

Morning Board Round SOP

The Board Round is a **daily review** of **all patients** on the ward. The purpose is to improve **patient safety** and **patient journey** through the hospital by ensuring that **multidisciplinary plans** for all patients are clear, up to date and all staff understand their **responsibility** in relation to each patient's care plan. It does not replace the full medical conversation on the ward round.

	Action to complete
Introduction	<ul style="list-style-type: none"> • Hospital big picture (including Trust status) • Ward discharge targets • Patients TCI specific to program (DTAs, outliers, electives)
For each patient	<p>A: Clinical update</p> <ul style="list-style-type: none"> ○ Identify sick (e.g.: NEWS > 5, patients deteriorated overnight) ○ Summarise medical/nursing/therapy plans, and actions agreed by MDT ○ Provide challenge and assign owners to escalate any delays (e.g. diagnostics) <p>B: Discharge planning</p> <ul style="list-style-type: none"> ○ Ensure EDDs are set at admission, and checked daily ○ Identify patients who are medically optimised and provide challenge for outstanding tasks ○ Summarise discharge plan (location, actions required, timeline) with next steps and owner ○ Is this patient a discharge for today or tomorrow? <ul style="list-style-type: none"> ➢ Identify actions required, with timeline and owners ➢ Check patient suitability for criteria led discharge? ➢ Can the patient be a golden patient? ➢ Check patient suitability for community support (SMART, Home First?) ➢ Check if EDN and TTOs have been completed?
Summary	<ul style="list-style-type: none"> • Sick and quick (golden patients for today) to see as a priority <ul style="list-style-type: none"> ○ Summary of number of discharges for today and tomorrow • Review of actions required for discharges with priorities based on timelines <ul style="list-style-type: none"> ○ E.g. patient for Home First will require EDN to be completed in the morning • Tasks that require escalations, with owners • Safety issues (including Duty of Candour)

Afternoon Board Round SOP

The afternoon BR is a **follow up** of the patients (and associated actions) identified at the morning BR

	Action to complete
Introduction	<ul style="list-style-type: none"> • Hospital 'big picture' and further updates from site meetings • Summarise total queries and definites identified in the morning
For each patient	<p>Have the actions identified this morning been completed?</p> <ul style="list-style-type: none"> ○ If not, why haven't they been completed? ○ Is this patient now ready to go? If not, can any of the pending tasks be completed today? <p>Do any actions require escalation at site meetings?</p> <ul style="list-style-type: none"> ○ Are there any discharge dependent tasks? <p>Are there any patients suitable for discharge tomorrow?</p> <ul style="list-style-type: none"> ○ If so, can any of them be golden patients?
Summary	<ul style="list-style-type: none"> • Number of discharges for today and tomorrow

Morning Board Round: Checklist

	Action to complete
Introduction	<ul style="list-style-type: none"> Hospital 'big picture' update
For each patient	<p>Clinical update</p> <ul style="list-style-type: none"> What is the patient's medical, nursing and therapy plan? <u>What actions need completing?</u> <ul style="list-style-type: none"> What can be completed today? If nothing is happening today, why not? <p>Discharge Planning</p> <ul style="list-style-type: none"> Does the patient have an up to date EDD? What is the patients social history? Does the patient require any social assessments or care needs following discharge? For medically fit patients, what actions require completion prior to discharge? (e.g.: EDNs, TTOs, transport, inform NOK)
Accountability and timely completion	<ol style="list-style-type: none"> Is there an owner assigned to every action? Are there any actions that require escalation? If so, who will do this? Does every action have a timeframe within which to complete?
Summary	<ul style="list-style-type: none"> Patients to be prioritised (sick and quick) Number of discharges for today and tomorrow

Afternoon Board Round: Checklist

	Action to complete
Introduction	<ul style="list-style-type: none"> Hospital 'big picture' update Total queries and definites identified in the morning
For each patient	<p>Have the actions identified this morning been completed?</p> <ul style="list-style-type: none"> If not, why haven't they been completed? Is this patient now ready to go? <p>Do any actions require escalation at site meetings?</p> <ul style="list-style-type: none"> Are there any discharge dependent tasks? <p>Are there any patients suitable for discharge tomorrow?</p> <ul style="list-style-type: none"> If so, can any of them be golden patients?
Summary	<ul style="list-style-type: none"> Number of discharges for today and tomorrow