Process for updating Shielding List: patient additions and removals

IDENTIFICATION	Grampian Shielding Register	Shielding Alerts

Acute sector
- Requires to be Added
- Letter or clinical contact note
+
Add to Shielding portal

- Removal Recommendation
- Letter or clinical contact note
+
GP updates via portal if appropriate.
If not, contacts Acute clinician

Primary Care
- Add
- Remove
- Add to Shielding portal

If recommendation from Acute not considered appropriate, contact relevant Acute clinician

Shielding Portal

Regularly collected throughout the day.
Checks Run [CHI matching]
Once checks complete – file removed from portal view

Regular Daily → Public Health Scotland

BOXI Report → Acute Report:
[**IF Patient on register is on specialty** active return waiting list or booked appointment]
- All in hospital
- All COVID positives

Weekly → Local Authority:
- Contact details
- 'No contact'
- List removals

For support: **Contact** -
gram-uhb.grampianhishield@nhs.net

TrakCare Alert
1 x week update

Humanitarian Hub
1 x week update

Primary Care*
1 x week update

*awaiting update with GP leads as issues with ongoing central updates