

New Adult Acute Inpatient Kardex

Guidance for Staff

The format of the Adult Acute Inpatient Kardex has changed. BHSCCT will begin using this format from **Monday 5th July 2021**.

FAQs

Q. How do I order the new Kardex?

A. The Kardex can be ordered from stock from **Wednesday 23rd June 2021**.

- Order code is **WPH 001414** and Kardexes come in packs of 50.
- Initial order should be enough to cover a month's use in your ward/clinical area.
- Subsequent orders should then continue as normal.
- Once the ward has received new kardexes, they **must remain quarantined** until the Monday 5th July.

Q. What should I do with the current Kardexes?

A. You should use the current Kardex until midnight on **Sunday 4th July 2021**. After this date, dispose of them in confidential waste.

Q. Is the new Kardex for use in RBHSC, Maternity, Mental Health, Learning Disability, long term Care of the Elderly or Community?

A. No. The kardex is for use in acute adult inpatient areas only