

Roles and Responsibilities for digital DSR register

1. DSR project leads
 - To facilitate structured discussion and reflection on cases raised as Amber or Red to support admission avoidance.
 - To chair the DSR project tracking meetings
 - To chair DSR exception meetings for people RAG RED.
 - To evaluate success and learn lessons to improve quality of support delivery.
 - To engage at stakeholders positively and proactively.

2. DSR admin coordinator
 - To respond to DSR submissions and prepare for DSR tracking meetings
 - To record tracking meetings and exception meetings
 - To chase updates on submissions.
 - To convene exception meetings

3. DSR referrers
 - It is the responsibility of those submitting cases onto the register to ensure they have gained appropriate consent or have made a submission using a 'Best Interests' decision'.
 - To completed DSD tool using guidance notes and produce clinical judgement over RAG rating.
 - To make a submission for consented and RAG rate person with LD/ASC onto the digital DSR platform.
 - To provide updated into the DSR ahead of DSR tracking meeting.

4. DSR project tracking meeting members (the main DSR Thursday meeting)
 - To commit to regular attendance at the DSR tracking meeting at appropriate time for their service area.
 - To make decisions and agreement to provide support discussed to prevent unnecessary hospital admission for the person submitted.
 - To attend meetings by exception for RED RAG rated submissions to support decision making for the person in crisis where possible.

5. DSR responsible persons (Gail Thomas, Karen Webb, Mel Watson)
 - To take responsibility for any difficulties in delivery of project.
 - To act as escalation route in relation to challenges.