

Quick reference guide for clerical staff

This quick reference guide supplements a <u>short film that has been produced for clerical staff</u> working in Emergency Departments (EDs). Its purpose is to support staff with data collation to feed into an important national programme – Information Sharing to Tackle Violence (ISTV).

Research shows that violence-related injuries treated in the ED decreases by up to one-third when data is collated effectively.

You can help reduce violence in your area by recording information you ask patients routinely every day. When we know where and how people are injured, up to one-third of injuries from violence can be prevented.

Information is then shared with community safety partnership teams – a system that helps prevent violence-related injuries, especially knife and gang related assaults.

ISTV can lead to safer places for us all and everyone has an important role to play. What you do really can make a difference.

More on RCEM's website.

The information we collect contributes vital pieces in a jigsaw - building a bigger picture



This guide is for the staff who collect injury information from patients in the emergency department.



This information makes a big difference to both our communities and our emergency department.

Everybody is concerned about violent crime - particularly knife crime.



The good news is that by knowing how and where people are injured, up to one-third of injuries from violence can be prevented.

How can your actions have this huge impact?



About 3/4 of people injured through violence and treated in EDs don't tell the police



All the information we share is anonymised to patient confidentiality is never compromised.



Let's go through an example to explain. Jim comes into your department. He says he's been punched in the face outside a local nightclub. He has a bleeding nose and an injury to his jaw.



First, injury date and time. This is the date and time that the injury occurred - if its not precise, that's OK.



Place of injury. This is the type of place that the injury occurred, not the area of the body injured



Injury intent. This is asking why the injury happened. In our example its 'alleged assault by single assailant'.



Injury activity, status and type. This is what the person was doing at the time of the injury.

In our example. its leisure time outside the home, social: restaurant/cafe/pub/club.



Injury mechanism. This is the physical cause of the injury.



Injury - alcohol or drug involvement. This records whether you think it's probable that alcohol or drugs were involved in the cause of the injury. It's okay to guess if you're not 100% sure.



Assault location description. This is the most important information as it helps narrow down the location. The more detail you can give, the better.