

## Policy: Progress Reports for Regional Burn Units from the National Burn Centre

---

### Purpose

The purpose of this policy is –

- to ensure that timely communication regarding patient care and progress is maintained with the appropriate personnel in Regional Burn Units.
- To promote a seamless level of service between the National Burn Centre and Regional Burn Units.
- To ensure patients receive appropriate and timely support services when discharged home.

### Scope

This policy is applicable to all CMDHB employees working in the National Burn Centre, particularly Burns Clinical Nurse Specialists and those involved in care coordination and discharge planning.

This policy is applicable to those patients who have been referred to the National Burn Centre from outside the Auckland /Northland region (ie. CMDHB tertiary Plastic Surgery region).

### Policy

- Patients admitted to the NBC from outside the Auckland/Northland region will be transferred back to their Regional Burn Unit for ongoing follow-up post discharge.
- On referral of a patient to the NBC, the On Call Burns Nurse must ensure that the name and contact details of the referring Doctor are recorded, as well as the name and contact details of the on call regional Plastic Surgeon from the patient's region. This Plastic Surgeon will be responsible for follow-up of the patient after discharge from the NBC, unless notified otherwise.
- The responsibility for sending appropriate reports lies with the Burns Clinical Nurse Specialists. These reports are multi-disciplinary in nature, and must be developed with input from the multi-disciplinary team.
- All reports will be sent to the Regional Plastic Surgeon AND the Charge Nurse of the relevant Regional Burn Unit.

<b>Policy Number:</b>	BRNS-0252-036	<b>Version:</b>	1.0
<b>Department:</b>	National Burn Centre	<b>Last Updated:</b>	19/10/2006
<b>Document Owner:</b>	Burns Clinical Nurse Specialist	<b>Next Review Date:</b>	June 2007
<b>Approved by:</b>	National Burn Service Network	<b>Date First Issued:</b>	29 Nov. 06
<b>Counties Manukau District Health Board</b>			

## Progress Reports for Regional Burn Units from the National Burn Centre

- Within 48 hours (Mon – Fri) of admitting a patient to the NBC, the Burns CNS will initiate a report outlining the condition of the patient and initial treatment plan.
- Further reports outlining current condition of the patient, current treatment and discharge plans (when relevant) will be sent weekly. For stable patients who are in long term rehabilitation in the NBC, these reports may be sent fortnightly.
- The NBC Patient Progress Report template will be used as a framework for these reports.
- Transfer of care from the NBC – Prior to transfer of care from the NBC, a comprehensive multi-disciplinary discharge summary will be completed and sent to the receiving burn unit or hospital, and to the patient's GP.

## Associated Documents

Other documents relevant to this policy are listed below:

<b>NZ Legislation</b>	
<b>CMDHB Clinical Board Policies</b>	
<b>NZ Standards</b>	
<b>Organisational Procedures</b>	
<b>Other related documents</b>	NBC Patient Progress Report template Referral, transfer and Discharge in the National Burn Centre Guideline, National Burn Service Framework

## Definitions

Terms and abbreviations used in this document are described below:

<b>Term/Abbreviation</b>	<b>Description</b>
NBC	National Burn Centre

<b>Policy Number:</b>	BRNS-0252-036	<b>Version:</b>	1.0
<b>Department:</b>	National Burn Centre	<b>Last Updated:</b>	19/10/2006
<b>Document Owner:</b>	Burns Clinical Nurse Specialist	<b>Next Review Date:</b>	June 2007
<b>Approved by:</b>	National Burn Service Network	<b>Date First Issued:</b>	29 Nov. 06
<b>Counties Manukau District Health Board</b>			