

Information and quick reference guides

Using the Somerset shared care record

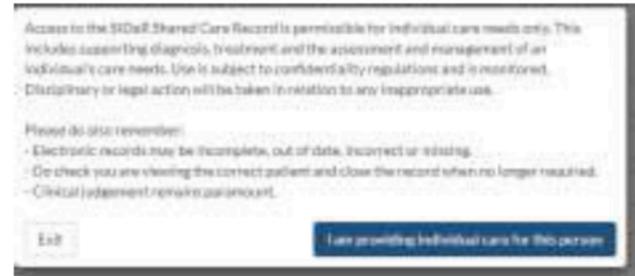


SIDeR+ QUICK ACCESS GUIDE

This guide shows how to navigate the Somerset Shared Care Record (SIDeR+) to view real-time health and social care data for your patient.

Access SIDeR+ via your usual local process.
Read and click as per screen shot.

All user activity on SIDeR+ is audited, you cannot edit or delete audit trail entries.



Summary Screen

The record will automatically open on the summary screen and will show

- Active medications
- Encounters
- Allergies
- Problems



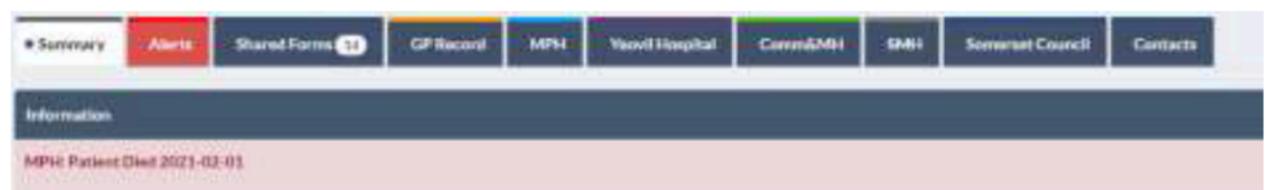
Hover over the end of the line on the colour coded strip and it will reveal which organisation provided the data (the colour matches the relevant organisation colour on their tab above):



Tabs are available to navigate to additional information

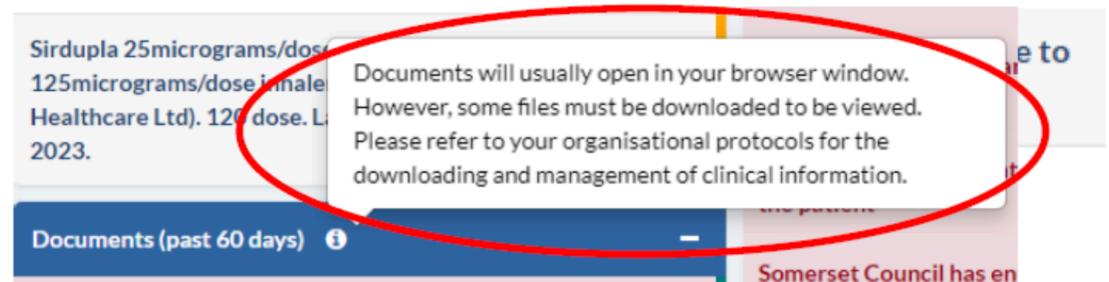


Alerts: Any key information will be displayed in the red box under the tabs



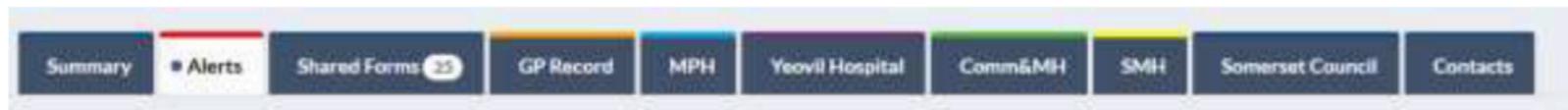
Documents

- To view a document, click 'click here to view'
- To exit a document when viewing in the web browser, click off the document onto the main screen behind.
- To download a document, click the download arrow to the right of the file name
- Please note that some file types are not able to be downloaded and some can only be opened in browser.
- Please ensure that any documents downloaded are either deleted after use or saved to an appropriate place and refer to your organisational protocols



Navigation Tabs

To see more detail from each organisation, click on the relevant organisation tab. If no information exists, that organisation's tab will be greyed out and crossed out.



Summary: Landing page

Alerts: Key information pertaining to risk

Shared Forms: Create, view, download and/or edit personalised care plans (forms are retained in SIDeR+)



GP Record: Summary information. Click on the link as shown to access additional information relating to all acute and repeat issues, problems, comments and free text, blood pressure, smoking, tests and investigations, imaging and immunisations.

GP Medications, Results and Observations - [Click here](#)

MPH: Data pulled from Musgrove Park Hospital.

Yeovil Hospital: Data pulled from Yeovil Hospital.

Comm&MH: Data pulled from Community & Mental Health records.

SMH: Data pulled from St Margaret's Hospice.

Somerset Council: Information from Adult Social Care, Children's Social Care and Education Services and Public Health Nursing. (It is important to note that information recorded by these services is different to health and therefore may be more complex to interpret).

Contacts: Alternative contact information for the person.

Additional user guides, providing more in-depth information, are also available. These can be viewed by clicking on the '?' button in the top right of the screen.



If you have any technical issues when using SIDeR+ or require further training, please contact your IT service desk in the first instance. If you have any feedback or queries, please contact the SIDeR+ Programme Team at somicb.sider@nhs.net

How to access SIDeR+ if your clinical system is down (i.e Better/ RIO/ Trakcare)



Please attach sticker here

NHS No:
Surname:
First Name(s):
D.O.B: / /
Address:

STEP
Somerset Treatment Escalation Plan
and Resuscitation Decision

STEP
Somerset Treatment Escalation Plan

This document forms guidance for people caring for a person if they are very unwell or are unable to speak for themselves. It facilitates sharing of wishes and preferences about their healthcare. It is important to know what matters to a person because we need to think about the focus of their care, what treatments could help, and where best to have them. Where people are willing and able this guidance should be discussed with them.

IF A CURRENT STEP IS IN PLACE, DO NOT REWRITE UNLESS NEEDED

INVOLVING YOU AND OTHERS
Please tick here if the person themselves was directly involved in the treatment escalation plan with regards to their wishes. If this form has to be completed in an emergency this form is best completed when you are well and at home.

Who else is involved in making this plan? (Person's representative)
(Please note if anyone has Power of Attorney / Deputyship for Health and Welfare in the relationship box)

Name(s)	Telephone number	Relationship(s)

WHAT MATTERS MOST TO YOU
What do you enjoy doing? How/where do you want to spend your time? Are there any treatments or therapies you wouldn't want to receive?

WHERE BEST TO RECEIVE TREATMENT
Thinking about now and into the near future, your healthcare team will guide you on appropriate treatments and where you might best receive them. Please discuss with your healthcare team and let them know your wishes with regards to their suggestions.

For transfer to hospital	Hospital based care with referral to intensive care for assessment
	Hospital based care
	Hospital@home
Staying at home, unless emergency arises e.g. fracture	Supportive care at home, with symptom control

For more information scan QR code for Somerset Treatment Escalation Plan

For more information about how the Mental Capacity Act relates to Somerset Treatment Escalation Plan scan QR Code

Approved by MRAG: pending Mar 2024 v1

File in front of medical records or in a prominent place in the home
Developed by resuscitation services. Artwork by Communications team, Somerset FT.

If you need to access SIDeR+ (Including updating, viewing or printing the eSTEP or ADRT) you can gain entry direct.

Find SIDeR+ via the SomersetFT links or intranet.

Log into SIDeR+ using your Somerset FT computer log in details= email and password.

Any questions please email:

TreatmentEscalationPlanSFT@somersetft.nhs.uk

Electronic Somerset Treatment Escalation Plan (eSTEP) Quick Access Guide

Launch SIDeR+ and navigate to/click on the Shared Forms tab.



Scroll to the eSTEP form in the list. If an eSTEP already exists, the tab will be blue, and the right-hand icon will say 'Edit'.



If an e-STEP does not yet exist, the tab will be grey, and the icon will say 'Create'.



Click on 'Edit' or 'Create' and input/update information in the form, as appropriate. Wherever possible, the eSTEP should be completed with the person it relates to.

Complete the relevant field(s) to indicate the role of the professional completing/transcribing the eSTEP.

Click the 'Save' button in the bottom right-hand corner, to save the form on SIDeR+ and send a copy to the GP record. **Please note there may be a slight delay before the eSTEP is visible in the GP system.**



Return to the SIDeR+ Summary screen by clicking 'Back to active session'.

The eSTEP can be downloaded and/or printed if required (remember to delete the form from the Download file).



If you have any issues accessing SIDeR+, please contact your IT Service Desk in the first instance.

If you are a GP practice, please contact support@blackpear.com

You must ALWAYS update your name, date, time and role in the eSTEP if you make any changes

Do this by updating the information or section you need to on the form.



On this section, delete the previous completed name, date and time and input the new one.

PRACTITIONER, DOCTOR, OR SENIOR NURSE COMPLETING FORM

Signature: 

Dr in charge

Full name: 

Dr in Charge

Date and time of signature

17-Dec-2025 11:05

Role, grade. Please include professional registration number 

Doctor / 00011120

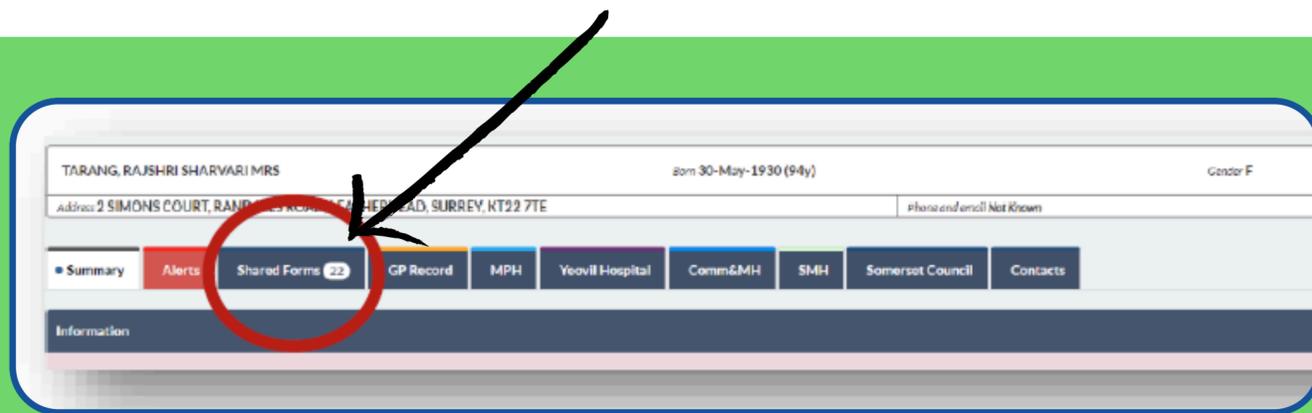
!! A SAVED COPY OF A PREVIOUSLY COMPLETED ESTEP IS ALWAYS AVAILABLE IN SIDeR+ SO AMEND AND UPDATE AS YOU NEED !!

Any questions please email:

TreatmentEscalationPlanSFT@somersetft.nhs.uk

The Advance Decision to Refuse Treatment (ADRT) form is available to upload or view in SIDeR+

To check if the person you are caring for has an ADRT, please log into SIDeR+, Click the 'Shared Forms' tab and scroll down to find the form



Please upload a copy of an ADRT to the persons SIDeR+ record and **ensure information about the treatments refused are documented in the eSTEP.**

What is an ADRT?

(Also known as a living will) is a decision someone has made to refuse a specific type of treatment at some time in the future. It will come into effect when the person no longer has capacity to make the decision.

The person **can refuse any medical treatment**, including anything intended to prolong or sustain their life (known as life-sustaining treatment).

It is **legally binding** if it meets certain criteria, known as valid and applicable. If valid and applicable, an ADRT has the same effect as a decision made by a person with mental capacity and **doctors must follow it.**

Want to know more about ADRTs? Scan here:



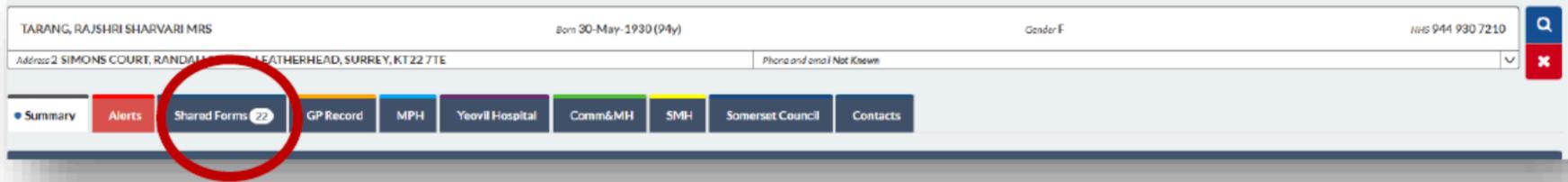
or visit:
compassionindying.org.uk

Queries? Email:
Advancecareplanning@somersetft.nhs.uk

Advance Decision to Refuse Treatment (ADRT) eForm

Quick Reference Guide

Launch SIDeR+ and navigate to/click on the Shared Forms tab.



Scroll to the ADRT form in the list. If a form already exists, the tab will be blue, and the right-hand icon will say 'Edit'.



If a form does not yet exist, the tab will be grey, and the icon will say 'Create'.

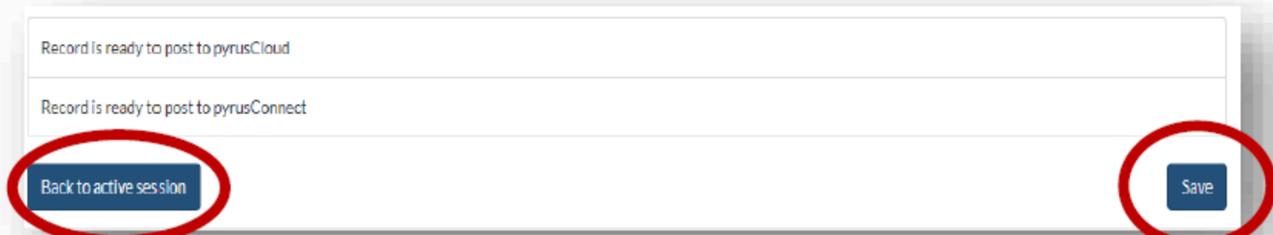


Input/update information in the blue section of the form, as appropriate. Upload the signed/dated ADRT form using the upload button as shown. **This is a legal document.**

A screenshot of the ADRT form. The form is divided into several sections:

- Advance decision to refuse treatment (ADRT)**: A dropdown menu for 'Decision made:' with the selected option 'Advance decision to refuse treatment has been made'.
- Information about ADRT decision**: Two input fields. 'Date the ADRT decision was made:' is set to '11-Jul-2025'. 'Location of the ADRT documentation:' is set to 'In patient's home'.
- Add details about ADRT:** A text input field containing 'Editing original ADRT for testing purposes'.
- Signed ADRT document**: A section with 'ADRT signed' radio buttons (Yes selected, No unselected). Below this, there is a file upload area showing 'ADRT.docx' with a timestamp '20-Jun-2025 08:28' and 'Uploaded by Theresa Barton on 11-Jul-2025 08:43'. The 'Upload' button is highlighted with a red circle.

Click the 'Save' button in the bottom right-hand corner, then 'Save' on the next screen as shown, to save the form on SIDeR+, send a copy to the GP record and also to SystemOne (Please wait until both boxes turn green before clicking the 'Back to Active Session' button).



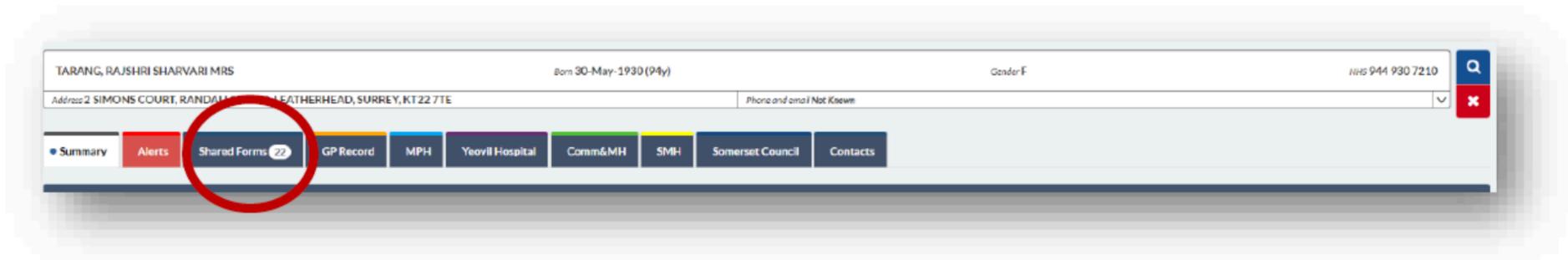
If you have any issues accessing SIDeR+, please contact your IT Service Desk in the first instance.

For all other enquiries, please contact somicb.sider@nhs.net

Advance Decision to Refuse Treatment (ADRT) Withdrawal

Quick Reference Guide

Launch SIDeR+ and navigate to/click on the Shared Forms tab.



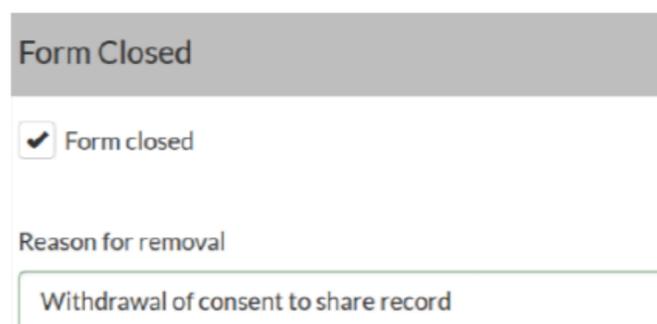
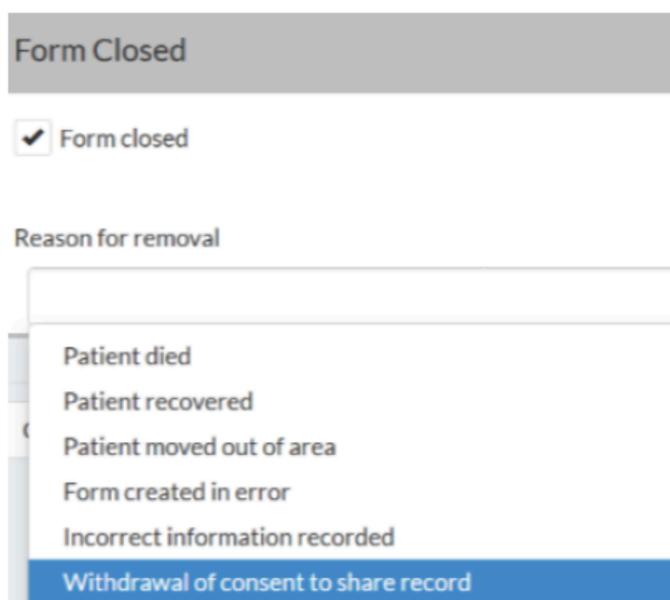
Scroll to the ADRT form in the list.



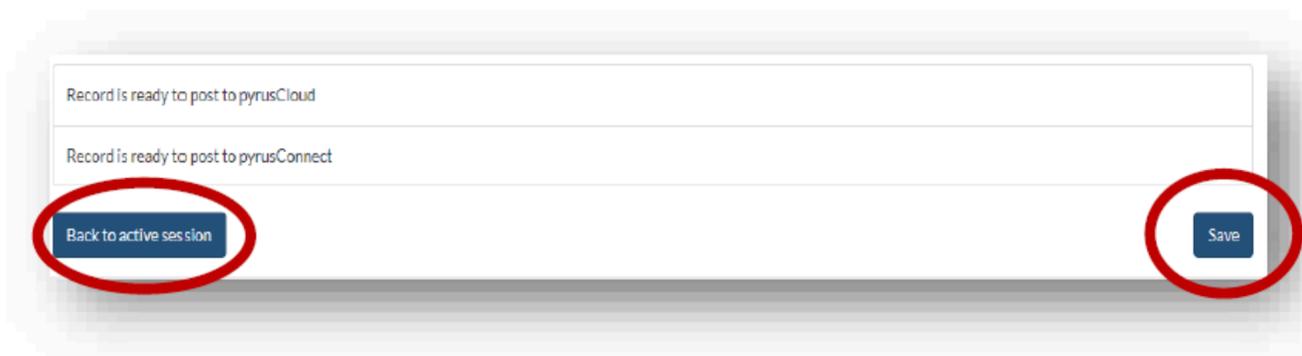
Scroll to the bottom of the form and click on the arrow in the Close Record section



Select the appropriate closure option

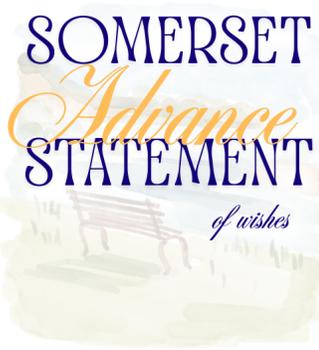


Click the 'Save' button in the bottom right-hand corner, then 'Save' on the next screen as shown. (Please wait until box boxes turn green before clicking the 'Back to Active Session' button).



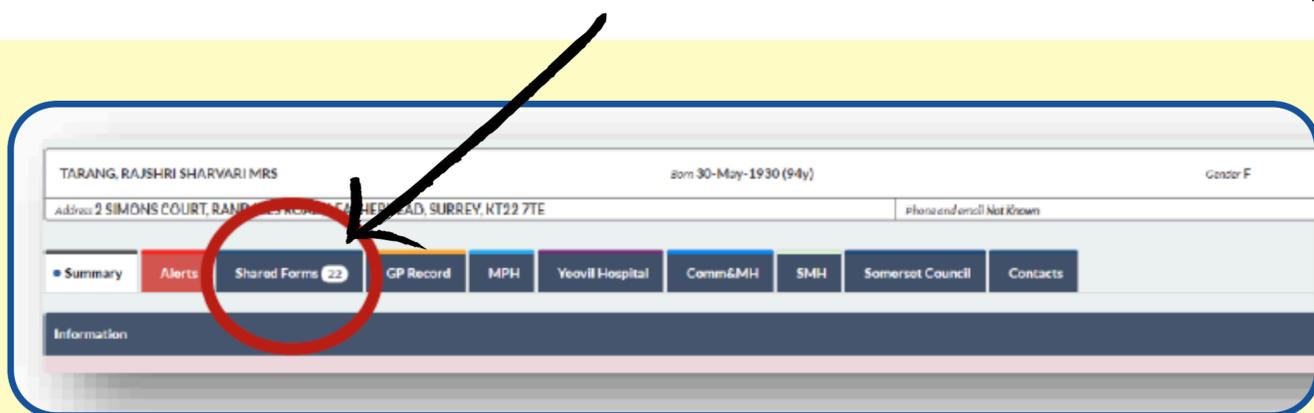
If you have any issues accessing SIDeR+, please contact your IT Service Desk in the first instance.

For all other enquiries, please contact somicb.sider@nhs.net



The Advance statement of Wishes can now be uploaded to SIDeR+

To check if the person you are caring for has an advance statement of wishes, please log into SIDeR+, Click the 'Shared Forms' tab and scroll down to find the 'advance care plan' form



Please upload any hand completed or typed forms by clicking 'create' next to the advance care plan section. Once inside the form scroll to the bottom for the upload function

What is an Advance statement of wishes?

An advance statement of wishes is a written statement that sets down a persons preferences, wishes, beliefs and values regarding potential future care. It is meant to enable and empower a person to have a voice about their future.

It is designed to be shared with anyone involved in the persons care and will give those around the person (family, friends and health or social care team) a clear idea of what they would want if the person cannot tell them. In Somerset this document can be saved to the electronic shared care record SIDeR+.

An advance statement is not legally binding. This means that a health or social care professional does not have to follow the instructions that are in it. However, the advance statement is still important. It must be taken into account when a decision is being made in a persons best interests if they have lost the ability to make or communicate decisions. It can be used if the person later become unwell or need medical treatment or care.

Want to access a digital Advance statement of wishes? Scan here:



or visit:
Somerset.eolcare.
uk

Queries? Email:

Advancecareplanning@somersetft.nhs.uk

**For more information and
access to these quick
reference guides online scan
here:**



https://coda.io/d/SIDeR_d1b_fRHv3_v/Shared-Forms-Care-Plans_suo3Ysja#_luQRarfW