

**PROCESS FOR COMPLETION OF FAST TRACK TOOL**

For the purposes of this process, an appropriate clinician is defined as GP, Hospital Dr/Consultant, ANP, Community Matron and Clinical Nurse Specialists. These roles have been identified due to being able to identify and treat reversible causes. District Nurses and Community Staff Nurses are excluded from this process.

The person completing the fast track tool should also complete the RESPECT document, Goldline Referral, update GSF and anticipatory medication if not already in place.

Patient is recognised to have a rapidly deteriorating condition without reversible causes. The appropriate clinician has discussed fast track process and what this means. Family would like a funded package of care to support at home or care home.

Patient is known and has been reviewed by other services (Community Matron, Specialist Nurses—see guidance)

Yes

No

Fast Track document to be completed by appropriate clinician who has identified appropriate for fast track in order to prevent delays.

GP to complete fast track tool.  
**Please do not refer to specialist services for completion of fast track only.**

Patient wishing to remain in own home?

Yes—Care Package at Home already in place /required

No—Already in Care Home/For Care Home Admission

1. Click on 'Refer to Fast Track' button in template. Complete all the fields and Continuing Health Needs Fast Track Tool.
2. Request/complete Short Nursing Needs Assessment
3. Telephone the Fast Track Office on 01274 256131 to alert them a referral has been sent.

1. Ring Continuing Health Care on 01274 423003 to discuss
2. Signed Fast Track Tool to be sent to [c.healthcare@nhs.net](mailto:c.healthcare@nhs.net)

### **Fast Track Process Guidance Notes**

- A review of the fast track process has been completed in order to allow a wider range of clinicians to complete the fast track funding document. These changes should improve patient experience and reduce delays in urgent packages of care being placed.
- Where a patient is not known to specialist services, it is the responsibility of the GP to complete the appropriate documentation. Please be advised that referral to specialist services for completion of fast track documentation only will be rejected.
- Clinical Nurse Specialists include but not exhaustive:  
BDCT include Community Matrons and Palliative CNS
- Other organisations under development can complete  
Neurological Nurse Specialists—MND, Parkinsons, MS  
Upper GI Nurse Specialists  
Oncology Nurse Specialists  
Respiratory Nurse Specialists  
Haematology Nurse Specialists  
Advanced Nurse Specialists—GP Practices
- Person completing fast track document should also ensure that the following documents are also completed/updated:  
GSF  
Goldline Referral  
RESPECT  
Anticipatory Medication  
Community Prompt Sheet
- For further support, please contact the fast track team via SPA 01274 256131 or [fasttrackteam@bdct.nhs.uk](mailto:fasttrackteam@bdct.nhs.uk)