



**Service Priorities and Programmes**  
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**A SMALL change with BIG difference: Change the Medical Record Trolley**

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**Introduction**

The medical record trolleys(牌板車) are commonly used in wards for storage the patients' medical records and using in daily doctor' s round. To sustain a "Useful Medical Record Trolley" , the trolley is changed and re-decorated for enhancing the protection of patients' data privacy and job efficiency.

**Objectives**

(1) To protect patients' data privacy in storage the hospital record. (2) To enhance the job efficiency such as easily to take the commonly used forms and mobilize easily. (3) To provide the quick reference (guidelines /workflow /Information) for staff

**Methodology**

1. To change the "Medical Record Trolley" which can be locked and easy to mobilize. 2. To design a file and placed in a small basket which attached on the side bar of the trolley, it's convenient to take. This file stores the various commonly used forms for clinically use, such as Medication Administration Records, consent forms for various procedures, Intake and Output Chart...etc. 3. The file also contains quick references as "Patient's Care Flowchart, Reference Guide for referral to Allied Health & Specialized nursing, Workflow for handling Blood Transfusion /Radiological Investigation...etc". 4. The working surface is greatly increased especially with the flexible stretching surface available, so that the important notice such as "Table for Antibiotics (e.g. Penicillin family), Do Not Use List, Lists of HA Approved /Standard Abbreviations in Prescribing and Reminders for doctor's prescription" has post up as quick reference. 5. The trolley is started use from Nov 2013.

**Result**

1) The trolley is locked when not in restricted area, so that it is protected the patients' data privacy. 2) The users' feedback that it could take the require documents within 10 seconds. 3) The nurses' feedback that the trolley is easy to mobilize even fully stored with patients' record. 4) In addition, they said that the quick references are useful for them. Conclusions: The users' feedback that the trolley is convenient to use, e.g. take

the documents /patients' record and mobilize easily. They all satisfied for the change, and agreed that the job efficiency and alertness of clinical practice are enhanced. A Small change can make a big difference in using the "Medical Record Trolley".