

SOP Title	Birmingham and Midland Eye Centre (BMEC) Eye Emergency Department (EED) Follow Ups		
SOP Number			
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Approval Body	ED Project Board		
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Document Control			
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1.0	06/09/2022	Mr Soon Ch'ng	1 st Draft
2.0	14/09/2022	Mr Soon Ch'ng	Discussed and confirmed in QIHD September 2022
3.0	28/09/2022	Mr Soon Ch'ng	Approved by ED Project Board for implementation

Objectives	To ensure ophthalmology patients seen in BMEC EED are redirected to the correct channels for follow ups if required.
Scope	All ophthalmology patients seen in BMEC EED requiring follow up visits
Who this SOP is for (job roles)	All medical and non-medical staff working in BMEC Eye Emergency Department
Performance Measures	No follow ups in main eye emergency department
The overarching Policy/Guideline this SOP refers to	Policy on BMEC EED Assessment & Triage Protocol (in the drafting process)
Related Documents and SOPs	All BMEC SOPs

PR Number BMEC Eye Emergency Department (EED)		
No	OPHTHALMIC Eye Emergency Department	Responsibility
1	Patients requiring follow up after consultation (before referral to CFU clinic)	
	<ul style="list-style-type: none"> a. All efforts to discharge patient to local hospital, optometrist or GP. b. If require follow up, to document reason for follow up in Medisoft and to arrange to be follow up with relevant subspecialty or oncall consultant team if possible. c. If unable to do (b), CFU clinic can be used. d. All CFU follow up patients <u>must</u> be agreed with a consultant, senior subspecialty fellow, 4th oncall doctor or the doctor conducting the CFU clinics. e. Document management plan in Medisoft for the next consultation (eg. discharge next visit, follow up in subspecialty clinics or discuss with relevant subspecialty team). f. Patients can only be brought in main EED shop floor unless agreed with a consultant. g. <u>No</u> patients are to be followed up in the weekends unless agreed with a consultant. h. Patient will remain the responsibility of the medical staff who have seen the patient until the patient is seen in a follow up clinic if required. 	Medical staff consulting patient on first visit
2	Patient will be booked into a CFU clinic	
	<ul style="list-style-type: none"> a. 1 session of CFU (10 patients maximum) can be booked each day from Monday to Friday. b. CFU clinics <u>cannot</u> be overbooked unless in agreement with the doctor who is conducting the clinic. c. All gaps to CFU have to be covered if any doctors are away (i.e. annual/study leave or sickness). 	Receptionist Management
3	CFU clinic	
	<ul style="list-style-type: none"> a. All patients have to be discharged from this clinic to relevant subspecialties or local hospital, optometrists or GP. b. Referral to subspecialty service can be done by contacting relevant consultant or secretarial team of the subspecialty service. c. Referral to local hospital can be done by contacting management team who will arrange secretarial team to refer patient. d. No patients to be followed up in CFU after first visit (if possible). e. To report to BMEC EED Lead regarding any inappropriate follow up or any issues. f. Patients can be diverted back to main EED shop floor if condition requires urgent attention and no subspecialty/consultant advice available. g. Clinic Code will be BMEC/ED/FU. 	Doctor (senior specialty doctor, fellow or consultant)
4	Audit	
	<ul style="list-style-type: none"> a. Outcomes of CFU clinics and patients seen in main ED shop floor will be prospectively audited to improve SOP. 	BMEC EED Lead

Abbreviations:

*BMEC: Birmingham and Midland Eye Centre
EED: Eye Emergency Departmental
CFU: Casualty Follow Up*