

Information Sharing to Tackle Violence: Standard Operating Procedure (SOP)

Supporting Materials:

- 1. Factsheet**
2. Checklist
3. FAQs

March 2024

ISTV SOP Factsheet

To ensure clarity and ease of reference, this one-page factsheet provides a quick and comprehensive overview of the information sharing SOP for tackling violence allowing ED/UEC staff members to easily reference key information.

Purpose	Recording ISTV	Information to record:	Why record ISTV:	Doing ISTV well means we are:	How is ISTV information used?
<p>This Standard Operating Procedure describes the process for recording (and sharing) information about violence by asking people injured in violence who attend Emergency Departments or Urgent and Emergency Care Units.</p>	<p>Key personnel can record ISTV information by asking people injured because of violence who attend EDs/UECs</p> <p>(Refer to ISTV SOP section 7 for suggested questions).</p>	<p>Cardiff Model data items are recorded in the ED's software:</p> <ol style="list-style-type: none"> I. Where the assault happened, precise violence location (free text field) II. When it happened, time and date III. What sort of weapon was used IV. When the patient arrived at the ED V. Assailant numbers and relationship between the injured person and their assailant(s) 	<ol style="list-style-type: none"> I. It is everyone's responsibility II. Recording ISTV can reduce violence in the community by approximately 30% III. We want to make a difference 	<ol style="list-style-type: none"> I. Ensuring that data quality is sufficient to enable effective violence prevention II. Ensuring that the data collection translates into effective prevention of violence through effective oversight III. Supporting embedding of the ISTV SOP in routine NHSE information recording to: IV. Improving data collection by ensuring consistent practice in collecting data V. Improving data cleaning and intelligence gathering based on the data 	<p>A range of agencies and organisations use ISTV data to enhance their understanding of serious violence (including geographical and temporal patterns of violence), enriching existing knowledge that has been gathered from other agencies.</p> <p>Where the data allows, it can support the identification of hotspots of violence not previously known to police or local authorities to improve the prevention of violent crime/issues.</p>
<h3>Key Personnel</h3> <p>Identify key personnel at your ED or UEC responsible for recording information from people injured in violence:</p> <ul style="list-style-type: none"> - Receptionists/Administrators - Clinicians - All ED/UEC Personnel <p>(Refer to ISTV SOP section 7 for suggested questions).</p>					

Thank you