

Mark this Note as Hidden:

This will hide the note but the patient can still be found on the register

Completing the End of Life Register

Until the patient consent has been recorded the questions will be disabled. Once clicked the questions will load and will appear in the lower half of the screen.

Has patient given consent for information sharing? No Yes

The information is divided into three tabs:



- Core Information
- Advance Care Planning
- Contacts

Continue to answer any questions you know about the patient

To save a new patient entry click

TIP:

The NHS number and telephone contact numbers **must** be valid—if an incorrect number or incorrect number of digits is entered the system will **not** accept the entry and a warning will be displayed.

Care Navigation Centre - Single Point of Access

This dedicated contact number is available to patients on the register who may need urgent health advice 24 hours a day, 7 days a week. This number aims to improve access to timely and effective integrated services for individuals in their last days of life.

TEL: 01233 504133

Fax: 01233 504108

For more information please contact:

mavis.williams@pilgrimshospices.org – Project

Invicta Project Manager or

Faye.Hames@nhs.net – End of Life Commissioner

My Wishes East Kent's End of Life Register

User Training Guide



<https://www.mywisheseastkentregister.org>

What is My Wishes East Kent's Register?

The My Wishes register is a record of patients decisions about:

- The type of care they would like to receive as they approach the end of their life, including any cultural or religious wishes
- It may include any legal refusal of treatment they may have made in an Advance Decision to Refuse Treatment or through the appointment of Lasting Power of Attorney for personal welfare.
- Their preference of where they would like to die, whether at home, in a care home, in hospital or in a hospice

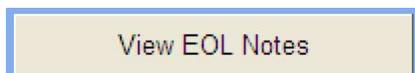
What is the My Wishes Register?

The 'My Wishes Register' has been designed to enable healthcare professionals to record and share information relating to end of life care patients; including details of their carers, next of kin, power of attorney holders, diagnosis, re-suscitation preferences and other key information.

How to use the My Wishes Register

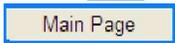
Viewing an EOL register entry

When logging in to the End of Life Care Register select **View EOL Notes**



Carry out a patient search by entering information into the search criteria fields—click **Search**

A blue-bordered form titled "Search Criteria". It contains six input fields with labels: "DOB:", "Forename:", "Surname:", "Postcode:", "Phone:", and "NHS Number:". Each field is a simple white rectangle with a blue border.

To view more details of an entry — click [View](#) to the left of the appropriate entry. After viewing the entry click  button to return to search screen

Editing or Adding to a Register Entry for an Existing Patient

When logging in to the End of Life Care Register select **Edit All EOL Notes**

Carry out a patient search —from the list of returned notes—click **Edit** to the left of the entry—the patient note entry will be displayed

Edit the patient and/or register details as appropriate—click **Update** to save the information

Adding a Register Entry for a New Patient

Carry out a patient search to ensure patient has not previously been added to the Register—click the **Add New Note** button and complete the Search Criteria box—click **Add Patient**

To include any hidden register entries place a tick the **Show Hidden Patients** box



A message will be displayed under the search criteria box if no matches have been found. To add a new patient to the database click **Add Patient**

The '**Note Edit**' screen is broken down into six main sections and can be completed in any order:

Patient Demographics	Note Settings
Contact Details	Note Questions
Home Address	Notes

Continue to complete the register — The search will identify if they are already on the register. If the patient is not found, the demographics will have to be completed.

Any field marked with a * is mandatory and **must** be completed

Home Address: use the '**Address Lookup**' field to search for a patient address—enter the postcode and click '**Lookup**' - double click the correct entry

A blue-bordered form titled "Home Address". It features an "Address Lookup:" label, a text input field containing "AB1 2CD", a small dropdown menu with up and down arrows, and a "Lookup..." button.

Note Settings: The review date will automatically set to six months from the current date—this can be changed to a more suitable date if required.