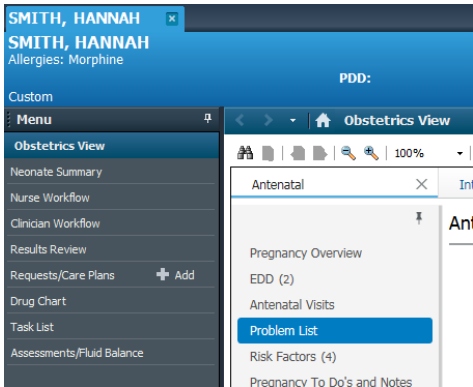
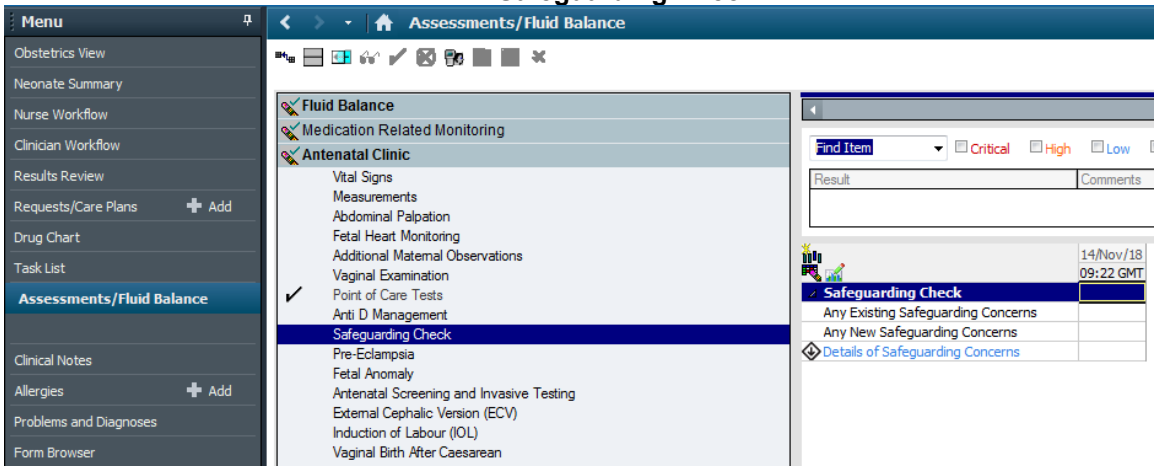


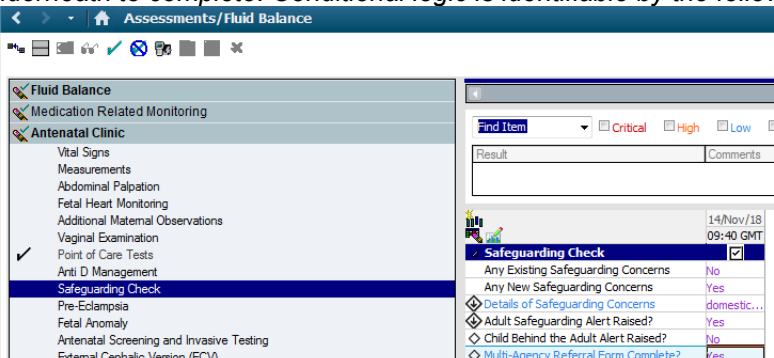
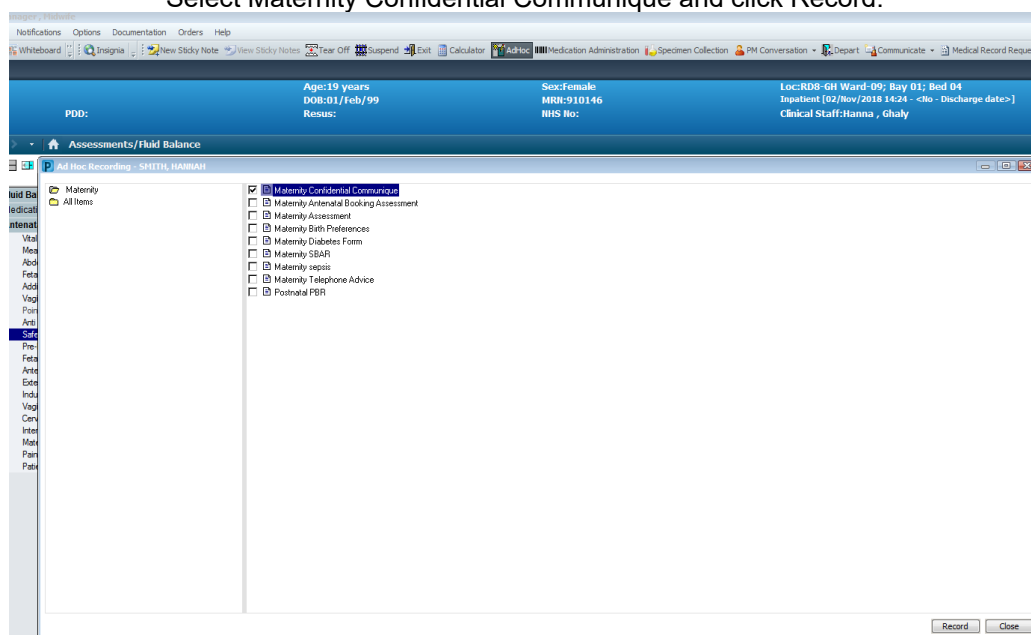


STARTING THE CONFIDENTIAL COMMUNIQUE

1.	<p>This guide will show you through the process of starting the Confidential Communique from the point of identifying there is a problem.</p> <p>Once the CC has already been started and requires updating the process is different. Please refer to QRG 'Updating Confidential Communique' for this information</p>														
2.	<p>Ensure you are open to the Obstetrics View. Select Assessments/Fluid Balance from the Main left hand menu.</p> 														
3.	<p>From the bands, select appropriate for whichever area you are working within but for the purpose of this example the band chosen is Antenatal Clinic. Then chose from the list that appears underneath, Safeguarding Check.</p> 														
4.	<p>Complete the relevant details in this section and sign using the green tick once complete. <i>This section has conditional logic. When you type into 'Details of Safeguarding Concerns', this opens up more sections underneath to complete. Conditional logic is identifiable by the following symbol</i>  </p>  <table border="1" data-bbox="901 1915 1209 2040"> <thead> <tr> <th>Question</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>Any Existing Safeguarding Concerns</td> <td>No</td> </tr> <tr> <td>Any New Safeguarding Concerns</td> <td>Yes</td> </tr> <tr> <td>Details of Safeguarding Concerns</td> <td>domestic...</td> </tr> <tr> <td>Adult Safeguarding Alert Raised?</td> <td>Yes</td> </tr> <tr> <td>Child Behind the Adult Alert Raised?</td> <td>No</td> </tr> <tr> <td>Multi-Agency Referral Form Complete?</td> <td>Yes</td> </tr> </tbody> </table>	Question	Answer	Any Existing Safeguarding Concerns	No	Any New Safeguarding Concerns	Yes	Details of Safeguarding Concerns	domestic...	Adult Safeguarding Alert Raised?	Yes	Child Behind the Adult Alert Raised?	No	Multi-Agency Referral Form Complete?	Yes
Question	Answer														
Any Existing Safeguarding Concerns	No														
Any New Safeguarding Concerns	Yes														
Details of Safeguarding Concerns	domestic...														
Adult Safeguarding Alert Raised?	Yes														
Child Behind the Adult Alert Raised?	No														
Multi-Agency Referral Form Complete?	Yes														

5.

Now click on the AdHoc folder located on the toolbar at the top of the screen.
Select Maternity Confidential Communicate and click Record.



6.

Complete the details within the Confidential Communicate form and sign one complete (green tick).
Try where possible to keep this text brief because you have a limited number of characters and you will see further through this guide where you can document all of the details relating to the scenario.

The screenshot shows the 'Confidential Communicate' form for patient SMITH, HANNAH (NHS: MRN: 910146). The form is titled 'Confidential Communicate' and includes a 'Performed on' field (14/11/2018) and a 'By:' field (Manager, Midwife). The form contains several sections with radio button options for 'Yes' and 'No':

- Risks Factors:**
 - Learning or physical disabilities: Yes, No
 - Mothers Physical / mental health: Yes, No
 - H/o self harm / depression / attempted suicide: Yes, No
 - Substance / alcohol misuse: Yes, No
 - Female genital mutilation: Yes, No
 - Teenage pregnancy up to 20 yrs of age at EDD: Yes, No
 - Domestic abuse: Yes, No
 - Other / cause for concern: Yes, No
 - Welfare of the unborn baby: Yes, No
 - Homeless / housing difficulties: Yes, No
 - Recent migrant / asylum seeker / refugee status: Yes, No
 - Difficulty reading / speaking English: Yes, No
 - Travellers: Yes, No
 - Unsupported mothers: Yes, No
 - Parent / carer "looked after" in past: Yes, No
 - History of Social Care involvement with prospective parents or family: Yes, No
- Further Information:**
 - Disclosed domestic abuse during clinic visit.

The form is marked 'In Progress' at the bottom right.

7.

Once the Confidential Communicate form is signed you must pull these details into a Clinical Note. Select Clinical Notes from the Main left hand menu.

Click on the Add icon to create a new note.

8.

Select Maternity Confidential Communique from the ***Type** drop down. This will pull in the details from the Maternity Confidential Communique form.

Complete the Subject field as appropriate. For example 'Start of Confidential Communique'.

You can add as much detail to this document as you like, just scroll to the bottom, below the template, and click with the mouse before you start typing. This is the most appropriate place to enter full detail regarding the scenario/content of the confidential communique.

Domestic abuse	Yes
Other / cause for concern	No
Welfare of the unborn baby	Yes
Homeless / housing difficulties	No
Recent migrant / asylum seeker / refugee status	No
Difficulty reading / speaking English	No
Travellers	No
Unsupported mothers	Yes
Parent / carer "look after" in past	No
History of Social Care Involvement with prospective parents or family	No
Further Information	Disclosed domestic abuse during clinic visit.

9.

Once complete, sign the documentation.

The documentation has now been started and every time someone makes an entry it must be modified to create a contemporaneous document.

10.

The final step is to inform the MKUH Safeguarding Team. Click on Requests/Care Plans from the Main left hand menu and then select Add (top left hand corner).

Type MKUH into the search. Select MKUH Safeguarding Team Informed from the drop down and click done to the Add Order window.

11.

There is a Mandatory field that must be completed for this order - *Reasons. Select from the drop down or select multiple by holding control and selecting the required. If appropriate, comments can be added to Clinical Details before signing for the order (bottom right hand corner).

12.

Once this order has been signed and the screen refreshed, the order status changes from processing to ordered.

Display: All Orders 5 Days Back Customise View

Order Name	Status	Details
Patient Care		
<input checked="" type="checkbox"/> Activities of Daily Living Assessment	Ordered	Requested Start Date/Time 02/Nov/18 14:25:12 GMT, once a WEEK on the same day each week Ordered automatically on admission.
<input checked="" type="checkbox"/> Environmental Safety	Ordered	Requested Start Date/Time 02/Nov/18 14:25:12 GMT, ONCE a day (afternoon) Ordered automatically on admission.
<input checked="" type="checkbox"/> Safety Assessment	Ordered	Requested Start Date/Time 02/Nov/18 14:25:12 GMT, once a WEEK on the same day each week Ordered automatically on admission.
Medications		
<input checked="" type="checkbox"/> Tramadol	Ordered	*CD* DOSE: 50 mg - ROUTE: oral - capsule - FOUR times a day - START: 08/Nov/18 16:01:00 GMT, Pharmacy supply: Order via CD request book
Consultations		
<input checked="" type="checkbox"/> MKUH Safeguarding Team Informed	Ordered	14/Nov/18 11:43:00 GMT, Domestic abuse Other - specify in clinical details, Risk to the unborn child