

Urgent eye and ear referral record

Form | OPT-FRM-006

Document type	Form
Title	Urgent eye and ear referral record
Document ID	{{facility.code}}-OPT-FRM-006
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 15 (Optical and Hearing), criterion 15.7
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records each urgent eye or ear referral, the time it was made and that the patient reached care.

1. How to complete

- Record the sign and the time.
- Record the referral made.
- Confirm the patient reached care.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Presenting sign (sudden loss of vision or hearing, other)	Yes	☐	☐	☐	Action and who to tell
2	Time recognised	Yes	☐	☐	☐	Action and who to tell
3	Referred to (service) and time	Yes	☐	☐	☐	Action and who to tell
4	Patient reached care (confirmed, date)	Yes	☐	☐	☐	Action and who to tell
5	Recorded by	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on the WHO World report on vision (2019) and the WHO World report on hearing (2021).

ID	Source and status
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval