**FIRST ASSESSMENT**

The initial assessment done in the First Assessment Area must ALWAYS be recorded on the CAS card.

***DO NOT use the front of the pro-forma this is for nursing documentation***

If the patient is a likely admission the First Assessment clinician must place an admissions pro-forma with the patient notes, which the ED doctor will pick up from the ‘To be Seen’ rack.

If the patient is a likely Discharge from ED (in the opinion of the clinician in First assessment) then you do not need to put a pro-forma with the patient notes.

**Before the patient leaves First Assessment, you must record on the clerking screen on CPD and tick the ‘BEING SEEN’ box if the pro-forma is used.**

If a more complete history or examination is performed in first assessment then the pro-forma can be used to record this, as long as there is also an ED sheet entry.

Any entry in the admissions pro-forma should be signed and include your name & the date written legibly.

**MAIN DEPARTMENT**

**Check the ‘BEING SEEN’ box is ticked if the pro-forma is being used**

If there is an admissions pro-forma in the folder when you start seeing a patient this should be used for all entries.

Not every section of the pro-forma needs completing, only the relevant ones\*

**In the clerking screen on CPD tick the ‘FOR POST TAKE’ BOX when you have finished seeing the patient.**

NB. The boxes on the clerking page must be ticked as this information feeds through to the Specialties Whiteboards. If you do not tick the correct box the Consultants do not know that the patient needs Post-Taking.

