



NHS Dorset  
NHS Bournemouth and Poole

**NHS BOURNEMOUTH AND POOLE  
AND  
NHS DORSET CLUSTER  
DIRECT LISTING POLICY**

**RBCHFT  
DCHFT  
DUHFT**

**DATE: March 2012**

**REVIEW DATE: August 2012**

# POLICY CONTROL SHEET:

**Policy Reference:** 01 DIRECT LISTING

**Version:** 2

Approval		Distribution		
	<b>MSK CCP</b>	<b>Intranet</b>	<b>Website</b>	<b>Other</b>
<b>Date</b>				DCH, RBCH & DUHFT

Document History				
Date of Issue	Version No.	Next Review Date	Date Approved	Nature of Change
Mar 2012	V1	Aug 2012		
Mar 2012	V2	Aug 2012		

## 1 INTRODUCTION

1.1 The Orthopaedic Direct Listing Policy enables patients to be added to the waiting list by Extended Scope Practitioners (ESPs) employed within the Dorset MSK Interface Service (currently operational as the Orthopaedic Medicine Service (OMS) and Dorset Orthopaedic Treatment Service (Dorset OTS)), as agreed by Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust (RBCHFT) and Dorset County Hospital NHS Foundation Trust (DCHFT) Orthopaedic Consultants, for specific orthopaedic conditions/operations.

1.2 This is an agreement between:

- RBCHFT and OMS
- DCHFT and Dorset OTS

## 2 AIMS AND OBJECTIVES

2.1 To enable ESPs to direct list patients seen in the Dorset MSK Interface Service for Elective Orthopaedic Procedures for RBCHFT and DCHFT Consultants.

2.2 To ensure a smoother patient care pathway by allowing ESPs to direct list (rather than the patient having to be reviewed again in secondary care, prior to listing).

2.3 To reduce outpatient waiting times and thereby assist RBCHFT and DCHFT in the achievement of the 18 week pathway.

## 3 DIRECT LISTING PATHWAY

### 3.1 RBCHFT and OMS Direct Listing Pathway

- Patient seen by an ESP at OMS where decision to admit (DTA) is taken ([Appendix 3](#));
- ESP can DTA and direct list for conditions and consultants for which they have been signed off ([Appendix 1](#));
- TCI Card completed and appropriate screening form given to the patient. Patient returns screening questionnaire ([Appendix 4](#)) to clinician;
- TCI card, referral letter and screening questionnaire sent to RBCH within 7 days of the patient being seen in clinic;
- Referral to be emailed to Health Records via secure email;
- Those referrals should reach Health Records no later than 9 weeks into the patients 18 week RTT pathway.

### 3.2 DCHFT and Dorset OTS Direct Listing Pathway

- Patient seen by an ESP at Dorset OTS where decision to treat (DTT) is taken;
- ESP add patients to the waiting list for conditions and consultants for which/whom they have been accredited ([Appendix 2](#));

- DTT card and referral letter sent to relevant consultant's secretary at DCHFT within 3 days of the patient being seen in clinic (Appendix 3);
- Referral and Dorset OTS consultation letter to be emailed to DCHFT Health Records via secure email to be filled in the patient's notes;
- Consultants to sign of DTT cards once they have been received within 7 days of receipt and to send to 18 week team;
- 18 week team to create pathway, start date of the pathway being the date of DTT;
- Admissions department will send out screening questionnaires when patient added to waiting list.

### 3.3 Exceptions to Direct Listing

- Where direct listing is not in the best interests of the patients i.e. where a second opinion from a Consultant is deemed necessary;
- Any condition for which an ESP is not accredited or signed off to list for;
- A patient requests a treatment under a Consultant for whom the ESP is not accredited for or has not been signed off to list for.

## 4 RESPONSIBILITY

### 4.1 Consultant Responsibilities

- To sign off TCI / DTT cards, once they have been received from the interface service, within 7 days of those cards being received;
- To discuss with the relevant ESP if a direct listed patient is not deemed to have been appropriately listed;
- To review the suitability of the direct listing process and reserve the right to withdraw their consent to it.

### 4.2 ESP Responsibilities

- List patients for conditions or procedures for the consultants they have been signed off for;
- Liaise with those Consultants with regard to any listings on which they require a Consultant opinion.
- To complete TCI cards and ensure the completion, by the patient, of the appropriate screening questionnaire (RBCHFT);
- To complete DTT cards (DCHFT);
- To ensure a referral letter will be available to accompany the TCI / DTT card;
- To refer patients to a secondary care outpatient clinic when Direct Listing is inappropriate (see 3.3).

## **5 TRAINING**

5.1 ESPs eligible to list will have undertaken specific ESP training and will regularly liaise with the Consultants to whom they are responsible.

## **6 PROCESS FOR MONITORING COMPLIANCE WITH THE POLICY**

6.1 The following aspects of the service will be audited at 6 months.

- Number of patients being directly listed from the interface service;
- How many weeks into the patient 18 week RTT pathway the patients are being referred from the interface service;
- Number of patients, who have been directly listed from the interface service, who are cancelled on the day of surgery.

## **7 APPROVAL, IMPLEMENTATION AND REVIEW**

7.1 The policy will be reviewed on an annual basis. It will be shared Trust wide via publishing on the intranet policies page. In addition, it will be shared via the following forums:

### **RBCHFT**

- Orthopaedic Management Team Meeting
- Directorate Meeting
- OMS-RBCH Meeting
- Screening / Pre-Assessment Meeting
- Therapy Clinical Team Lead Meeting
- Local Commissioners

### **DCHFT**

- Orthopaedic Department Meeting
- Surgical Division Meeting
- Screening / Pre-Assessment Meeting
- Therapy Clinical Team Meeting
- Dorset OTS
- Local Commissioners

## **8 REFERENCES**

Kotecha; C. Meyer; T. Crichlow; and S. Kakati (2008) Should Extended Scope Physiotherapists Place Patients Directly on Arthroscopy Lists? JBJs British Volume, Vol 92-B, Issue SUPP\_II, 322-32

## **9 CONSULTATION**

- All Orthopaedic Consultants
- All ESPs and the Therapy Manager
- Management Team – Orthopaedic Directorate
- OMS Manager
- Dorset OTS Manager
- NHS Bournemouth and Poole and NHS Dorset Cluster

RBCHFT

Direct Listing – Signing Off Matrix – Correct as of 17/01/2012

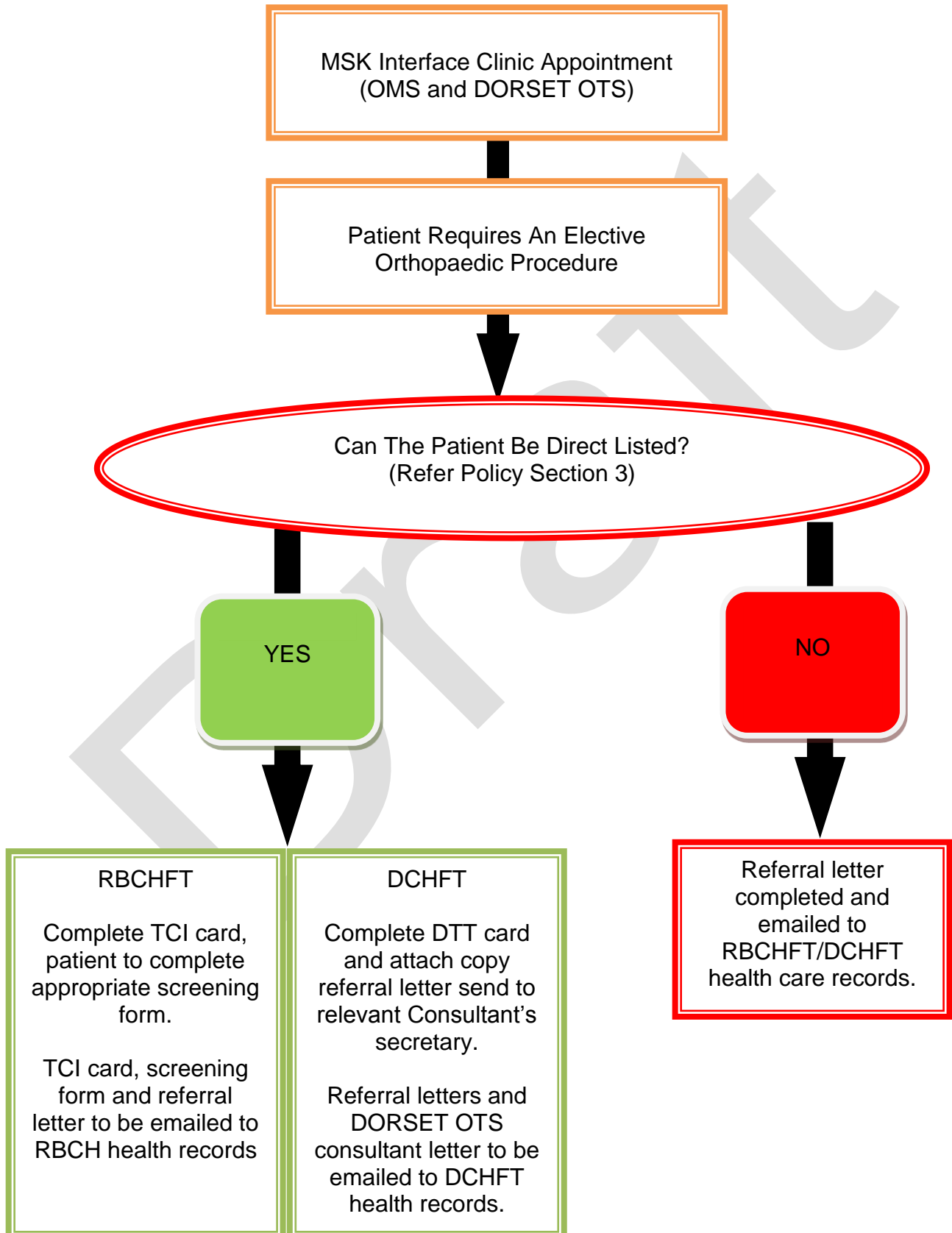
<b>DIRECT LISTING MATRIX</b>				
<b>ESP</b>	<b>OMS LOCATION</b>	<b>CONSULTANT</b>	<b>PROCEDURES</b>	<b>SIGNED OFF</b>
<b>Elliot Gully</b>	Shelley Road	<b>Heath Taylor</b>	All appropriate foot procedures as mutually agreed between Heath Taylor and Elliot Gully	24/11/2011
<b>Pete Webster</b>	Shelley Road	<b>David O'Connor Simon Richards Jeremy Southgate</b>	CTD Dupuytren's Cubital Tunnel Tennis / Golfers Elbow Trigger Finger / Thumb Cyst / Ganglion	6/12/2011
<b>Cathy Owers</b>	Shelley Road	<b>Richard Hartley</b>	ASD MUA ACJR TSR Reverse TSR RC Repair Stabilisation	24/11/2011
<b>Mitra Woollard</b>	Shelley Road	<b>Charlie Blakeway</b>	TKR THR Hip Block Arthroscopy ACLR Uni Knee Replacement	17/1/2012
<b>Janine Ord</b>	Shelley Road	<b>Mark Farrar</b>	Hallux Valgus correction (scarf and akin, occasionally lapidus) Cheilectomy Fusion 1st MTPJ Ultrasound guided injection to plantar fascia Guided injection into joints in feet Occasionally midfoot fusion in feet (after d/w consultant)	TBC

## DCHFT

## Direct Listing – Accreditation Matrix – Correct as at 27/03/2012

<b>DIRECT LISTING MATRIX</b>				
<b>ESP</b>	<b>Dorset OTS LOCATION</b>	<b>CONSULTANT</b>	<b>PROCEDURES</b>	<b>SIGNED OFF</b>
<b>Matt Flux</b>	Bridport CH; Frederick Treves HC (April 2012); Portland CH; Weymouth CH.	<b>Nick Savva</b>	Bunion Surgery  Hallux Rigidus  Image guided joint injection	10/02/2012
<b>Liz Hoskinson</b>	Blandford CH Weymouth CH	<b>Ian Barlow</b>	Knee Arthroscopy  TKR	10/02/2012
<b>Tracy Attwell</b>	Frederick Treves HC (mid April 2012); Swanage CH.	<b>Nick Fernandez</b>	ASD  MUA  ACJ Excision  RC Repair	10/02/2012

### DIRECT LISTING WORKFLOW DIAGRAM





**RBCHFT SCREENING QUESTIONNAIRES**

<b>PROCEDURE TYPE</b>	<b>QUESTIONNAIRE TO BE GIVEN TO PATIENT</b>
Majors	Screening / Health Questionnaire JB 68452
Day Case	Screening / Health Questionnaire WZK2378 04/09
Local Anaesthetic (LA)	Pre-operative Screening / Assessment and Admission for Surgery with Local Anaesthetic LA POA/Admission 9/08

Draft