

 <p><b>BAY OF PLENTY</b> DISTRICT HEALTH BOARD HAUORA A TOI</p> <p><b>ALERTS PROTOCOL</b></p>	<p><b>ALERTS – STANDARDS</b></p>	<p><b>Policy 6.1.5 Protocol 0</b></p>
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### STANDARD

All Bay of Plenty District Health Board (BOPDHB) alerts will be placed on the patient’s health record (electronic and hard copy) where a potential risk is identified for a patient or staff member’s safety.

### OBJECTIVE

To define a robust process where alerts are identified, endorsed, added to, reviewed and removed from a patient’s health record (electronic and hard copy).

### PROCEDURE

#### 1. Adding an Alert

1.1 Refer to Appendix 1 - Process for entering alert onto patient’s health record

#### 2. Removing an Alert

2.1 The relevant Alert form is to be completed noting “Alert Cancellation” and will be forwarded as per the process for adding an alert

### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 6.1.5 Alerts
- Bay of Plenty District Health Board policy 6.1.5 protocol 1 Alerts – Medical (Allergic Responses / Adverse Reactions and High Risk Issues)
- Bay of Plenty District Health Board policy 6.1.5 protocol 2 Alerts - Social
- Bay of Plenty District Health Board policy 6.1.5 protocol 3 Alerts – ED Management Plans
- Bay of Plenty District Health Board policy 2.5.2 Health Records Management
- Bay of Plenty District Health Board policy 2.5.1 Health Information Privacy
- Bay of Plenty District Health Board policy 1.6.2 Child Protection Alerts
- Bay of Plenty District Health Board policy 1.6.3 Violence, Abuse, Neglect - Management and Reporting
- Bay of Plenty District Health Board policy 1.2.6 Refusal of Blood Products
- Bay of Plenty District Health Board policy 6.3.5 Falls - Risk Reduction and Management of Inpatient Falls
- Bay of Plenty District Health Board policy 5.5.1 Security
- Bay of Plenty District Health Board policy 5.5.3 Trespass
- Bay of Plenty District Health Board policy 6.3.7 Cardiopulmonary Resuscitation (CPR)
- Bay of Plenty District Health Board policy 6.1.4 Advanced Directives
- Bay of Plenty District Health Board policy 6.5.1 protocol 5 Discharge - Issuing Medical Electrical Equipment to Medically Dependent Electricity Consumers
- Bay of Plenty District Health Board Form FM.A11.1 Alert - Medical
- Bay of Plenty District Health Board Form FM.A11.2 Alert - Social
- Bay of Plenty District Health Board Form FM.A11.3 Alert – ED Management Plan
- Bay of Plenty District Health Board Form FM.R6.1 Report of Concern – Child Youth and Family

<p>Issue Date: Feb 2016 Review Date: Feb 2018</p>	<p>Page 1 of 2 Version No: 3</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Regional Manager, Clinical Support Services, HSS</p>	<p>Authorised by: Medical Director</p>	

**Appendix 1: Process for entering alert onto patient’s health record**

