# The DI at your health service

**Instructions**

Replace the *italicised example text* in this Word document with information specific to your health service’s integration of the DI.

Health Services are required to have a Disability Action Plan to guide staff towards more inclusive healthcare delivery.

**Our Disability Action Plan can be found here:**

Insert link to Disability Action Plan [e.g. [*The Royal Women’s Hospital Disability Action Plan*](https://www.thewomens.org.au/about/community/disability-action-plan/)]

## The DI Implementation – who, when and how?

The following table outlines who can complete the DI, along with when and how the DI should be completed at your health service:

|  |  |  |
| --- | --- | --- |
| **Who?** | **Who?** | **Who?** |
| *e.g. Nursing staff on admitting ward* | *e.g. New patient admission – bedside* | *e.g. Nursing Admission Form – EMR* |
|  |  |  |
|  |  |  |

\* When asking the DI questions, use the language outlined in the DI Implementation Guidelines and ask in a private environment with the patient or carers preferred communication method.

## The DI in a patients EMR

This section outlines where and how to access the DI in a patients EMR. Once completed, information collected with the DI questions will be available for all staff to see on the patient’s record.

### Accessing the DI for Clinicians

*Open the patient’s record.*

#### *Nursing*

* *Click on the Admissions tab*
* *The DI questions can be found on the left in this navigator along with the other key Nursing admission questions*

*Insert screenshot(s) / visual reference for users*

### Using the DI on the Patient Portal

*If you are helping a patient find the DI on the Patient Portal:*

|  |  |  |
| --- | --- | --- |
| 1. *Login to the app*
2. *Find the ‘Menu’*
 | 1. *Scroll to ‘Questionnaires’*
 | 1. *Open the ‘Identification of Disability’ tab*
 |
| *Insert screenshot(s) / visual reference for users* | *Insert screenshot(s) / visual reference for users* | *Insert screenshot(s) / visual reference for users* | *Insert screenshot(s) / visual reference for users* |

### Viewing the DI information once collected

Information collected from the DI is clearly displayed or ‘flagged’ in the patient’s medical record.

*If someone positively responds to the primary disability identification question, a symbol will appear on their storyboard. Hover over this symbol to see the information that the patient or their carer has provided, and if they have indicated that any adjustments or assistance are needed.*

*Insert screenshot(s) / visual reference for users*