

# Open Access Letter for Complex Paediatric Cardiac Patients

## Background and Context

Open access is useful in children with cardiac defects where there is a possibility that their condition may change requiring a timely review at their local hospital. This letter is to help facilitate the child being reviewed at their local Paediatric Assessment Unit, named hospital ward or department. This letter may therefore be used at any of the level 3 cardiac centres within the North-West CHD Network. Please be aware that not all units may be able to facilitate 'open access' and urgent review may have to be sought via the GP or the emergency department instead.

## Requesting 'Open Access'

Open access can only be granted by the local Paediatrician with Expertise in Cardiology (PEC) or the patients lead clinician in their local hospital. Open access may be requested for named patients with specific needs by their Lead Cardiologist or Paediatric Cardiac Nurse Specialist at either Alder Hey Children's Hospital or Manchester Children's Hospital. If requesting open access on discharge from hospital the discharging team must include the relevant clinical information that will be required by the Level 3 centre. Prior to discharge they must communicate with the Lead Consultant at the level 3 Centre to check that open access is feasible. The form should be sent to the local Paediatrician who will be responsible for approving the request, completing the form and ensuring that everyone who needs a copy is given one.

For children with a single ventricle the Level 3 PEC will receive a standardise letter requesting open access as normal. The PEC will then be responsible for completing this form and giving a copy to the parents.

## Who should receive a copy of the "Open Access" Letter

1. Parents/Carers
2. Copy to kept on EPR at local Level 3 Centre
3. Copies to be sent to Lead Clinician at Level 1 or 2
4. GP
5. Consider if community nursing team also need a copy

## When not to use this Form

This form is not to be used for general communication on discharge for all patients

**North-West, North Wales and the Isle of Man  
Congenital Heart Disease Network  
Open Access Letter**

**Date:**  Click or tap to enter a date.

**Patient Details:**



Name: Click or tap here to enter text.

Address:

Click or tap here to enter text.

NHS No: Click or tap here to enter text.

GP:

Click or tap here to enter text.

**Lead Consultant requesting Open Access:**

Click or tap here to enter text.

**Lead Consultant responsible for approving Open Access:  
(Level 3 PEC)**

Click or tap here to enter text.

**Diagnosis:**

Click or tap here to enter text.

**Medication:**

Click or tap here to enter text.

**Advice for parents:**

Click or tap here to enter text.

**Information for professionals:**

Click or tap here to enter text.

### Open Access

Your child has open access and can be brought directly to the Paediatric Assessment Unit, named ward or department for medical attention as detailed in this letter.

If you decide your child needs to be seen please telephone the Unit before leaving home.

**Paediatric Assessment Unit/Ward/Department:**

PAU/Ward/Department (specify where)	Contact Telephone Number:

If your child needs medical attention for another reason other than that included in this letter, you should contact your GP, or in case of emergency attend the nearest emergency department.

Your open access will be reviewed in:

Choose an item.

Please specify:



Copies of form sent to:

Please specify:

## Helpful Information

The **North-West Congenital Heart Network** website contains information for patients and their families and links to support groups <https://www.northwestchdnetwork.nhs.uk>

### Cardiac Helplines:

If you need any personal advice about your child's heart problem our Cardiac Nurse Specialists are very skilled and experienced and are able to help with any queries. Their helplines are available Monday to Friday between 09:00 – 17:00. Please ring and leave a message and the Nurse Specialists will call you back to help with your query.

### Alder Hey Children's Hospital

#### Non-urgent enquiries

Cardiac Help Line: 0151 252 5291

#### Urgent queries (medical staff only)

Complete the Network "[Urgent Advice Proforma](#)" and send it to [ahc-tr.cardreg@nhs.net](mailto:ahc-tr.cardreg@nhs.net) before bleeping on-call registrar on 369 via switch 0151 228 4811

### Royal Manchester Children's Hospital

#### Non-urgent enquiries

Cardiac Help Line: 0161 701 0664

#### Urgent queries (medical staff only)

Complete the Network "[Urgent Advice Proforma](#)" and send it to [mft.rmch@nhs.net](mailto:mft.rmch@nhs.net) before bleeping on-call registrar via switch 0161 276 1234  
Contact Ward 85 out of hours on 0161 701 8500/8501

### We value your feedback

Please complete this survey to help us to improve communication and the care that we give to children who have a heart problem. It will also celebrate good practice and make sure that this is being delivered across the whole of our Network:

### [North West Congenital Heart Survey](#)

Or scan the QR code

