

Checklist for a good referral and handover or discharge letters

A comprehensive referral is an essential part of establishing pathways with new clinicians. It takes time to chase up missing information which may delay appointment times. If adult services do not have the required information they cannot:

- triage appropriately
- contact the young person, family or carers to make an appointment.

Equally, it is important that clinicians receive all the required information for their first appointment with the young person.

Checklist

Use this checklist to ensure your referrals for young people with chronic conditions include:

the reason for the referral

the urgency of the referral to assist with triaging, if clinically warranted

Clinical information

medical history including allergies

current medications

examination findings

other important information, such as

investigation results

social factors and other services involved

Referrer details

name of the referring clinician, role, and contact number

patient's admitting team or consultant

include general practitioner details

Handover and discharge letters

Ensure handover and discharge letters cover this information.

Medical history and clinical information

diagnosis/es

an outline of key investigations, treatments, and surgical history

specific medication information and the medications that have been previously trialled and highlight if approvals are required or prescribing arrangements

allergies

a CC copy of the last clinic letter and a copy of any results of investigations performed

general practitioner involvement and details

About the young person

current goals

fertility and contraception considerations

current treatment objectives

interpreters used previously

psychosocial factors