Ward 3C - General Medicine/Rheumatology' with 32 floorplan beds, 32 available beds, 32 occupied, 0 empty, 0 unavailable, 0 on pass, 0 booked, 32 current patients, 0 today confirmed, 0 today unconfirmed, 0 tomorrow, 1 clinically fit, 0 due today, 0 due tomorrow, 0 due next day, 0 boarders in, and 5 hospital beds. An arrow points from the instruction to the 'GGH Ward 3C - General Medicine/Rheumatology' row.

3. Select the patient for whom you are submitting the referral

The screenshot shows the 'Wards' page in the InterSystems TrakCare system. The user is logged in as Shona MacLeod at Royal Alexandra Hospital. The page displays a grid of ward sections for 'GGH Ward 3C - General Medicine/Rheumatology'. The sections are labeled 'Ward 3C GM/Rheum-Rm18-GGH', 'Ward 3C GM/Rheum-Rm19-GGH', 'Ward 3C GM/Rheum-Rm22-GGH', 'Ward 3C GM/Rheum-Rm23-GGH', 'Ward 3C GM/Rheum-Rm24-GGH', and 'Ward 3C GM/Rheum-Rm25-GGH'. Each section contains a grid of bed buttons (Bed 1, Bed 2, Bed 3, Bed 4). An arrow points to the 'Bed 1' button in the 'Ward 3C GM/Rheum-Rm19-GGH' section.

4. Select 'new request'

The screenshot shows the 'New Request' form in the InterSystems TrakCare system. The user is logged in as Shona MacLeod at Royal Alexandra Hospital. The form is for a patient named CHI. The 'Responsible Clinician' is Dr Deborah Morrison. The 'Start Date & Time' is 10/10/2022 09:14. The 'Requested By' is Nurse Shona MacLeod. The 'Item' is 'Colonoscopy (GI)'. The 'Category' is 'Spirometry'. The 'Sub Category' is 'Dietetics adult coeliac disease'. The 'Priority' is 'Urgent'. The 'Sub Category' is 'Dietetics adult coeliac disease'. The 'Update' button is visible at the bottom right.

5. Click on the 'other' tab, then under 'item', enter 'Public Health'. The option 'Public Health Adult immunisation referral' should appear in list

The screenshot shows the 'New Request' form in the InterSystems TrakCare system. The 'Other' tab is active. The 'Item' field has 'Public Health' entered, and a dropdown menu is open, showing 'Public Health Adult Immunisation Referral' as the selected option. Other fields include 'Responsible Clinician' (Dr Deborah Morrison), 'Start Date & Time' (10/10/2025 09:14), and 'Requested By' (Nurse Shona MacLeod). The 'Alerts' panel on the right shows various system alerts.

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

The screenshot shows the 'New Request' form with the 'Public Health Adult Immunisation Referral' DSS Message selected. The 'Continue Order' button is highlighted. The 'Reason for Override' field is visible, and the 'Public Health Adult Immunisation Referral' DSS Message is listed in the 'Keys Messages' section. The 'Alerts' panel on the right shows various system alerts.

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

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

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

InterSystems TrakCare

New Request

CHI: [redacted]

Responsible Clinician: Dr Deborah Morrison

Specimen Collected: ☐ Tick if collecting ALL specimens NOW

Start Date & Time: 10/10/2025 09:14

Collection Date & Time:

Requested By: Nurse Shona MacLeod

Priority:

Sub Category:

Category: Other

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

Phacot

Urgen

Adult S

Adult V

Alerts

OrderEntry.Alert: 0.003454 (secs), 28338 (lines), 1358 (globals) >>

Help

Order Set View ☐

Other

Public Health Adult Immunisation Referral

Start Date: 10/10/2025 @ 09:14

OrderEntry.List: 0.010388 (secs), 47881 (lines), 1929 (globals) >>

User: Shona MacLeod

Update

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

https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/websys.csp?TUID=302&TUID=34#

8. 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

9. 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=508&TUID=38

CHI: [redacted]

Reason for Referral

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

Reason for referral

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

For Post-Transplant Schedule of Vaccinations

Bone Marrow Transplant ☐

Allogeneic Transplant ☐

Date of Transplant

Vaccinations Required

Please tick all that apply

When requesting a vaccination where the course has already commenced, please indicate the next dose and all subsequent doses to be administered by ticking the appropriate boxes and indicate the date when the last dose was given.

10. Once all relevant information has been updated, the only action required in the bottom panel is 'update'

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

https://scgc20base.xggc.scot.nhs.uk/trakcare/csp/websys.csp?TUID=508&TUID=38

CHI: [REDACTED]

Please provide any additional needs support required

Reason For Correction (Display) [REDACTED]

Reason For Correction [REDACTED]

Error Reason [REDACTED]

Status [REDACTED]

User Shona MacLeod

Password [REDACTED]

Update Apply

Preview Print

Audit Details

questionnaire.QSGC/AVPR_Edit 0.528962 (secs), 2599455 (lines), 55744 (globals) >>

11. Then select 'update' again

CHI: [Redacted]

Responsible Clinician: Dr Deborah Morrison

Specimen Collected: ☐ Tick if collecting ALL specimens NOW

Item: [Dropdown Menu]

Start Date & Time: 10/10/2025 09:14

Collection Date & Time: [Dropdown Menu]

Category: Other

Requested By: Nurse Shona MacLeod

Priority: [Dropdown Menu]

Sub Category: [Dropdown Menu]

OT refe
Physiot
Urgent
Adult S
Adult VI

Alerts

Other

Public Health Adult Immunisation Referral

Start Date: 10/10/2025 @ 09:14

User: Shona MacLeod

Update

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

Admin

Search

Request item	Requesting Clinician	Start Date	Start Time	Priority	Specimen/s	Specimen Collection Time	Specimen Collection Date	Delete
Public Health Adult Immunisation Referral	Nurse Shona MacLeod	10/10/2025	09:14	Routine	1	09:14	10/10/2025	

Questions

Items	Question	Answer
Public Health Adult Immunisation Referral	Requestor's contact number	[Redacted]
Public Health Adult Immunisation Referral	Requestors email address (NHS GGC or nhs.net only)	[Redacted]

User: Shona MacLeod

Password: [Redacted]

Update

13. The referral form has now been submitted to the workbench, where it will be reviewed by clinical leads and the contact centre for vetting and appointment scheduling.