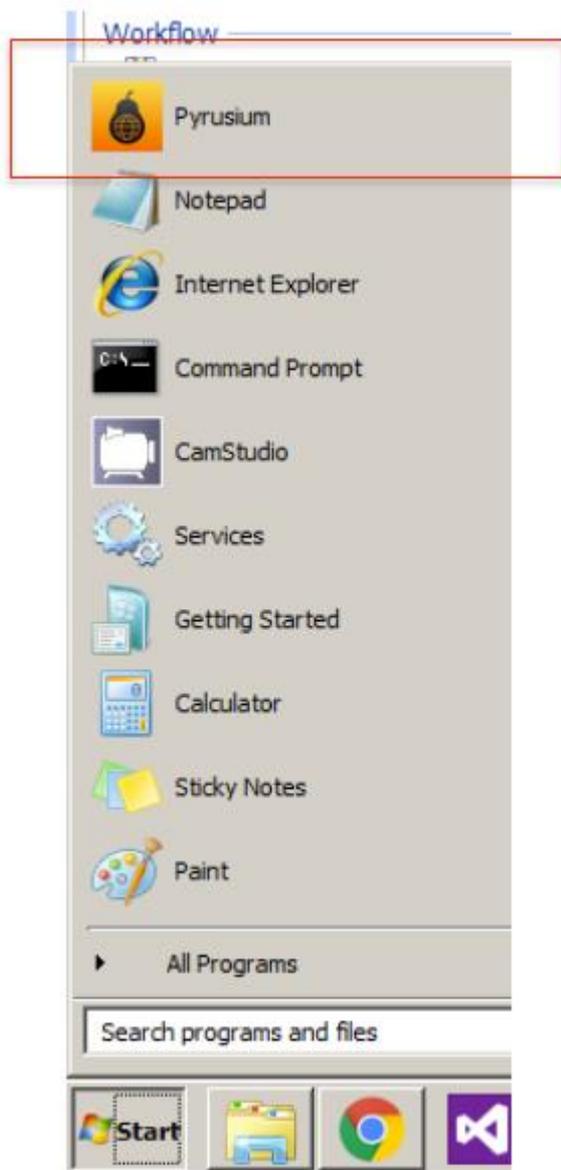
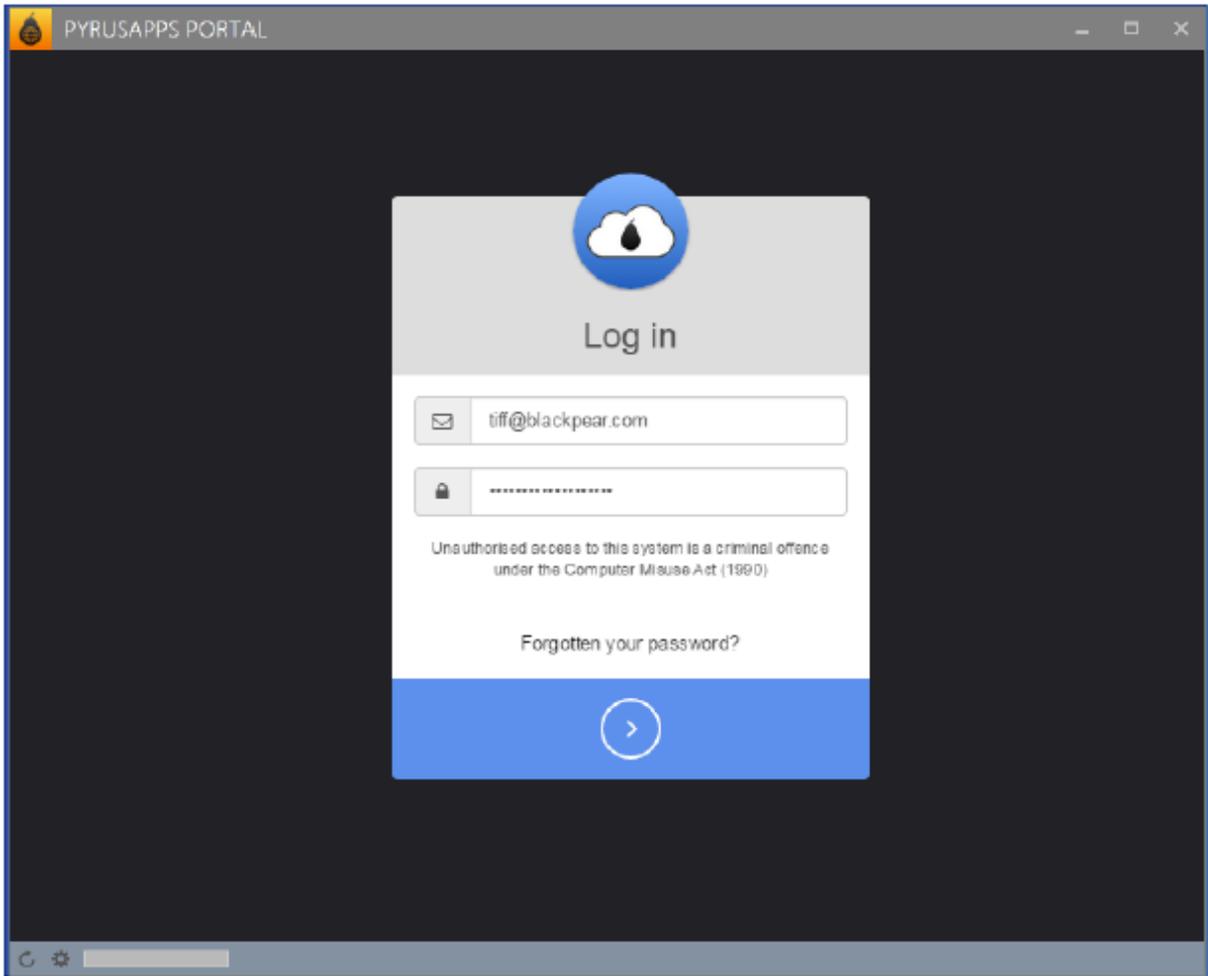


Black Pear Software User Guide: eSP (electronic Shared Plans) Accessing eSP from within the GP Practice:

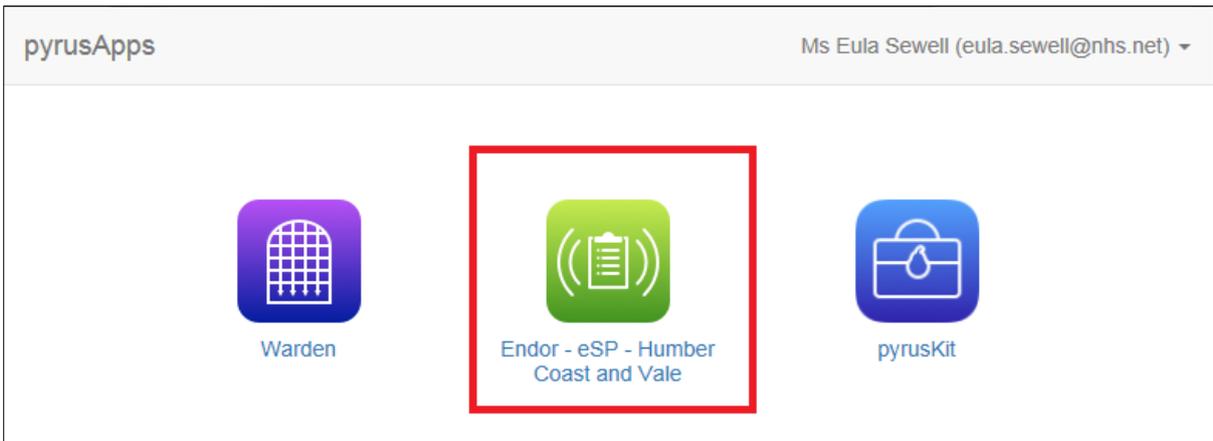
1. Log in to your GP clinical system.
2. Open the patient for whom you would like to create a shared plan.
3. Open Pyrusium located on the start menu



4. For the first time, you will be prompted to log in using your Black Pear licensing credentials. After the first time, you will be logged in automatically as your credentials attach to your clinical system login:

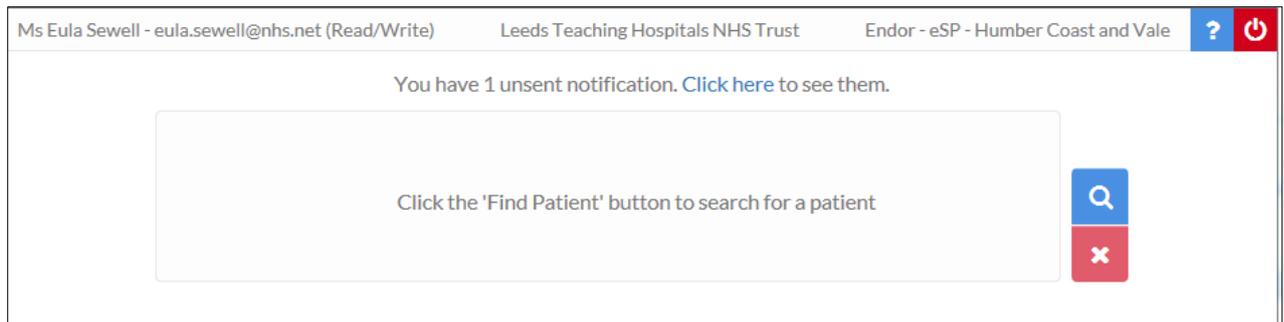


5. You will see a landing page. Select the appropriate app:



6. On first entry into eSP you may be prompted to login.

7. On entry into eSP, the app will pick up the currently open patient within the GP clinical system. Alternatively, click on the “**Find Patient**” button to search for the required patient:

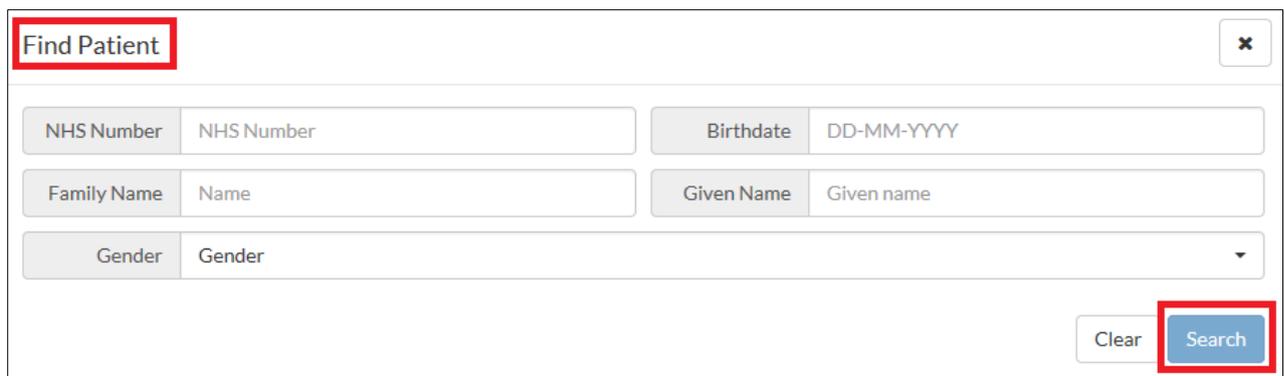


Ms Eula Sewell - eula.sewell@nhs.net (Read/Write) Leeds Teaching Hospitals NHS Trust Endor - eSP - Humber Coast and Vale

You have 1 unsent notification. [Click here](#) to see them.

Click the 'Find Patient' button to search for a patient

Search icon (magnifying glass) and Close icon (X)



Find Patient [Close]

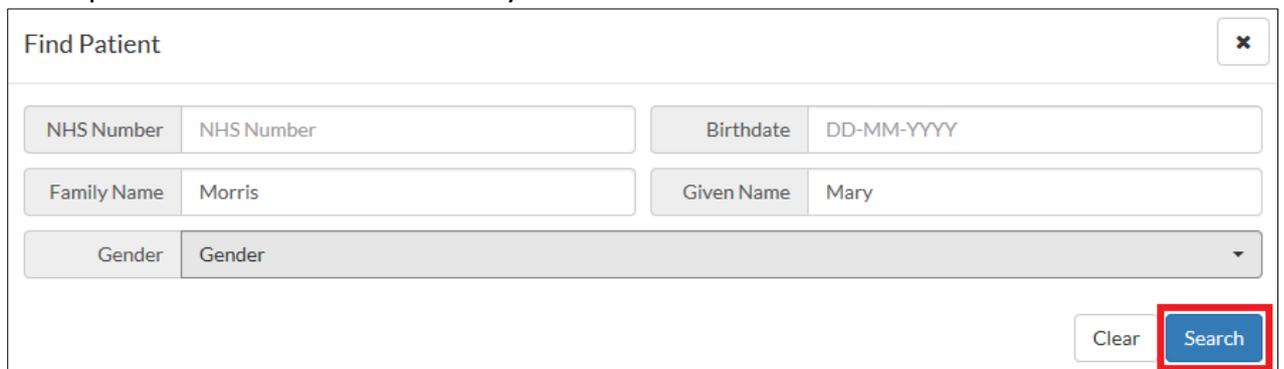
NHS Number: NHS Number Birthdate: DD-MM-YYYY

Family Name: Name Given Name: Given name

Gender: Gender

Clear Search

Enter patient details for the record you wish to retrieve and then click ‘**Search**’:



Find Patient [Close]

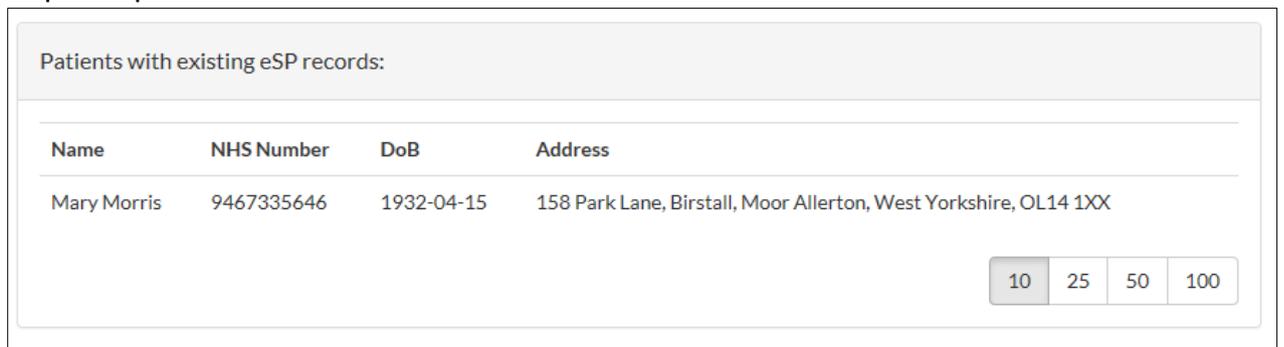
NHS Number: NHS Number Birthdate: DD-MM-YYYY

Family Name: Morris Given Name: Mary

Gender: Gender

Clear Search

8. A list of patients that satisfy the search criteria will be displayed. Select the required patient from the list:



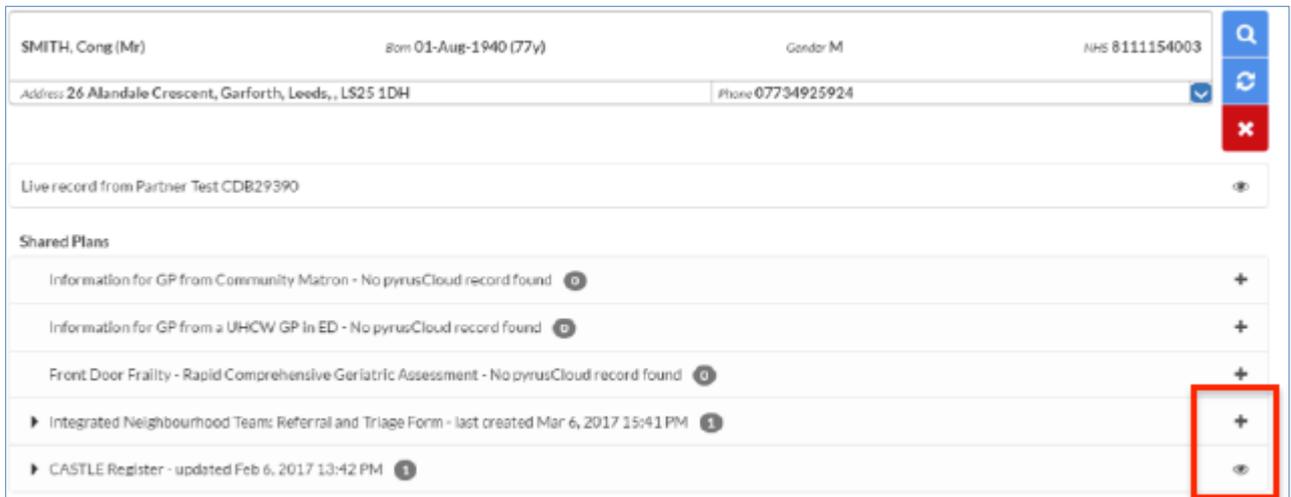
Patients with existing eSP records:

Name	NHS Number	DoB	Address
Mary Morris	9467335646	1932-04-15	158 Park Lane, Birstall, Moor Allerton, West Yorkshire, OL14 1XX

10 25 50 100

9. A list of available shared plans for the service will be displayed. Next to each of the shared plans, is a number indicating the number of forms there are for a particular plan type. Please note, End of Life plans will only ever have one plan with all carers contributing to the same plan. Where there are no plans, click the '+'

button to create a new plan or click the 'eye'  button to amend or view an existing plan:



SMITH, Cong (Mr) Born 01-Aug-1940 (77y) Gender M NHS 8111154003

Address 26 Alandale Crescent, Garforth, Leeds, LS25 1DH Phone 07734925924

Live record from Partner Test CDB29390

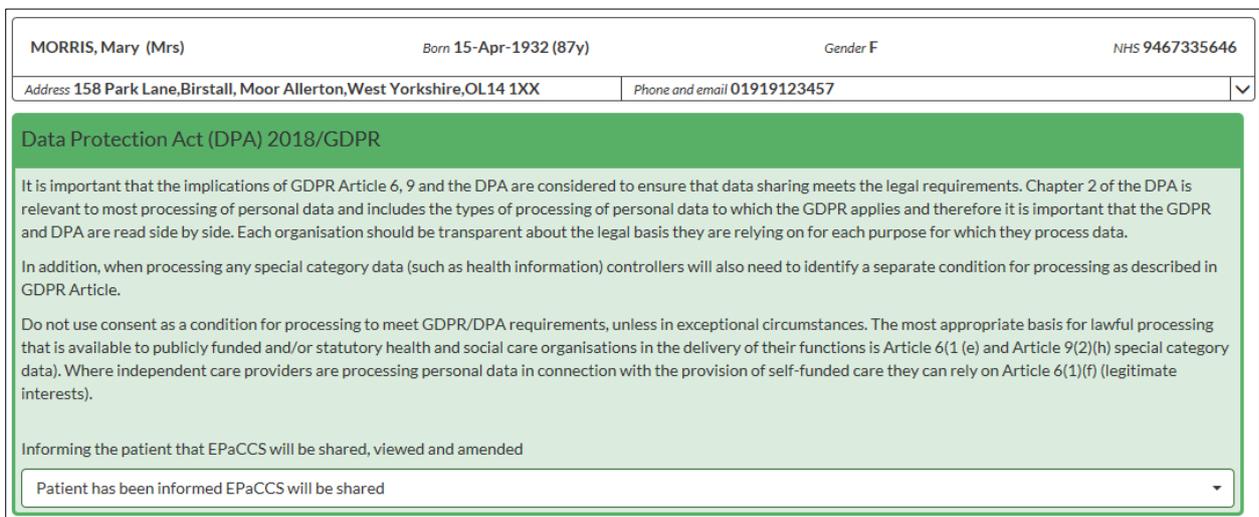
Shared Plans

- Information for GP from Community Matron - No pyrusCloud record found +
- Information for GP from a UHCW GP in ED - No pyrusCloud record found +
- Front Door Frailty - Rapid Comprehensive Geriatric Assessment - No pyrusCloud record found +
- ▶ Integrated Neighbourhood Teams: Referral and Triage Form - last created Mar 6, 2017 15:41 PM 1 +
- ▶ CASTLE Register - updated Feb 6, 2017 13:42 PM 1 +

10. The legal basis for sharing end-of-life information between the carers and clinicians involved in a patient's care is '**direct care**' and **NOT consent**. The EPaCCS form begins with a mandatory section, the completion of which indicates that the carer or clinician has informed the patient that they are creating and EPaCCS form that will be shared, viewed and amended with other individual's involved in their direct care.

The appropriate form will display. In the example below, the following information is given:

- date the plan was created
- who last amended the plan
- date of next review



MORRIS, Mary (Mrs) Born 15-Apr-1932 (87y) Gender F NHS 9467335646

Address 158 Park Lane, Birstall, Moor Allerton, West Yorkshire, OL14 1XX Phone and email 01919123457

Data Protection Act (DPA) 2018/GDPR

It is important that the implications of GDPR Article 6, 9 and the DPA are considered to ensure that data sharing meets the legal requirements. Chapter 2 of the DPA is relevant to most processing of personal data and includes the types of processing of personal data to which the GDPR applies and therefore it is important that the GDPR and DPA are read side by side. Each organisation should be transparent about the legal basis they are relying on for each purpose for which they process data.

In addition, when processing any special category data (such as health information) controllers will also need to identify a separate condition for processing as described in GDPR Article.

Do not use consent as a condition for processing to meet GDPR/DPA requirements, unless in exceptional circumstances. The most appropriate basis for lawful processing that is available to publicly funded and/or statutory health and social care organisations in the delivery of their functions is Article 6(1)(e) and Article 9(2)(h) special category data). Where independent care providers are processing personal data in connection with the provision of self-funded care they can rely on Article 6(1)(f) (legitimate interests).

Informing the patient that EPaCCS will be shared, viewed and amended

Patient has been informed EPaCCS will be shared

Date EPaCCS form created

17-Jul-2019

Created on: 17-Jul-2019
Last amended: 02-Aug-2019 14:53 by: Ms Eula Sewell of Leeds Teaching Hospitals NHS Trust

Date of next review ⓘ

08-Aug-2019

On end of life care register

11. On creation of a new form for a new patient, you will be presented with a dialogue box requesting you complete mandatory fields:

Previewing: End of life care diagnosis

Creating new end of life care record
Imported from GP record:
Patient consent

Primary End of Life Care Diagnosis

Please complete the primary diagnosis field (1/2)

12. The next field that is presented for completion is optional so if that information is not available at this point in time, click the 'Cancel' button on the subform.

/ - cheryl.cowley@blackpear.com (Administrator) e Ltd Endor - eSP - Cover

Creating new end of life care record
Please complete the DNA CPR field (3/3)

BROWN, Helen (Miss) Born 27-Jul-1983 (34y) Gender F NHS 7498422274

Address 28 Grove road, Bank End, Shipley, West Yorkshire, LS9 Phone 04766350132

CPR decision

Is CPR decision in place?

13. After completion of the suggested fields, the full form will be presented. Choose the sections you wish to complete, saving the sub-forms as required. After you have entered the information you wish to enter, click the 'Save' button at the bottom right of the form.

Patient Details

Patient details: ✓ >

Patient's GP Details

Patient's GP details: ✓ >

CPR decision

CPR decision; Patient and family aware; CPR decision review ✓ >

Functional status, disability and communication

Cancel Save

14. Click **'Save'** to save the document back to the clinical system and to the central repository. Wait until you see both sections turn green.

15. Where there is a green circle with a tick you may single click to view the details behind the tick - see below example of patient details

MORRIS, Mary (Mrs) Born 15-Apr-1932 (87y) NHS 9467335646

Address 158 Park Lane, Birstall, Moor Allerton, West Yorkshire, OL14 1XX

08-Aug-2019

On end of life care register

Patient Details

Patient details: ✓ >

Patient's GP Details

Patient's GP details: ✓ >

CPR decision

CPR decision; Patient and family aware; CPR decision review; Yorkshire and Humber DNACPR form ✓ >

Patient details:

Patient Details

Forename	Preferred name
Mary	
Surname	Date of Birth
Morris	15-Apr-1932
NHS Number	Gender
946 733 5646	Female
Home Address	
158 Park Lane, Birstall, Moor Allerton, West Yorkshire, OL14 1XX	
Home Telephone	Mobile
01918022386	077231234567
Email	
Usual address if different	
Lives with	



16. Where possible a PDF entry is written back to the clinical system with a specified selection of Read codes (these will vary from plan to plan and area to area):

Date	Consultation Text
15-Jul-2016	G.P.Surgery BLACKPEAR, myHealthFile ([
Comment	<p>Ambulance service notified of patient on end of life care register</p> <p>Ambulance service notified of patient on end of life care register</p> <p>Review of care plan</p> <p>Review of care plan</p> <p>Consent given for sharing end of life care coordination record</p> <p>Consent given for sharing end of life care coordination record</p> <p>Prescription of palliative care anticipatory medication</p> <p>Prescription of palliative care anticipatory medication</p>
Attachment	Care plan Care plan

17. On saving to the central repository, where appropriate, information will be made available within third party solutions such as Aadastra in Out of Hours/NHS 111. For end of life care plans, ambulance forms may also be automatically generated and emailed to ambulance services (NB: Check with your local EPaCCS Project Manager).

18. Sample screenshot of care plan displaying in Aadastra:

Note List

Check notes below to attach them to the case

End of Life Care Preferen

Edit date: 31/03/2016

Review date: 02/03/2016

Note Details

End of Life Care Preferences

Note Text

Black Pear and Aadastra enabling shared care
[Note Source: Black Pear Aadastra API]

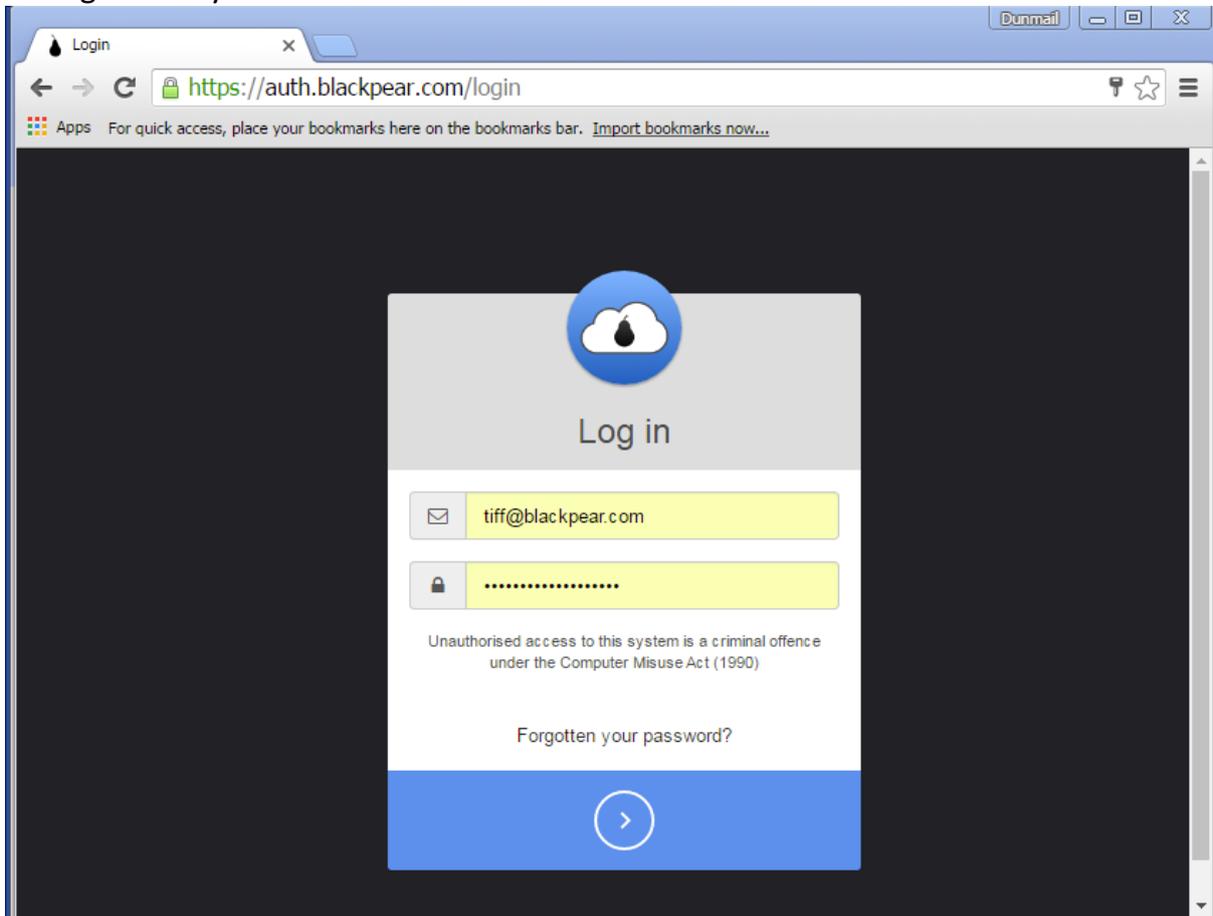
Note Questions

End of Life Care Preferences	
Primary End of Life Care Diagnosis	Oesophageal cancer
Preferred Place of Care	Care Home Details: St Oswalds
Preferred Place of Death	Care Home
DNACPR Decision	Not for attempted CPR (cardiopulmonary resuscitation) Is patient aware? Yes Is family aware? No If No, state reason: Awaiting discussion Location of document: Dining room dresser - middle drawer
Main Informal Carer	Has an informal carer Mrs Josie Smith 11 Main Street, Small Village, Largetown ZZ1 1XX Tel no: 0123 456789
Anticipatory Medication	Has been prescribed: Yes List of medication: Analgesic, McKinley Syringe Pump Chart Completed: No
Advance Decision to Refuse Treatment	Has ADRT (advance decision to refuse treatment) (Mental Capacity Act 2005) Location of document: Dining room dresser - middle drawer
Other relevant issues or preferences about provision of care	Gary has strong religious beliefs (mormon)
Further information for ambulance service	Patient is deaf and visually impaired

Accessing eSP outside of GP Practices:

1. Currently only available within N3 endpoints, other Health Care Professionals can access the shared plans by browsing within a modern browser (e.g. IE v11+, Chrome) to <https://pyrusapps.blackpear.com>

2. Log in with your Black Pear credentials:

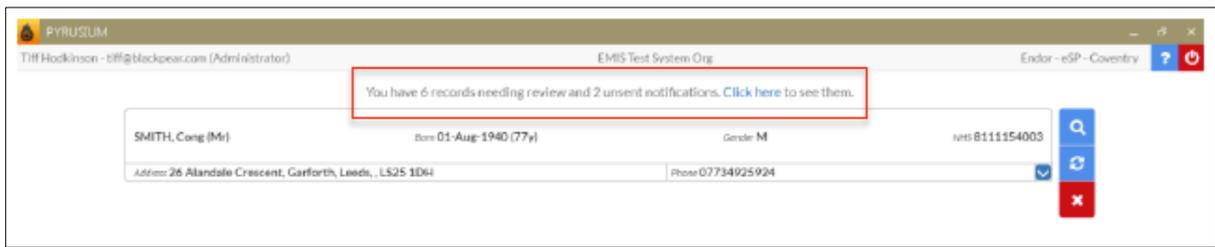


3. Once logged in, functionality to view and amend records is as per the GP practices. On saving the records, the information is saved to the central repository and a notification is sent back to the GP Practice to review the changes and accept back to the GP record.

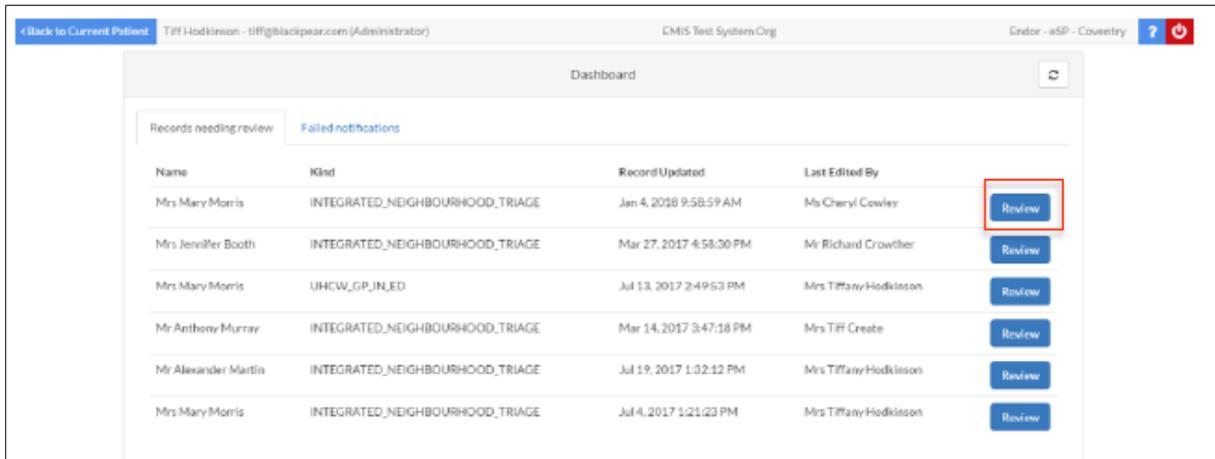
To accept amendments back into a GP record:

1. Where HCPs outside of the GP practice have made amendments, a nominated email address will receive a notification to indicate that a record has been adjusted.

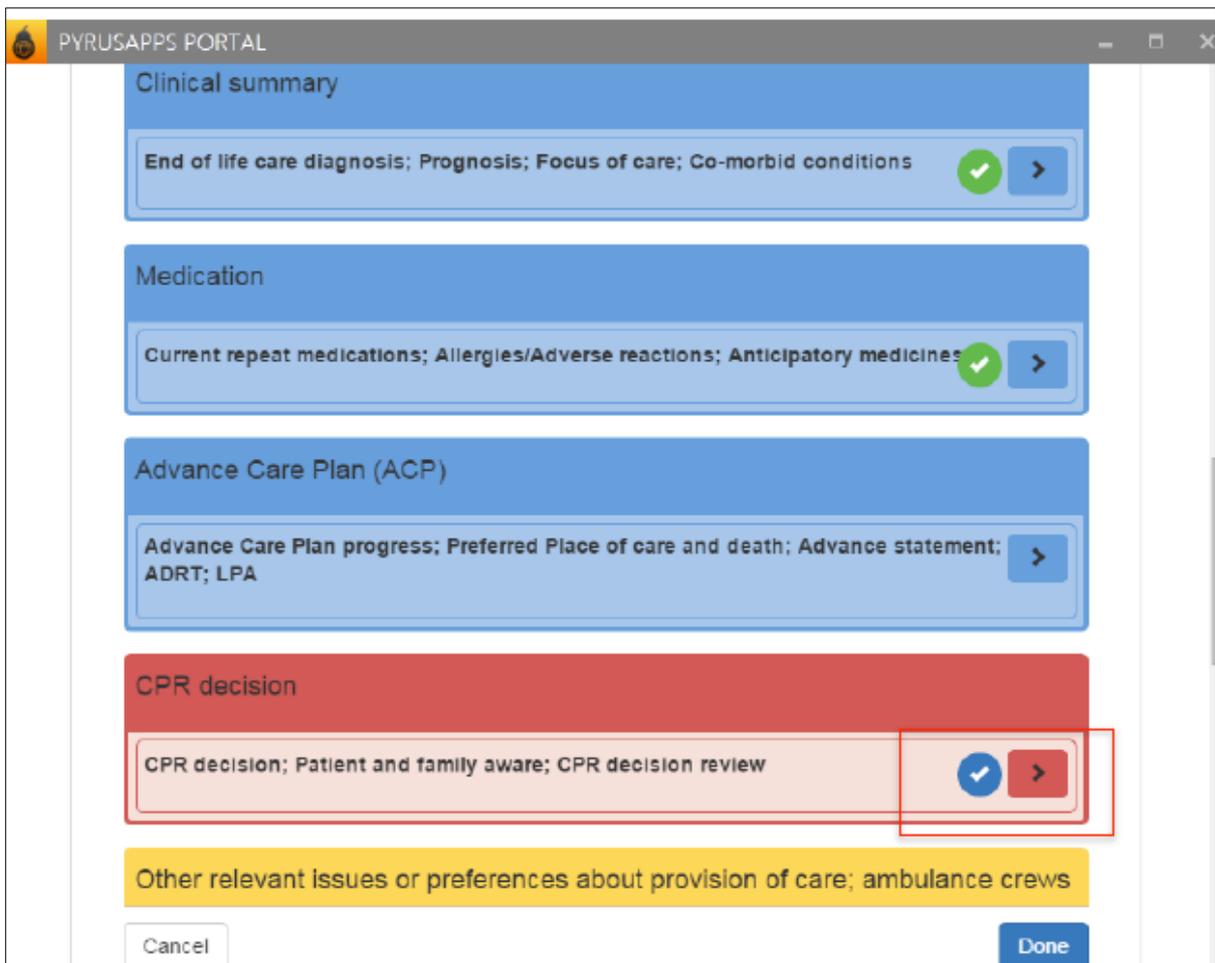
2. On receipt of this email, open the main clinical system (if not already open) and then open Pyrusium. At the top of the screen, there will be message saying there are records to be reviewed:



3. Click on **“Click here”** to display the list of amended records. Click on the **Review** button:



4. Amendments made to the form will display in blue:



Is CPR decision in place?
Do not attempt CPR decision made ▼

Is the Patient aware ?
Yes ▼

Is the family aware?
No ▼

Reason the family are not aware of CPR decision
Awaiting discussion ▼

Is Main Carer aware?
Yes ▼

5. After viewing the changes, exit the form by clicking the **Done** button. Click the **Accept** button to save the changes back to the main clinical system:

PYRUSAPPS PORTAL

eSP Support Logout Dashboard 3

Accept Document

pyrusCloud ready to remove tag

Clinical system data ready to post

Back to Dashboard

Accept