



## OPS INSTRUCTION

Cohorting Management Addendum, continued

### Background

At present, there is no clear way for the Trust to track patients that have been cohorted at hospital, and therefore, have no ability to completely track all patients that still remain within the Trust's care.

This instruction and technology have been created to allow for tracking of patients that remain within cohort, and therefore allows for the Trust to better report patient handover delays.

Once EOC have been notified by a HALO or Conveying crew that a patient is to be Cohorted (by EEAST Personnel) a COHORT resource callsign will be assigned to the incident.

**Sites that operate using this process, will no longer be required to complete the manual cohorting report.**

### Process

#### Patient Entering Cohort

Once a conveying crew has been informed that their patient will be entering EEAST Led cohort and therefore, they must:

1. Inform their EOC Dispatcher their patient is to be cohorted and specify whether it will be inside or outside hospital (i.e. vehicle based or inside a corridor/ward).
2. Document into ePCR notes that the patient is to be cohorted by EEAST staff and document the staff members name/PIN.
3. Transfer their ePCR to the cohorting staff members ePCR.
4. EOC will then allocate a cohorting call sign to the outstanding CAD record and will clear that resource from the call.
5. Should you require time post-cohort handover, escalation must be made to EOC.
  - a. You will be left assigned to the call for 15 minutes, where following which, the resource will be seen as an available resource and allocated a new call.
6. EOC will verbally pass the new Handover PIN for the cohort team to use when pinning off the patient.

#### Patient Handed Over from Cohort

Once the patient is handed over to the Acute Trust out of EEAST Led Cohort, the HALO/Cohort Crew must utilise the PIN provided by EOC in Step 6 from the Cohort Call Sign.

Crews / Cohort Call Signs must not be cleared without a handover time and must not be pinned off from EOC.

Any concerns or issues regarding the Cohorting Process at Hospitals should be raised to the HALO/TOC.

## Process Flow Chart

