**MISSING PATIENT SEARCH RECORD**

**Appendix E**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing Persons Name** |  | | |
| **Last Seen** |  | | |
| **Description** |  | | |
| **LOCATION** | **CHECKED** | **LOCATION** | **CHECKED** |
| **INTERNAL SDH NORTH** |  | **INTERNAL SDH CENTRAL** |  |
| Amesbury Suite |  | Avon Ward |  |
| Anaesthetics Department |  | Beatrice Wards |  |
| Blood Tests |  | Child & Family  Service/Portage |  |
| Booked Admissions Office |  | Children’s Unit |  |
| Breast Care |  | Community Child Health |  |
| Britford Ward |  | Day Surgery Unit |  |
| Burns Unit |  | Diabetic Education |  |
| Cardiac Investigation Unit |  | Flower Shop/Hairdresser |  |
| Chapel |  | Renal Unit |  |
| Chilmark Suite |  | National Westminster Bank |  |
| Clinical Effectiveness Dept |  | Neonatal Intensive Care Unit |  |
| Clinical Radiology B |  | Neurophysiology Department |  |
| Clinical Science &  Engineering Dept |  | Obstetrics & Gynaecology  Unit |  |
| Coronary Care Unit |  | Patients Clothing |  |
| Dermatology Treatment  Centre |  | Pembroke Suite (Day Unit) |  |
| Discharge Lounge |  | Pembroke Ward |  |
| Downton Ward |  | Portage |  |
| Durrington Suite |  | Sarum Cancer Support |  |
| Ear, Nose & Throat  Outpatients |  | Sarum Ward |  |
| Education Centre |  | Sight Centre |  |
| Electrocardiograph (ECG) |  | Social Work Department |  |
| Endoscopy |  | Spinal Treatment Centre |  |
| EYE CLINIC |  | Spinal X-ray |  |
| Farley Suite |  | Staff Club |  |
| Foot Clinic |  | Stroke Information Centre |  |
| Fracture Clinic |  | Surgical Admissions Lounge |  |
| Glanville Centre |  | Tamar Ward |  |
| Hydrotherapy |  | Trust Offices |  |
| Intensive Care Unit |  | Voluntary Services |  |
| Laing Laboratory |  | Wilton Ward |  |
| Laser Clinic |  | **INTERNAL SDH SOUTH** |  |
| Laverstock Ward |  | Appeals Office |  |
| Lecture Theatre |  | Clinical Psychology |  |
| Leg Ulcer Clinic |  | Daily living bungalow |  |
| Lost Property |  | Dietetics |  |
| Maxillo-Facial Laboratory |  | Dunford Offices/e-learning |  |
| Medical Electronics |  | Facilities Directorate |  |
| **CONTINUED ON REVERSE** | | | |

**MISSING PATIENT SEARCH RECORD**

**CONT’D**

**Appendix E**

|  |  |  |  |
| --- | --- | --- | --- |
| **LOCATION** | **CHECKED** | **LOCATION** | **CHECKED** |
| Medical Outpatients |  | Genito-Urinary Medicine  Clinic |  |
| Medical Photography |  | Medical Engineering |  |
| Medical Records |  | Occupational Health |  |
| MRI Scanning |  | Occupational Health Training room |  |
| National Clinical FES Centre |  | Orthotics |  |
| Nunton Unit |  | Palliative Care Hospice |  |
| Nurse Training |  | Personnel Department |  |
| Operating Theatres |  | Wessex Rehabilitation Centre |  |
| Oral Surgery |  | **CAR PARKS – EXTERNAL NORTH** |  |
| Orthodontics |  | Car Park 2 |  |
| Orthopaedic Outpatients |  | Car Park 3 |  |
| Pathology & Genetics  Department |  | Car Park 8 |  |
| Pathology Outpatients |  | **CAR PARKS – EXTERNAL CENTRAL** |  |
| Patients Advice & Liaison  Service (PALS) |  | Car Park 1 |  |
| Pharmacy |  | Car Park 2 |  |
| Physiotherapy |  | Car Park 3 |  |
| Pitton Ward |  | Car Park 7 |  |
| Plastic Surgery Outpatients |  | Car Park 10 |  |
| Post Graduate Centre |  | Car Park 18 |  |
| Radnor Ward |  | Car Park 19 |  |
| Redlynch Ward |  | **CAR PARKS – EXTERNAL SOUTH** |  |
| Rheumatology |  | Car Park 10 |  |
| Short Stay Emergency Unit |  | Car Park 15 |  |
| Speech Therapy |  |  |  |
| Springs Restaurant |  |  |  |
| Staff Development Centre |  |  |  |
| Stoma/Breast Care |  |  |  |
| Surgical Outpatients |  |  |  |
| Tisbury Ward |  |  |  |
| Ultrasound |  |  |  |
| Vascular Assessment &  Diabetes Unit |  |  |  |
| Whiteparish Ward/MAU |  |  |  |
| Winterslow Suite |  |  |  |
| X-ray |  |  |  |

For the preliminary search this is to be commenced by the Site Co-ordinator and if escalated, to be handed over with the Missing Persons Procedure Box .

Copy to be sent to the Risk Management Team with any other pertaining records following incident closure.