



# ICES Ordering System – Evolve



# Agenda

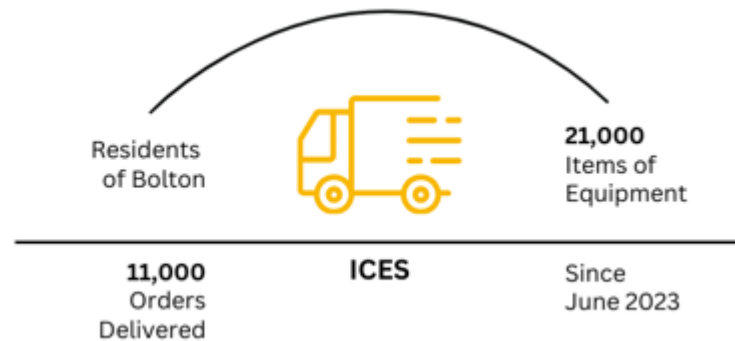
- Intros/Background/Key Changes
- Demo of Evolve System – Andrew Hodson
- Go-Live steps
- Online Learning – Lauren Moorfield
- Questions/AOB



# New ICES System – Evolve

## Why?



- Evolve system to be used to raise orders for new equipment
- Bolton Council have been using new system since **June 2023** for online orders (phase 1).



## Benefits:

- Order updates and notifications sent by email
- Improved stock visibility with catalogue
- Improved stock management with barcodes/tracking
- Mobile apps for delivery (drivers)



# Key changes

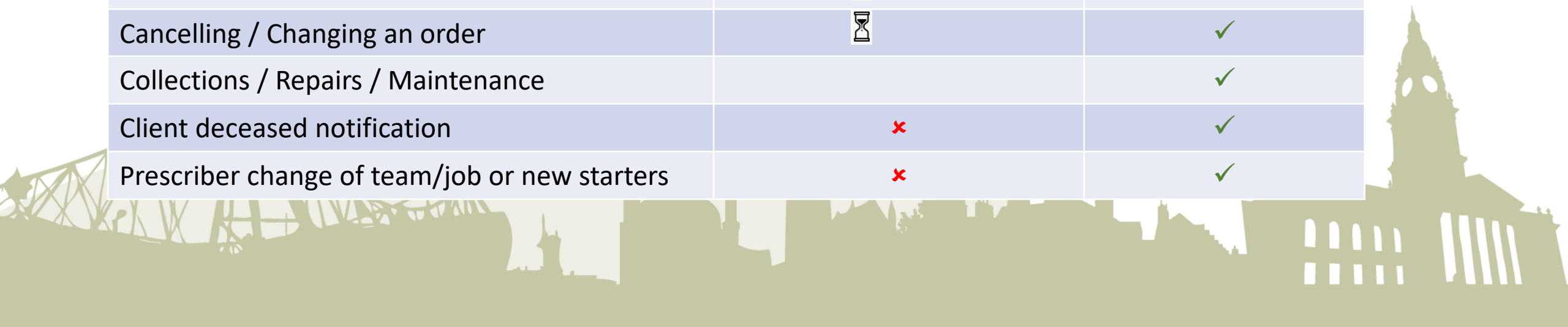
- All prescribers to **confirm delivery slots with client prior** to raising order. 
- Client records need to be kept up to date (personal details, addresses, death notifications). 
- Satellite Stores (P Store) also set up. You will need to raise an order for this prior to picking/collecting the item.



# Key changes....continued

For emergencies raise order online AND phone through with order number.

Function/Key Operations	Evolve Online system (new system)	Contact ICES by email/phone
Raising an order for equipment	✓	Emergencies Only - Weekends & Bank Holidays - Phone
Collecting an item from a Satellite Store or counter collection	✓ - Raise an order through P Store menu on  stem	✗
Cancelling / Changing an order		✓
Collections / Repairs / Maintenance		✓
Client deceased notification	✗	✓
Prescriber change of team/job or new starters	✗	✓

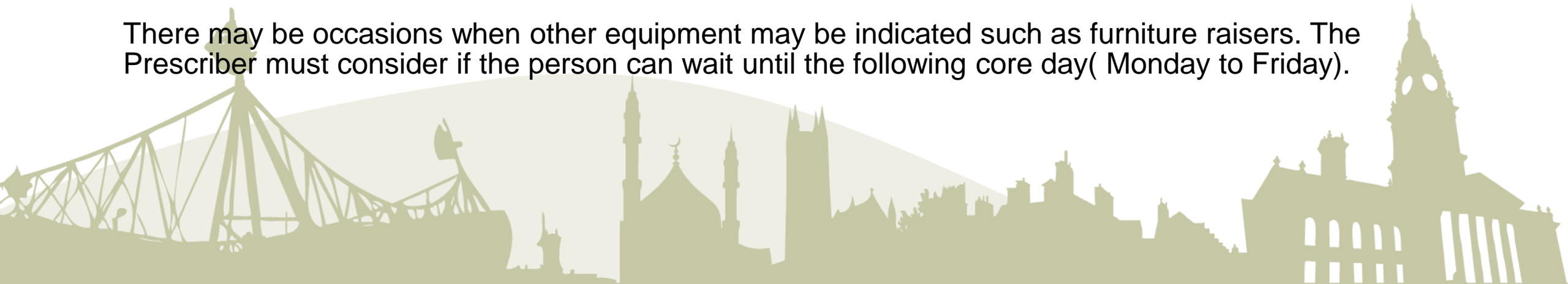


# Emergency Deliveries

Emergency equipment that may be needed on the **same day** as identifying the need can include;

1. Beds and pressure relief.- The Prescriber however must have organised sufficient space for the bed to be delivered and completed the ICES Environment Assessment Form( Please refer to the Operational Protocol for Community Loan Equipment) if requesting the bed/ mattress to go upstairs.
2. Moving and Handling equipment- any type of hoist, slings.
3. Mobility Equipment-This is usually provided from the satellite stores as an emergency.
4. Toileting equipment- The person cannot access their toilet at all.

There may be occasions when other equipment may be indicated such as furniture raisers. The Prescriber must consider if the person can wait until the following core day( Monday to Friday).



# 5 steps to creating successful orders



# Demo





# Go-Live Steps

- All staff to sign up to T&C of system – to be returned to [bis.team@bolton.gov.uk](mailto:bis.team@bolton.gov.uk)
- All staff to complete online training and pass the knowledge test – complete by **End of Dec 2024**. (send screenshot):

Training Activity Log		Per page: 10	Search...	
Course Name	Activity	Grade	Date	Status
ARK Principles (EPR)	ARK	0 learning objects	22/07/2024	incomplete
Assembly of Patient's Medications for Discharge 2024	Assembly of Patient's Medicines for Discharge 2024	1 learning objects	15/05/2024	completed
Assembly of Patient's Medications for Discharge 2024	RPL - Assembly of Patient's Medications for Discharge 2024	100%	30/04/2024	Completed
EPR Overview	EPR Overview e-Learning Course	0 learning objects	28/03/2024	incomplete
ICES Online Ordering	1. Introduction to Evolve	0 learning objects	15/05/2024	completed
ICES Online Ordering	2. Logging in and Navigating Around	0%		completed
ICES Online Ordering	3. Search For and Create a Client	0%		completed
ICES Online Ordering	4. Placing an Order	0%		completed
ICES Online Ordering	5. Ordering from a Satellite Store	0%		completed
ICES Online Ordering	6. Knowledge Check - using Evolve	95.83%	24/09/2024	passed

Showing 1 to 10 of 11 entries

Previous 1 2 Next

- Log in credentials to be supplied once above two steps have been done.



# Support Arrangements

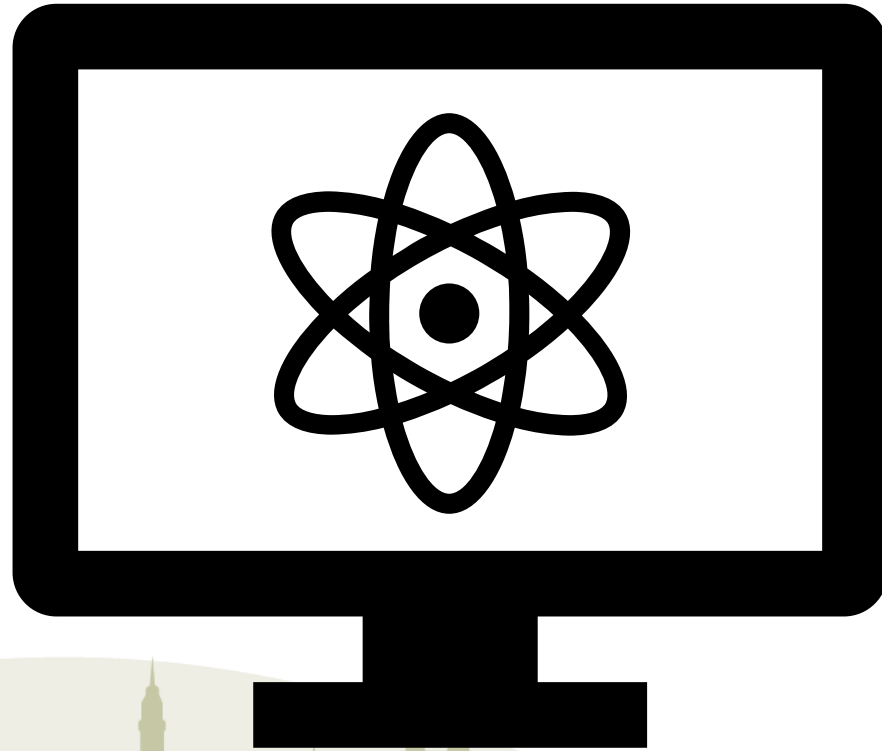
- ILS Staff in Neighbourhoods
- Videos available on Bolton FT Learning Module
- Help Guides:  
<https://www.bolton.gov.uk/homepage/188/integrated-community-equipment-stores-ices---home>
- Day to Day Support:  
[icesstore@bolton.gov.uk](mailto:icesstore@bolton.gov.uk)



01204 337060 or 337262



# Online Learning - Demo



# Post go-live

- Help and Support available
- Review & feedback meeting (In the new year with Managers)
- Use learning to onboard other staff in Bolton FT



# Any Questions

