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| Gap analysis template |
| Appendix 9 - Criteria Led Discharge Toolkit |
| OFFICIAL |

| **Key Principle**  | **Current state**  | **Ideal state**  | **Gap**  | **Action towards change**  |
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| **Consumer involvement** How are patients and their families/support people involved in planning their discharge?   Do you have patient resources about CLD?  Do you have prepared discharge information packages for patients?   |   |   |   |   |
| **Discharge policy and governance** Conduct a process mapping session with key stakeholders to develop a shared understanding of current processes and attach to the gap analysis worksheet  What is the current discharge process?  Do current discharge/transfer policies include CLD processes?  Are all the above key components included in the current policy/governance documents e.g. EDD, staff training, documentation? How does your health service ensure safe governance over CLD?  Who needs to approve changes to discharge policies?   |   |   |   |   |
|  **Patient selection** How are patients identified as suitable for CLD?   What risk assessments are currently used to identify high risk patients? How will patient selection be communicated?  Do you have existing patient selection criteria for CLD?  |   |   |   |   |
| **Documentation and handover** **Estimated date of discharge** How is the estimated date of discharge (EDD) calculated?   Where is the EDD recorded?   How is it communicated within the team?   How is it communicated to the patient?   How is the EDD reviewed and how often?  How do you communicate a change in estimated date of discharge?  How accurate is the EDD?   ie: EDD = actual discharge date?   **Clear individualised criteria for discharge** What documentation is currently in place to record CLD? Do you have existing agreed discharge criteria/milestones that can be modified for each patient? What is it? Where is it documented?   **Discharge summary and handover to primary care** Are there guidelines for how soon after discharge patients/primary care receive a discharge summary?  What % of discharge summaries are completed on discharge or within 48hrs of discharge?   |   |   |   |   |
| **Systems to monitor and escalate care** What processes do you have in place to escalate when a patient becomes medically unwell? How and to whom is this communicated? How can a patient escalate concerns about their condition or being discharged? How does the MDT communicate progress towards readiness for discharge? e.g. MDT meetings  |   |   |   |   |
| **Education and training** What training is in place for staff?  How many staff members are currently trained to use CLD? How do you ensure casual/temporary and new staff members know about the CLD process?   |   |   |   |   |

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