***Universal Pathway HVAnte natal Contact Process***

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|  | **Maternity Services**  | **Child Health**  | **HV/FNP Admin Team** | **HV** | **FNP** |
| **14-16 weeks**  | * Midwife creates 1st GIRFEC Wellbeing Assessment on Badger net.
* Notify FNP in line with FNP process if not done before.
* Forward notifications of ongoing pregnancies to the Child Health Department mail box. **(*This is a temporary measure until Badger net development of GP/HSCP links*).**
 | * Child Health will forward notifications to appropriate HSCP mail boxes.
* Notifications will be forwarded to other health board areas for pregnant women who fall within the Geographical agreement with Lanarkshire or Forth Valley. Child Health.
* Notifications for pregnant women not registered with a GP will be forwarded to the ante natal mail box of the HSCP for their address.
* Where notification is for FNP (**up to and including 20years of age with a parity of P 0** )This will be sent to FNP Mailbox
* ***Pregnancies identified after 16 weeks will be sent to the appropriate HSCP mailbox.***
 | * Review antenatal mail box on a weekly basis (minimum).
* Return any inappropriate notifications to Child Health.
* Review list of pregnancies eligible for FNP and forward to FNP mail box.
* Update NHSGG&C Ante Natal spreadsheet.
* Send notification of pregnancy via EMIS admin task to HV (for information only).
* Notifications for pregnant women not registered with a GP will be highlighted to the Team Leader via an EMIS admin task.
* Notifications for pregnant women not registered with a GP will be highlighted on the data base until registration confirmed.
* ***Pregnancies identified after 16 weeks will be reviewed*** ***on an individual basis, discussed with HV and action taken dependant on gestation and circumstances.***
 | * Receive notification of pregnancy from admin for information only unless clinical need identified.
* Any relevant information should be added to Badger net and where appropriate direct contact should be made with the maternity services.
* Team Leader will request maternity services follow up any pregnant women not registered with a GP on Badger net using the communication tab.
 | * Update Badger net with FNP Team details when notification received and if any change in progress – e.g. if client recruited
* If notification does not meet FNP criteria notify maternity services and update Badger net.
* If notification does not meet FNP criteria return to the HSCP mail box.
* FNP will send confirmation of notification to HSCP mail box for any notifications received from them.
* Pregnancies identified after this time can still be notified to FNP as per normal processes.
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| **28****Weeks**  | * Midwife will review Badger net for additional information from HV/FNP.
* Update GIRFEC Wellbeing Assessment on Badger net.
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs)***
* ***The Midwife will use their professional judgement to consider if direct contact with the Health Visitor/ FN is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
 | * Any notifications received after16weeks will be processed as above.
 | * Check mail box for any notifications of pregnancy identified after 16 weeks and follow process as above.
* Review Ante Natal Spreadsheet to identify all women at 28 week gestation eligible for Ante Natal Letter and Information Leaflet.
* Forward details to appropriate HV via EMIS admin task (Name address CHI and gestation).
* ***Pregnancies identified after 28 weeks will be reviewed on an individual basis, discussed with HV and action taken dependant on gestation and circumstances.***
 | On receipt of notification from team admin:* Review Badger net to confirm ongoing pregnancy and address details.
* Send out Information letter and leaflet. Update Badger net.
* Add note to EMIS appointment book to prompt arranging 32 – 34 week ante natal home visit. (refer to EMIS guidance).
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The HV will use their professional judgement to consider if direct contact with the Midwife is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
 | * Notify C&F Team of any cases where recruitment is ongoing or recruitment failed via mail box.
* Update Badger net.
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The FNP Nurse will use their professional judgement to consider if direct contact with the Midwife is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
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| **30Wks** |  | * Any notifications received after16weeks will be processed as above.
 | * ***Pregnancies identified after 28 weeks will be reviewed on an individual basis, discussed with HV and action taken dependant on gestation and circumstances.***
 | * Review Badger net for confirmation of ongoing pregnancy.
* Phone call to arrange home visit.
* Complete COVID-19 risk assessment
* Document on Badger net.
* Send appointment letter.
* Declined home visit should be documented on Badger net including reason given.
* Send admin task (EMIS) to team admin requesting data base is updated to reflect declined home visit.
* Report to TL at Caseload Management Supervision**.**
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The HV will use their professional judgement to consider if direct contact with the Midwife is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
 | * FNP follow existing process
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The HV/FN will contact the Midwife direct to pass on relevant information. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
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| **31-34 Weeks**  | * Midwife will review Badger net for additional information from HV/FNP.
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The Midwife will use their professional judgement to consider if direct contact with the HV/FNP is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
 | * Any notifications received after16 weeks will be processed as above.
 | * ***Pregnancies identified after 28 weeks will be reviewed on an individual basis, discussed with HV and Team Leader and action taken dependant on gestation and circumstances.***
* On receipt of admin task from HV update team data base to reflect outcome of ante natal contact (e.g. complete, rearranged refused or DNA
 | * Review Badger net for confirmation of ongoing pregnancy and review additional information from other professionals.
* Telephone call to complete COVID-19 Risk Assessment in advance of home visit.
* Complete contact either via face to face home visit and/or Attend Anywhere for introduction and to discuss agreed Health Promotion topics.
* Complete Badger net documentation.
* Send EMIS admin task to admin advising outcome of contact to be added to data base (e.g. complete, rearranged declined or DNA).
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The HV will use their professional judgement to consider if direct contact with the Midwife is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**

***1st Failed Contact**** Check Badger net for ongoing pregnancy.
* Contact individual arrange further appointment and update Badger net to reflect this.
* *If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.

 ***2nd Failed Contact**** *If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies. Update Badger net.*
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The HV will use their professional judgement to consider if direct contact with the Midwife is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
* ***No further attempts at contact will be made unless additional support needs have been identified.***
* *Send admin task to team admin to request data base updated to reflect the outcome of the contact.*
 | * FNP follow existing process ensuring all aspects of the NPM antenatal visit are adhered to in addition to the FNP programme
* ***Where additional needs are identified for either the mother or the unborn child (e.g. CP or health needs) The HV/FN will use their professional judgement to consider if direct contact with the Midwife is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**

***Failed Contact****For failed contacts at this stage, along with following FNP guidance the Family Nurse will:** Check Badger net for ongoing pregnancy
* ***Consider escalation to partner agencies and refer to current NHSGGC policies***
* Record this on Badger net
* Where necessary contact
* Continue to attempt to see woman unless she attritions from the programme
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| **36 weeks** |  | * Any notifications received after16 weeks will be processed as above.
 | * Eligible Women who have not received contact from HV will be identified by HV TL from Data Base.
* If notified to FNP and no outcome contact FNP to ascertain gap
 | * TL discuss with HV to establish reason for incomplete contact/data.
* HV follow process for 31-34 weeks or
* Record reason for no contact on Badger net.
* **Declined contacts to be alerted to TL as part of caseload management process.**
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The HV will use their professional judgement to consider if direct contact with the Midwife is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
 | * FNP will respond to any contacts from HSCP regarding outcome if not known
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| **Birth -10 Days** | * Midwife will update GIRFEC Wellbeing Assessment on Badger net.
* Generate discharge notification from community midwife to HV/FNP.
* ***Where additional needs are identified for either the mother or the unborn child (i.e. or health needs) The Midwife will use their professional judgement to consider if direct contact with the HV/FNP is necessary. Any relevant information will be recorded on Badger net. If appropriate consider escalation to partner agencies and refer to current NHSGG&C policies*.**
 | * **Birth Notification received via EMIS.**
 | * Review C&F inbound on EMIS and link with ante natal contact.
* Update and archive ante natal information on Data base.
* Forward child’s EMIS record to appropriate HV/FNP Nurse.
 | * Review Badger net / Clinical Portal prior to contacting family to arrange first visit.
* Telephone call to family to complete COVID-19 risk Assessment (EMIS) prior to home visit.
* Complete primary visit
 | * FNP will follow normal processes
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