

Learning Disability, Poor Vision and Registered Blind PAS prompts

User Guide

Version 1.1

Description:

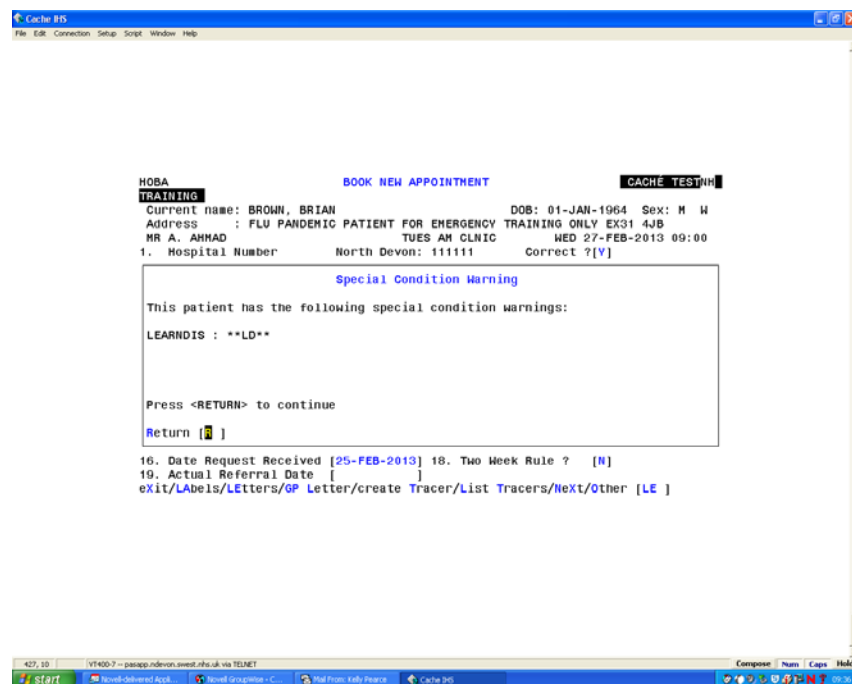
Examples of screen shots of alert prompt

At the point of undertaking any task in PAS that allows you to send a letter to the patient you will now be presented with this box as soon as you select "LE" to print a letter.

This has been added to alert you to the fact that this patient has a certain special condition.

Once alerted to this you are required to take the necessary action. Alerts include:

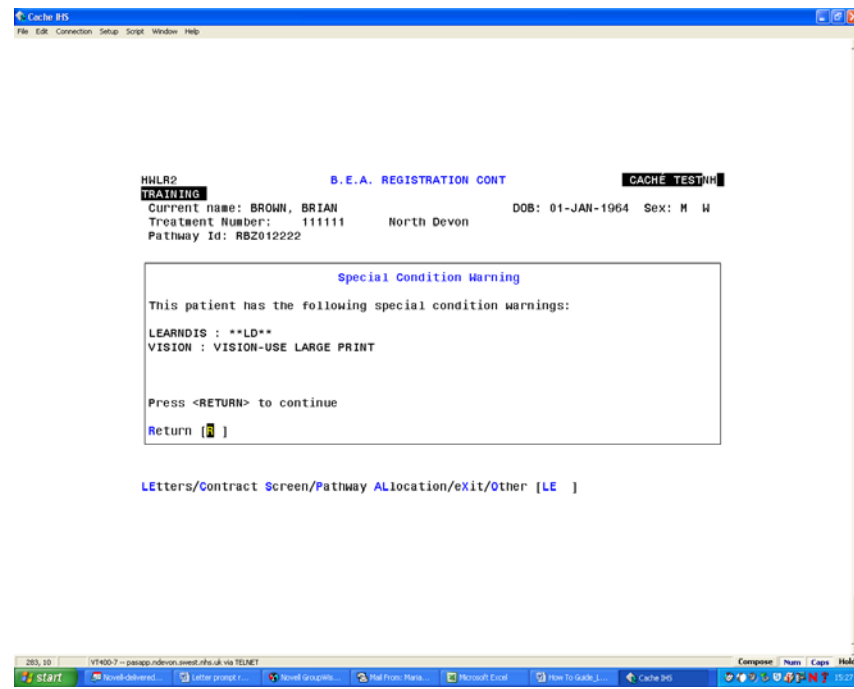
"LD" - Learning Disability
"VISION" – Patient has



poor vision.

“RG” – Registered Blind -

See below for processes to follow for each of these alerts.



Learning Disability Process (LD flag)

All patients identified as having a learning disability should also have an “easy read letter” sent out with their appointment letter. The “easy read” letter can be found [here](#).

A copy of the appointment letter should then be sent to the Learning Disability Liaison Nurses, Trinity Suite, Level 5, North Devon District Hospital.

Poor Vision Process (VISION flag)

Letters should be printed in a larger font and on yellow paper to enable them to be read by someone with poor vision.

Printing from PAS (NDDH)

- Should you be required to print a letter in a larger font then there are a number of printers at NDDH which can accommodate this (see list below). Please contact a member of the team at one of these locations and tell them that you are sending a letter to their printer. Please ask that they ensure that there is yellow paper in the printer for this.
- Select your letter to be printed from PAS the same way that you currently do.
- Then choose one of the following numbers (making sure that you have contacted the staff at the correct location to ensure there is yellow paper in the printer) :-
 - 622 – This will print out in the CMC
 - 630 – This will print out in the Eye Clinic
 - 649 – This will print out in the Orthoptist secretary's office
 - 735 – This will print out in Dietetics
 - 862 – This will print out in WAMD (Exmoor Unit)
 - 880 – This will print out in Booked Admissions
- If you find you regularly need to print in large font then please contact the IT Helpdesk and put a call request in asking if they are able to set up your own printer to accommodate printing in the larger font.

Poor Vision Process (VISION flag) (contd.)

Printing from PAS (Community Hospitals)

- You will need to ensure that you have a printer on site capable of doing the above amendments to ensure that you can easily print the larger font letters. If you do not then please contact the IT Helpdesk and put a call request in asking if they are able to set up your own printer to accommodate printing in the larger font.

Registered Blind Process (RG flag)

Correspondence needs to be via audio-tape, CD or Braille. We have an arrangement with the RNIB to convert all written materials onto these formats.

Please either send or fax the letter to:

Ruth Frampton
RNIB Transcription Centre South West
2 Whiteoaks Court
David's Lane
Ivybridge
PL21 0DW

Tel: 01752 690092
Fax: 01752 698329

NB: The turnaround for this is 2-3 working days and comes out of a central communications budget.

For more information, please check the [interpretation and translation policy](#)

Document Change Control

Version:	Date:	Author(s):	Summary of Changes:
1.0	25/02/2013	Naomi Hooker	Initial Document produced
1.1	15/10/2013	Karen Jones	Wording changed and registered blind procedure added in
1.2	20/03/2014	Karen Jones	Change in process for converting letters to Braille

