

Home Oxygen Forms – national and local changes

13.07.17

Dear Colleague,

NHS England has recently updated the following forms:

1. **Home Oxygen Order Form (HOOF) Part A** – Please mark an (x) in the appropriate boxes to confirm that the IHORM and HOCF forms have been completed. This is a mandatory field and will result in the HOOF Part A being rejected.
2. **Initial Home Oxygen Mitigation Form (IHORM) and Home Oxygen Consent Form (HOCF)** – Consent forms need to be completed to meet information governance and data protection standards. This is to ensure that there is patient consent for their data to be shared with local emergency response teams including the Fire and Rescue Service.

Purpose:

Nationally, it has been recognised that we need to improve the management of serious risks associated with providing home oxygen as this can pose a risk of harm to the user and others. Changes have been made to the forms to help manage some of these significant issues and risks.

Prior to completing the HOOF Part A form please complete the IHORM form so that careful consideration is given to the potential risks. Although, the clinician can only be guided by patient's answers about their home environment. **If risks have been identified it is important to discuss these directly with the local Home Oxygen Service.**

Important: The old HOOF Part A and HOCF forms will be withdrawn and rejected from the 31st July. Please replace with the new forms – these can be accessed on the RSS. Please also review the IHORM supporting notes for reference.

What does this mean locally?

1. York Hospital Home Oxygen Service advises that the **HOOF Part A is only completed as an emergency request** when you cannot refer directly to the Home Oxygen Service.
2. For any HOOF Part A referral forms that are completed please inform York Hospital Home Oxygen service via the following email address: yhs-tr.yorkrespiratorynurses@nhs.net

How to refer to the local home oxygen service directly:

Please refer all home oxygen request forms directly to the home oxygen service (unless in an emergency).

Please use the **NEW** local home oxygen referral form that can be found on the RSS
<https://www.valeofyorkccg.nhs.uk/rss/home/respiratory/home-oxygen/>

This form has been updated to ensure that patient and clinical information can be pulled through from the patient record. **Please make sure that you delete any previous versions.**

The new form will need to be imported into the clinical systems using the following instructions:

- For information about how to download SystemOne templates and the EMIS templates look here : <https://www.valeofyorkccg.nhs.uk/rss/home/rss-library/downloading-templates-guides/>

Mandatory fields for the referral include:

- FEV1
- FVC
- FEV1%
- MRC Score
- SpO2 persistently \leq 92% in stable state
- Chest X-Ray
- FBC
- ECG

If no results are found within the last 3 months primary care **MUST** repeat the investigation prior to referral. If all mandatory fields are not completed the referral will be rejected and returned to the practice.

Once the referral form is complete, please send the form to York Hospital respiratory team preferably via email: yhs-tr.yorkrespiratorynurses@nhs.net

Referrals should not be sent in hard copy via the post or fax in addition to sending via email to ensure referrals are not duplicated.

Post: **Respiratory Team, York Hospital, Wigginton Road, York, YO31 8HE**

Fax: **01904 726895**

Respiratory Team Telephone Number: **01904 726448**