

Green Sites during Covid-19

Last Updated: 11.05.2020

Green Site update – Go Live wef Monday 18th May 2020

Dear practice colleagues

As you'll be aware we have been working to move baby immunisations to 'Green Site' locations around Calderdale. PCNs will have their own arrangements for 6 to 8 week baby medicals.

The locations are:

Green Site	Location
Brighthouse Green Site	Brighthouse Health Centre Lawson Road, Brighthouse, HD6 1NY
Grange Dene Green Site	Grange Dene Medical Centre Burnley Road, Mytholmroyd, Halifax , Hebden Bridge, HX7 5LF
Mixenden Green Site	Mixenden Stones Surgery (Caritas Group Practice) Mixenden Road, Boothtown , Halifax, HX2 8RL
Siddal Green Site	Siddal Surgery 117 Oxford Lane, Siddal , Halifax, HX3 9DG

Letters to parents are now being updated so that all are asked to call their surgery to make these appointments.

Transport

Don't forget to brief your teams on the availability of transport for patients with travel difficulties. Also, please do not share the transport telephone number with patients as it is the practice's responsibility to book travel.

This information has previously been shared via bulletin and there is a copy at the end of this message

EMIS and SystmOne Booking Instructions are shown below.

If you have any queries, please contact Paul Friend or Deborah Colledge.

Thank you.

Paul Friend Services Director Pennine GP Alliance Mobile: 07949463935 E-Mail Website	Deborah Colledge Nurse Associate, NHS Calderdale CCG Email: deborah.colledge1@nhs.net
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Primary Care
NHS Calderdale CCG

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EMIS practice booking instructions

All EMIS practices have been asked to submit up to three usernames and smartcards numbers to enable access to the Locala – Calderdale Supporting Families unit.

You will need SystmOne installed on your PC and your smartcard inserted. It is ok if your practice role for your EMIS unit has already been chosen for your smartcard.

Start SystmOne and 'Log on' to the Calderdale Supporting Families Unit.

Health Visitor

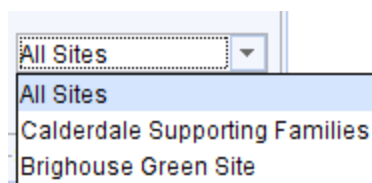
Calderdale Supporting Families
Admin/Clinical Support Access Role, Last used 05 May 2020 13:33

Log on

1. Click search on the top left of the screen and search for your patient by Firstname; Lastname; date of birth or NHS number.
2. Double check the details and double-click on the correct patient.
3. Select the appointment menu item at the top of the screen and choose 'Appointment Ledger'



4. Carefully select the correct location and check that the patient's parents are clear about the site where they should be attending. You can use the 'Site' menu on the left to limit your search to one location.



5. Right click on an appropriate time slot and choose 'Book Appointment'.
6. Complete the details and save the appointment.
7. Then **save** the record.

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SystemOne Booking Instructions

The service is being hosted on the Locala Calderdale Supporting Families unit and appointments can be made through 'Remote Booking', as is used for Extended Access.

To make the appointment from your SystemOne practice unit:

1. Go to Appointments/Remote Booking



2. Click the drop-down Show Rotas For option and select - Calderdale Supporting Families

A screenshot of the SystemOne booking interface. At the top are buttons: 'Refresh', 'Request Slots', 'Book Appointment', and 'Book Appointment F'. Below these is a 'Show rotas for' dropdown menu set to 'Calderdale Supporting Families'. To the right of the dropdown is a 'Rota' label. Below the dropdown are buttons: 'All', 'Tomorrow', 'Next 7', and 'Next 30'. To the right of these buttons is a checkbox labeled 'Show'. Below this is a section titled 'Available Rotas' with a table header: 'Location', 'Clinician', and 'Type'.

3. Rotas available to you will be shown in black type. If you have the Show fully booked rotas option ticked unavailable rotas will be shown in grey type.

A screenshot of the SystemOne booking interface showing a table of available rotas. The 'Show rotas for' dropdown is set to 'Calderdale Supporting Families' and the 'Rota Type' dropdown is set to 'All types'. Below these are buttons: 'All', 'Tomorrow', 'Next 7', and 'Next 30'. To the right of these buttons are two checkboxes: 'Show rotas not yet bookable' (unchecked) and 'Show bookable rotas' (checked). Below this is a section titled 'Available Rotas' with a table.

Location	Clinician	Type	Name	Date	Time
Brighouse Green Site	Nurse Baby Immunisation 3	Green Site Brighouse	Brighouse Green Site Baby Imms Only	04 May 2020	14:00 - 18:00
Brighouse Green Site	Nurse Baby Immunisation 3	Green Site Brighouse	Brighouse Green Site Baby Imms Only	04 May 2020	09:00 - 13:00
Brighouse Green Site	Nurse Baby Immunisation 3	Green Site Brighouse	Brighouse Green Site Baby Imms Only	04 May 2020	14:00 - 18:00
Brighouse Green Site	Nurse Baby Immunisation 3	Green Site Brighouse	Brighouse Green Site Baby Imms Only	04 May 2020	09:00 - 13:00

4. You will be able to book into any site but please make sure that the parent/guardian understands where they will be taking their baby.

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- The address for each site is shown in Selected Rota Information, at the bottom of your screen, once a rota is selected.

Selected Rota Information

Location	Brighouse Green Site	House name	Brighouse Health Centre	
Clinician	Gp Baby Checks 1	Road		Lawson Road
Rota type	Green Site Brighouse	Locality		
Rota name	Brighouse Green Site Baby Checks	Town	Brighouse	
Time	04 May 2020 ▾ 14:00	County	West Yorkshire	
Appointments telephone		Postcode	HD6 1NY	Find Map
Main telephone		CCG	NHS Calderdale CCG (02T)	

- To book into an available rota right click on the required session and choose Request Slots

Date ▾	Time	Bookable Fr...	Bookable To	Av...	
04 May 2020	09:00 - 17:00	04 Apr 2020	04 May 2020	2	⬆
					Request Slots
					Table >
05 May 2020	09:00 - 17:00	05 Apr 2020			

- Right click the time slot required and book the appointment in the usual way.

If you have any queries over this process please contact your PCN Lead nurse.

Previously Shared Transport Information

Transport for face to face appointments

From Tuesday 14th April, if you have patients who do not have access to transport and need a face to face appointment at the hub, please contact:

Pat the Project coordinator at VAC on 07495 049432
With the following:

- Name of patient
- Address of pick up
- Contact Number
- Location to be dropped off
- Time of appointment
- Are there any mobility needs
- Is a carer or child attending?

The transport will be provided through Voluntary Action Calderdale, Age UK and Calderdale Community Transport.

This service is only suitable for people with no COVID-19 symptoms.

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