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## Standard Operating Procedures

### Valid for East of England Hyperbaric Unit and Whipps Cross Hyperbaric Unit

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## DISCHARGE POLICY

### Introduction

On completion of a course of treatment, a full assessment is carried out: the outcome criteria, measured against the expected outcome, are assessed and documented, and a discharge letter is written to the referring Consultant, with a copy to the patient's general practitioner and patient where applicable.

### Onward Referral

Where the patient is to return to the care of the referring Consultant, a formal discharge summary is supplied, including ongoing advice given where necessary.

If the patient requires further medical attention, a formal referral is made by the Duty Doctor on behalf of the Medical Director, or by the Consultant with overall responsibility for the patient.

### Follow-up

All patients are expected to attend a follow-up appointment by phone or face to face in selected cases, (See Discharge advice SOP)

The referring Consultant may also wish to arrange follow-up; in any case, written records of such consultations are exchanged between the referring Consultant and LHM / JPUH Unit. Patients are asked to confirm their appointment one week before the agreed date.

### Clinical Audit - REDCap

Every course of treatment is subject to Registry/clinical audit procedures, with appropriate assurance of the confidentiality of clinical records. This includes recording all applicable cases in REDCap registry. Patient outcomes on the last day are of specific importance and if patients for any reason stop before the planned discharge, the last day redcap outcome data should be obtained by phone as soon as possible.

### Clinical Research

The documentation relating to clinical research is governed by standard practice relating to confidentiality and ethical approval.