

Checklist for new young person's referral

Name		Date of referral	____ / ____ / ____
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Suggested actions	Completed		Comments
	Yes	No	
Administration officer to alert clinicians of the adolescent/young person's referral			
Prioritise on the waiting list so that wait time is less than four weeks. Offer flexible appointments.			
Appoint a care coordinator from the team.			
Establish the degree of parental involvement and consent issues			
Allocate a consistent doctor for the first year of contact in the clinics			
Allocate consistent multidisciplinary team members for the first year			
Identify the individual's and/or parent/carer's preferred form of communication			
Identify relevant existing and previous services involved and obtain information			
Review any avoidable emergency admissions due to pain and establish an Emergency Department Management Plan (see Section 4 of the Toolkit)			
Liaise with GP and any existing paediatric service regarding management plan			
Refer to transition coordinator (see Section 5 of the Toolkit)			
Ensure a full multidisciplinary assessment, including psychology review			
Use HEEADSSS assessment/interview process (youth risk assessment tool) to review in full and plan: school, driving, study, work, sexuality, mental health, sleep, relationships and family (see Section 11 of Toolkit)			
Develop individual pain management plan with goals as defined through HEEADSSS process			
Maintain regular contact with patient/parent as agreed (pre-booked phone follow up)			
Link individual to appropriate resources (See Part 3 of the Toolkit) and the ACI Pain Management Network resources			
Complete transition readiness checklist with the patient			
Establish the need for school liaison and allocate staff			