## Adding North Devon Hospice to the Clinical Tree (Organisational only needs doing once)

In SystmOne, go to Setup > Users and Policy > Organisation Preferences > Clinical Policy > Tree Configuration. On the screen that opens, select Tree Configuration from the list on the left. Your current configuration will be highlighted in the list that appears. Click Amend Tree. Click OK.

Organisation Preferences		:
tree Search Clear	Default Tree Configuration Permissions	
	Changes to the organisation default Clinical or Administrative trees	Tree Preview
Clinical Policy Tree Colours  Tree Configuration  Tree Shortcuts	will only affect users who are using the organisation default tree configuration.	The administrative tree for this configuration will be automatically generated for each user depending on organisation preferences and the user's access rights.
	Set Default Tree Set Role Tree Usage Set Staff Tree Usage	Clinical Tree Administrative Tree
	Name 🔻 Used By	© Patient Home
	Published ^	
	Allied Health 😜 Professionals	
	Child Health	Initial Active Problems
	Clinical Record	Nu inactive Problems
	Viewer	
	Community Hospital	A Madiantian
	District Nurses	Medication
	Health Visitors	Communications & Letters
	North Devon Hospice Everyone	
	Palliative Care	II Reminders
	Unpublished	Sensitivities & Allergies
		P Pathology & Radiology
		Im Numeric Results
		Referrals
		Han Day Care Attendances
		- Palliative Unit Admissions
		Groups & Relationships
	×	Care Plans
	TO TREES	AIN Case Dies To Da
	Restore Defaults Ok Cancel	Change

**Note:** Only Organisation–wide a configurations can be amended.

Under available Tree Nodes, search for North Devon Hospice and select

Referral to North Devon Hospice Services

nfiguration name North Devon Hospice	
ailable Tree Nodes	Clinical Tree Administrative Tree
lorth Devon Hospice Search Clear	Selected Tree Nodes
Search results for 'North Devon Hospice'         ↓ Referral to North Devon Hospice Services         ▲ Administration	Some of the nodes shown below may be gender-specific or may be dependent on the user having particular access rights. This means not all of the nodes may be visible
Child Health Clinical Tools	Major Active Problems
Community Core Clinical Core C	Minor Active Problems     Al Inactive Problems     Summary & Family History     New Journal
Eyes Forms Hospital	<ul> <li>☐ New contrait</li> <li>▲ Medication</li> <li>② Communications &amp; Letters</li> <li>√ Recalls</li> </ul>
IOS Medication Mental Health	II Reminders
CLD Templates Palliative Care Questionnaires	kmt Numeric Results → Referrals - 10 Day Care Attendances - 11 Palliative Unit Admissions
Record Management Referrais, Letters & Attachments Templates Utility	Groups & Relationships     Care Plans     Care Plan To Do     Advance Care Planning

Screen shots may differ slightly within your organisation

Use the button to move the template into your clinical tree on the right and use the up and down buttons on the right to move the new template up and down your tree. Users may find it helpful to have it located underneath or near your existing Referrals node.

When you are happy with the location of the template, click OK.