

APPHON/ROHPPA



Shared Care Communication Tool and ***Request for Information Tool User Guide***

The purpose of these documents is to facilitate consistency, efficiency, and clarity when communicating shared care information about pediatric hematology/oncology patients between health care partners. The *Shared Care Communication Tool* is meant to preface and summarize contents of patient information packages sent to other health care providers. The *Request for Information Tool* is meant to be used when seeking out information from other Health Care providers.

Guidelines for use:

- These forms will be used in both directions; between subspecialty centers and regional facilities, to communicate information before and after a child/adolescent has been cared for in a facility.
- The check boxes are meant to increase efficiency when compiling a fax package, as well as act as a reminder of what might need to be conveyed.

1. Shared Care Communication Tool

- **A. Document** information:
 - : Use the check boxes to indicate what documents are being sent.
 - : The information in the brackets indicates data that should be included if you are sending that particular document.
- **B. Visit details:** The first bolded box is a list of possible reasons for the patient visit, locations the visit may have occurred, and whether or not the child/adolescent was admitted.
- **C. Medications:** This box is a place to highlight new or changes to medications. If there is a long list of new medications it would be appropriate to say “please see attached medication record and/or medication calendar for changes”.
- **D. Additional Information:** This box allows for short notes highlighting changes or concerns and is used to draw attention to a particular document which will contain the detailed data.
- **E. Next Scheduled Clinic Visit:** To inform the shared care partners when and where the next scheduled appointment is.
- **F. Signage Box**
 - The completed form would then be faxed to the shared care facility.
 - Note that this is not a permanent record; however the attached documents often are. Do not rewrite patient information on these documents and send them alone.

2. Request for Information Tool

- **A-C.** Indicate in the appropriate box what information you are seeking. When requesting height and weight, the last available height and weight should be included for comparison and accuracy of current values.
- **D.** Indicate when/where the next visit will be.
- **E.** Person requesting information to print name/sign the document, as well as, indicate from what center they are requesting information from.

Feedback around the applicability and practicality of these tools will be received at any time; please forward to **Deborah.Parker@iwk.nshealth.ca**.

The *Shared Care Communication Sheet* was adapted from a similar tool used by POGO.