

HCA

Inpatient HCA User Guide

Patient Flow PowerChart

Support available through:

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Accessing Patient Flow

Log onto the computer as usual

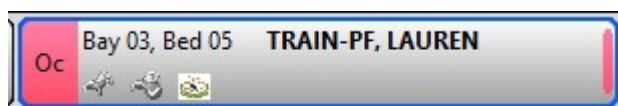


From your desktop, double click on the icon to open the Patient Flow system.

Transfers

Transfers within the same ward

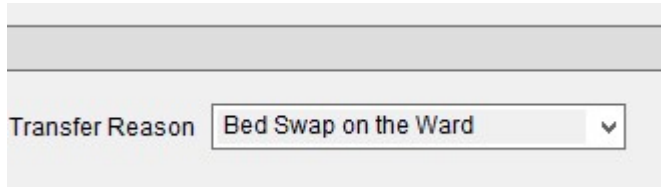
Step 1. On the Bed Board, Find the patient you wish to move beds and select them so there is a blue line around them.



Step 2. Now click and drag and drop the patient into an available bed. This will generate a pop up.

A screenshot of a transfer pop-up form. It contains several fields and checkboxes: 'Dispatch Portering' (checkbox), 'Porters' (a box with '1' and up/down arrows), 'Patient will return to current location?' (checkbox), 'Request room to be cleaned?' (checkbox), 'Transfer Reason' (a dropdown menu with a yellow background), and 'Location Type ?' (a dropdown menu with 'On Location' selected). There is also a 'Would you' label on the right side of the form.

- Step 3.** You must fill out the **Transfer Reason** (highlighted in yellow). Do not change any other field, as you will not require porters.



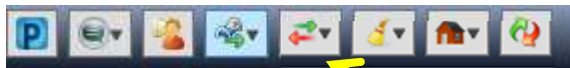
Transfer Reason: Bed Swap on the Ward

- Step 4.** Click **OK**.

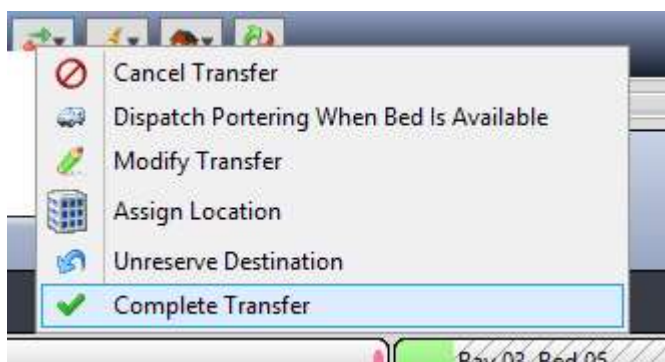
- Step 5.** This will grey out the bed you intend to swap the patient to and also create a transfer icon on your patient.



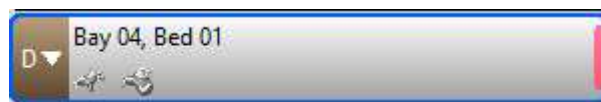
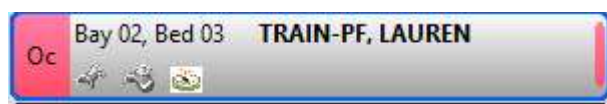
- Step 6.** Your patient should still be selected (Surrounded in blue). Now click on the **Transfer Icon** on the bed board.



- Step 7.** Simply click on the option 'Complete Transfer'.



Step 8. This will automatically move the patient to the new bed on the bed board and put the original bed into a 'dirty' status.



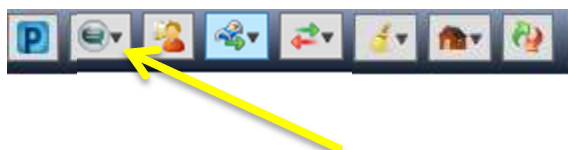
Transferring Consultants

This process will detail how you change the name of the lead (attending) clinician

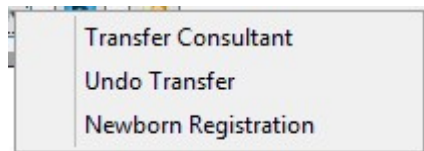
Step 1. Select the patient from the Bedboard that you would like to change the lead clinician. Note the current clinician is shown next to 'Attending Clinician'.

A screenshot of a 'Patient Details' window. The header shows 'TRAIN-PF, SELINA', 'Female', '33 years', 'Birth Date: 23/03/1986', 'MRN: 2216859', and 'FIN: 2002379948'. Below this, it says 'NHS Number:', 'Current Location: Parry Ward-Bay 02, Bed 05', and 'Attending Clinician: Robinson, Anthony'. There are sections for 'Patient Attributes' (with a checked 'Falls Risk' checkbox) and 'Location Attributes' (with checked checkboxes for 'Bariatric Bed', 'Certified', 'Enhanced Observations', and 'Medical Ward'). At the bottom, there is a 'Comment:' field and 'Undo' and 'OK' buttons.

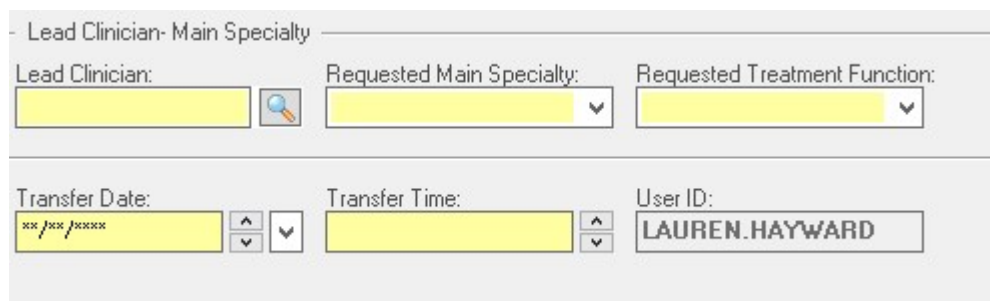
Step 2. Click on the PM Conversation Icon



Step 3. Select **Transfer Consultant**. This will open the PM Office Transfer conversation.

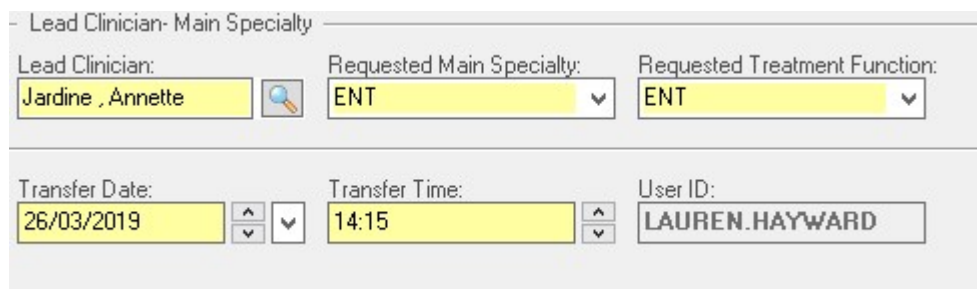


Step 4. Fill in the mandatory information (highlighted in yellow). Type in the new consultant in the **Lead Clinician** Box.

A screenshot of a software form titled "Lead Clinician- Main Specialty". The form contains several fields: "Lead Clinician:" (a text box with a magnifying glass icon, highlighted in yellow), "Requested Main Specialty:" (a dropdown menu, highlighted in yellow), "Requested Treatment Function:" (a dropdown menu, highlighted in yellow), "Transfer Date:" (a date picker, highlighted in yellow), "Transfer Time:" (a time picker, highlighted in yellow), and "User ID:" (a text box containing "LAUREN.HAYWARD").

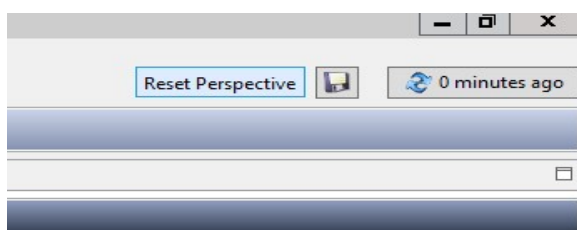
Step 5. Once filled in the Specialty will automatically complete. Dependant on the clinician, you may have to select the Treatment Function

Step 6. Type in the current date and current time.

A screenshot of the same software form as in Step 4, but with the mandatory fields filled in. The "Lead Clinician:" field now contains "Jardine , Annette". The "Requested Main Specialty:" dropdown menu is set to "ENT". The "Requested Treatment Function:" dropdown menu is set to "ENT". The "Transfer Date:" date picker is set to "26/03/2019". The "Transfer Time:" time picker is set to "14:15". The "User ID:" field remains "LAUREN.HAYWARD".

Step 7. Click **OK**. This will complete the PM Office conversation and return you to Patient Flow.

Step 8. Click the refresh button in the top right hand corner of the screen.



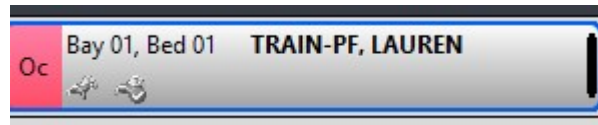
Step 9. Double click on your patient. The clinician details have changed.

A screenshot of a 'Patient Details' window. The header bar is pink and contains the text: 'TRAIN-PF, SELINA', 'Female', '33 years', 'Birth Date: 23/03/1986', 'MRN: 2216859', and 'FIN: 2002379948'. Below the header, there are fields for 'NHS Number:', 'Current Location: Parry Ward-Bay 02, Bed 05', 'Diagnosis:', 'Last Known Location:', and 'Attending Clinician: Jardine, Annette'. The 'Patient Attributes' section has a checkbox for 'Falls Risk' which is checked. The 'Location Attributes' section has four checkboxes: 'Bariatric Bed', 'Certified', 'Enhanced Observations', and 'Medical Ward', all of which are checked. There is a 'Comment:' field with a text input area and an 'Undo' button. At the bottom, there are four icons: a green arrow, a blue circle with a white 'P', a yellow circle with a red 'X', and a red circle with a white 'A'. An 'OK' button is in the bottom right corner.

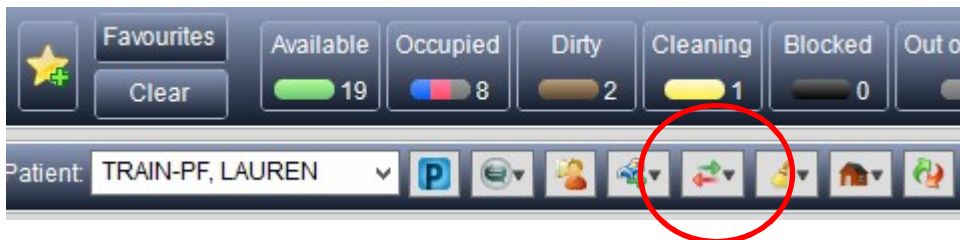
You have completed the consultant transfer.

Transferring a Patient to a New Location

- Step 1.** Find the patient you wish to move to a new ward via Global Search or your wards bed board
- Step 2.** Select your patient so they are highlighted.



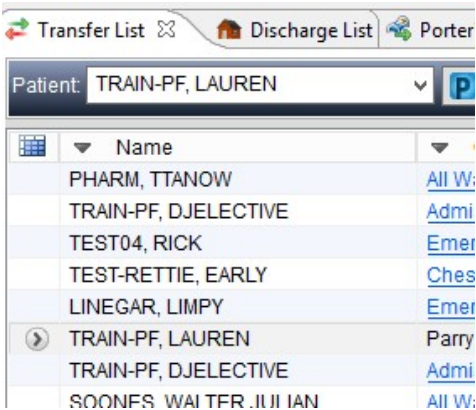
- Step 3.** Select the transfer icon to transfer the patient.



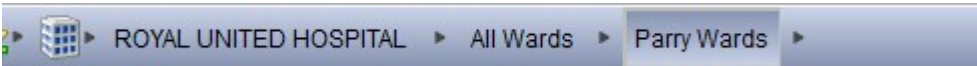
- Step 4.** This will generate the **Transfer Patient** box.

- Step 5.** Click **OK**
- Step 6.** The patient will now be on the transfer List.

Step 7. Go to the transfer list and find the patient.

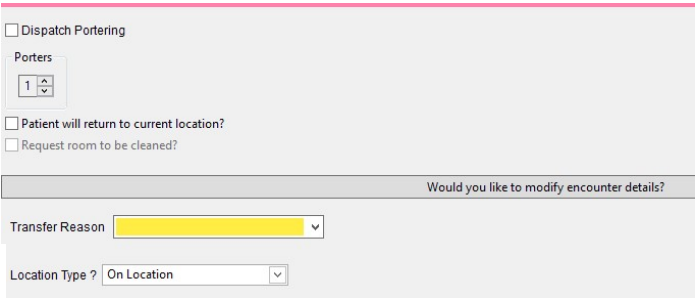


Step 8. Open the bed board of the receiving ward.



Step 9. Select you patient from the transfer list and drag and drop them onto the appropriate location on Parry ward.

Step 10. This will open a pop-up to dispatch Porters



Step 11. Ensure you have selected **Dispatch Portering** and supply a transfer reason. Click **OK**.



Step 12. This will open another

pop-up for a Transport request where you can specify additional information about the patient.

Step 13. Click **OK**.

Step 14. The porter request will be sent to the allocated porters and patient will be moved on the system when the porters start the job.

Note: Transferring Consultant must be completed as soon as the patient arrives from another ward. This ensures all results go to the correct clinician.

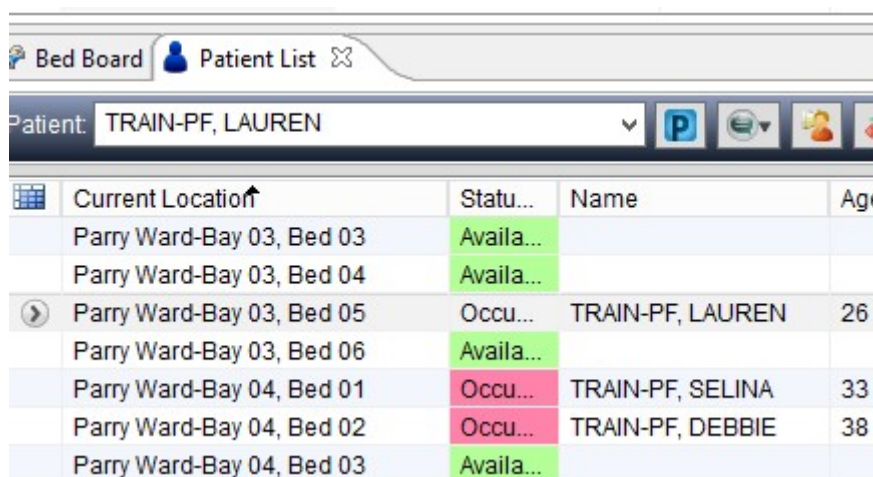
The Discharge Process

This section shows you how to discharge a patient from Patient Flow. In order to discharge a patient they must be on the Discharge List

Initiating the Discharge Process

The Discharge Process in Patient Flow is usually initiated by completing the 'Patient Status' Powerform in PowerChart.

Step 1. Find your patient in the **Patient List**.



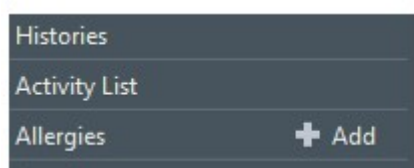
Current Location↑	Statu...	Name	Age
Parry Ward-Bay 03, Bed 03	Availa...		
Parry Ward-Bay 03, Bed 04	Availa...		
Parry Ward-Bay 03, Bed 05	Occu...	TRAIN-PF, LAUREN	26
Parry Ward-Bay 03, Bed 06	Availa...		
Parry Ward-Bay 04, Bed 01	Occu...	TRAIN-PF, SELINA	33
Parry Ward-Bay 04, Bed 02	Occu...	TRAIN-PF, DEBBIE	38
Parry Ward-Bay 04, Bed 03	Availa...		

Step 2. Select your patient.

Step 3. Click on the **Power Chart**  button to open Power Chart.

Step 4. This will launch Power Chart on your patient's record


Step 5. Once in Power Chart, click on **Activity List** in the left column.



Step 6. Select the **PowerForms** tab on the right hand side.

(no time frame defined)					
SALT Referrals	Physio Referrals	OT Referrals	Dementia Referrals	Safeguarding	PowerForms

Step 7. Select the **Patient Status** form and complete in the usual way.

Once completed and signed, close PowerChart and return to Patient Flow. Your patient will have a house symbol  in their Patient Attributes field to indicate that the Discharge Process has been initiated.

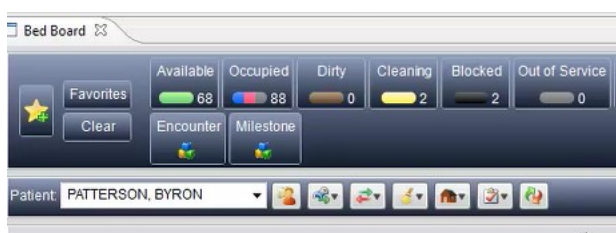
The patient will now appear in the **Discharge List**.

Note: The Patient Status part 3 should be updated regularly to ensure that the Discharge List is upto date.

Confirmed Discharge

Once the patient's discharge date has been confirmed you will need to show this in Patient Flow.

Step 1. Locate your patient via the Discharge List or Patient list and select them



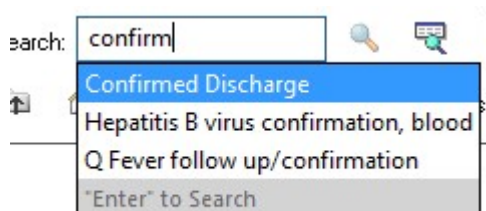
Step 2. Click on the **Power Chart**  button to open Power Chart.

Step 3. This will open Power Chart. Select **Requests / Meds / CarePlans**

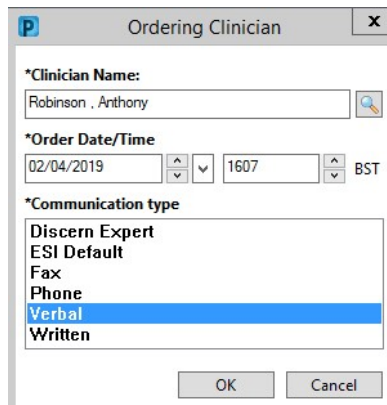


Step 4. Select **Add** 

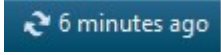
Step 5. When the search window opens, type **confirm** and select the option **Confirmed Discharge**




Step 6. In the **Ordering Clinician** pop-up, fill in the details and click **OK**, and then click **Done**.



Step 7. Click **Sign** to complete the order

Step 8. Click on the Refresh button  6 minutes ago to complete the process.

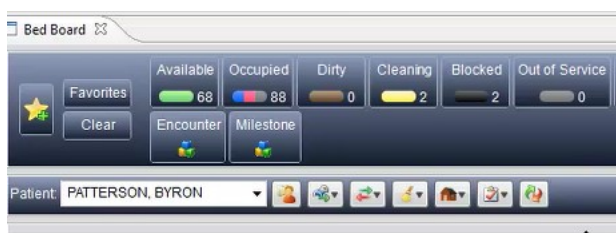
Step 9. Now close Power chart and go back to Patient Flow.

Note: You should now see a House with a green dot next to the patient to indicate that there is a confirmed discharge for the patient. 


Cancelling a Confirmed Discharge

If the patient's confirmed discharge needs to be cancelled you will need to show this in Patient Flow.

Step 1. Locate your patient via the Discharge List or Patient list and select them



Step 2. Click on the **Power Chart**  button to open Power Chart.

Step 3. This will open Power Chart. Select **Requests / Meds / CarePlans** 

Step 4. Find the patient's Confirmed Discharge, right click on the entry and select Cancel/DC from the menu.

This will remove the Green Dot from the house. However the estimated discharge date will remain on the Patient Status form, which is why the house icon remains.

Day Case Patients

Day Case patients do not have a Patient Status Form and so need to be added to the Discharge list in a different way.

Step 1. Locate your patient via the Bed Board or Patient list and select them.

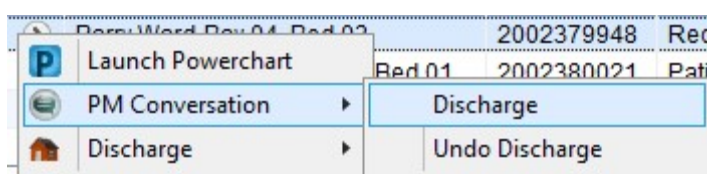


Step 2. Click on the **Discharge** button and select **Discharge Patient**.

This will add your patient to the discharge list. You can now proceed to discharge them from the hospital. There is no requirement to confirm the discharge.

Completing the Discharge Process

Step 1. Click on the Arrow on the left of the patient's details and select **PM Conversation** and then **Discharge**.



Step 2. This will open PM Office.

The screenshot shows a 'Discharge' form with the following fields and values:

- MRN: 2216859
- NHS Number: - -
- NHS No Status: [dropdown]
- Financial Number: 2002379948
- Name: TRAIN-PF, SELINA
- DOB: 23/03/1986
- Age: 33Y
- Gender: Female
- Building: All Wards
- Department/Ward: Parry
- Encounter Type: Inpatient
- Lead Clinician: Robinson, Anthony
- Treatment Function: Endocrinology
- Discharge Method: [highlighted yellow]
- Discharge Destination: [highlighted yellow]
- Comment/Discharged To: [text area]
- Deceased Info: [checkbox]
- Discharge Info:
 - Discharge Date: 04/04/2019 [highlighted yellow]
 - Discharge Time: 09:26 [highlighted yellow]
 - User ID: LAUREN.HAYWARD
- Discharging Staff Member: [text field]

At the bottom right are 'OK' and 'Cancel' buttons. The status bar at the bottom shows 'Ready' and 'C0470 LAUREN.HAYWARD 04/04/2019 09:27'.

Step 3. Fill in all the highlighted fields.

- Discharge Method.
- Discharge Destination.
- Discharge Date.
- Discharge Time.

Step 4. Now click **OK**.

Note: The patient has now been discharged from the hospital and their entry removed from the Bed board and the Discharge List in Patient Flow.

Deceased patient

In order to have a deceased patient portered, **NOT TRANSFERRED**, to the Mortuary they must first be on the Discharge List.

If the patient is not on the list as the Patient Status has not been completed then use the process for a Day Case patient

Step 1. From the **Discharge list** Select the patient

Step 2. Click the options button to the left of the patient's name, select discharge and start discharge.



Note: **Only** when the deceased patient is ready to leave the ward and move to the mortuary should you complete the following steps.

Step 3. Click the options button to the left of the patients name again and now click Discharge, Dispatch Transport.



Step 4. Select the destination to be MORTUARY, check if two porters are required, and add any necessary comments. Click **OK**.

Completing Deceased Patient discharge

Only complete the Following process when the patient has left the ward and is now in the mortuary.

The patient has reached the mortuary when the portering icon disappears from their milestones on the discharge list

Step 1. Ensure that you are on the Discharge List and find the Patient.

Step 2. Click the options button to the left of the patients name and select PM Conversation then Discharge.



This will open up PM Office.

Step 3. Select **Discharge method** from the drop down menu and select **Patient Died**. This will automatically fill in the rest of the conversation.

The screenshot shows a patient discharge form for LAUREN PF, LAUREN. The 'Discharge Method' dropdown is set to 'Patient Died', and the 'Discharge Destination' is 'Not Applicable Died or Still...'. Other fields include MRN (2216863), NHS Number, Financial Number (2082379966), Name, DOB (21/10/1992), Age (26Y), Gender (Female), Building (All Wards), Department/Ward (Main Theatre Department), Encounter Type (Inpatient), Lead Clinician (Robinson, Anthony), Treatment Function (Endocrinology), and Deceased Info (Death Notification Status: Informal, Deceased Date: 10/04/2019, Deceased Time: 14:12, Death Verified By: [signature], Organs Donated: [dropdown]).

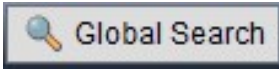
Step 4. Click **OK**.
The patient has now been discharged deceased and removed from Patient Flow.

Equipment Portering

Portering equipment around the hospital.

Step 1. At the top of the Patient Flow screen select **Equipment List**.

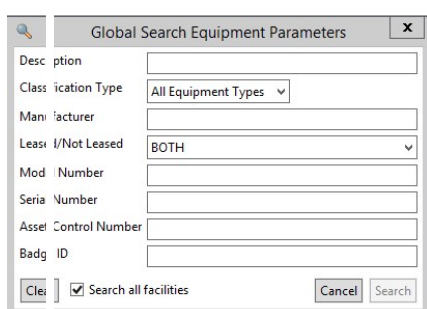
The screenshot shows the Patient Flow screen with three tabs: 'Transfer List', 'Discharge List', and 'Equipment List'. The 'Equipment List' tab is selected. Below the tabs, there are statistics: 'Transfer List 9/19', 'BBC Out 0/0', 'BBC In 0/0', 'Mary Out 0/0', and 'Mary In 0/0'.

Step 2. Click on Global Search  in the top right hand corner of your screen.

This allows you to search for equipment in different ways. The 'Classification Type' drop down list will give you equipment options, but other fields can also be used.

Lab or blood products portering should be ordered using this process.

Select your equipment type from the classification list.

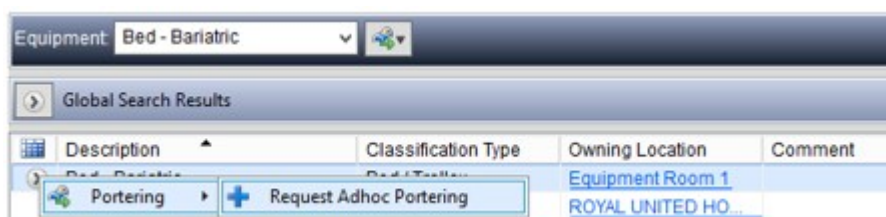


A dialog box titled 'Global Search Equipment Parameters' with a close button (X). It contains several input fields: 'Description', 'Classification Type' (a dropdown menu currently showing 'All Equipment Types'), 'Manufacturer', 'Lease / Not Leased' (a dropdown menu currently showing 'BOTH'), 'Model Number', 'Serial Number', 'Asset Control Number', and 'Badg ID'. At the bottom, there is a 'Clear' button, a checked checkbox labeled 'Search all facilities', and 'Cancel' and 'Search' buttons.

Step 3. Once you have selected your equipment click **Search**.

This will fill the table below with equipment options.

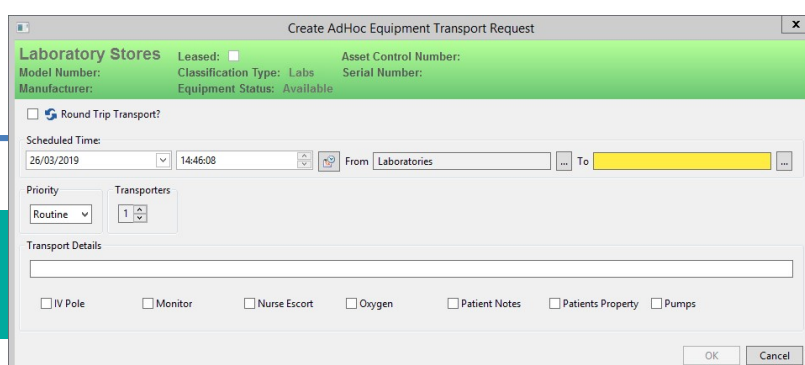
Step 4. Highlight the required equipment




A screenshot of the 'Global Search Results' window. At the top, there is a dropdown menu for 'Equipment' set to 'Bed - Bariatric'. Below it is a table with columns: 'Description', 'Classification Type', 'Owning Location', and 'Comment'. The first row shows 'Bed - Bariatric' under Description, 'Bed - Bariatric' under Classification Type, 'Equipment Room 1' under Owning Location, and 'ROYAL UNITED HO...' under Comment. Below the table, there are two buttons: 'Portering' (with a left arrow icon) and 'Request Adhoc Portering' (with a plus icon).

Step 5. Click the arrow in the left hand column and select **Portering** and then **Request Adhoc Portering**.

This will activate the **Create Adhoc Equipment Portering Request**.



A dialog box titled 'Create AdHoc Equipment Transport Request'. It has a green header bar with 'Laboratory Stores' and a green body. The body contains fields for 'Leased' (checkbox), 'Asset Control Number', 'Model Number', 'Classification Type' (dropdown, showing 'Labs'), 'Serial Number', 'Manufacturer', and 'Equipment Status' (dropdown, showing 'Available'). Below these is a section for 'Round Trip Transport?' with a checkbox. Then, 'Scheduled Time' with a date/time picker (showing 26/03/2019 14:46:08) and a 'From' dropdown (showing 'Laboratories') and a 'To' dropdown (showing a yellow box). Below that is a 'Priority' dropdown (showing 'Routine') and a 'Transporters' section with a dropdown (showing '1'). At the bottom is a 'Transport Details' section with a text area and several checkboxes: 'IV Pole', 'Monitor', 'Nurse Escort', 'Oxygen', 'Patient Notes', 'Patients Property', and 'Pumps'. 'OK' and 'Cancel' buttons are at the bottom right.

Step 6. Select the time and date for the Portering to occur.
To select your location click the options  button to access the list of locations.

Step 7. Click on the arrow to the left of your desired location to expand the list. Continue to expand the list until the desired location is found and then select it.

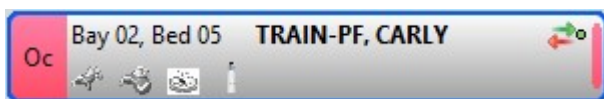



Step 8. Click **OK**.
You will return to the Portering Request.

Step 9. Click **OK**.
Your equipment request is complete and will now be sent to the Porters.

Requesting an AdHoc Clean (Inpatient Area)

Step 1. From the bed board find the bed you intend to request to clean. This will highlight the bed space with a blue border and is ready for your next action.



Step 2. Click the clean icon  above the bed board and select **Request Adhoc Clean**.



Step 3. The **Create AdHoc Housekeeping Request** box will appear for you to complete the cleaning details.

A screenshot of a dialog box titled 'Create Adhoc Housekeeping Request'. It contains several fields: 'Adhoc' (a dropdown menu), 'Location' (a text field with 'Parry Ward-Bay 02, Bed 03'), 'Priority' (a dropdown menu with 'Routine'), 'Housekeepers' (a spinner box with '1'), and 'Scheduled Date and Time' (two fields with '11/04/2019' and '11:09:31'). Below these fields is a large yellow rectangular area labeled 'Adhoc Job Details'. At the bottom are 'OK' and 'Cancel' buttons.

Step 4. Please indicate:

- Priority status.

- The number of domestics needed
- Provide as much information as possible in the **Adhoc Job Details** box to give the domestics additional information if necessary.
- Please schedule the date and time of the clean.

Step 5. Click OK. Your cleaning request is complete and will now be sent to the Housekeeping Team.

Printing Wristbands & Labels

Ad-Hoc Printing

Step 1. Open PMOffice from **Recap**

Step 2. In Pm Office select **Run Documents** from the top toolbar



Step 3. Select the **Find Patient**



button

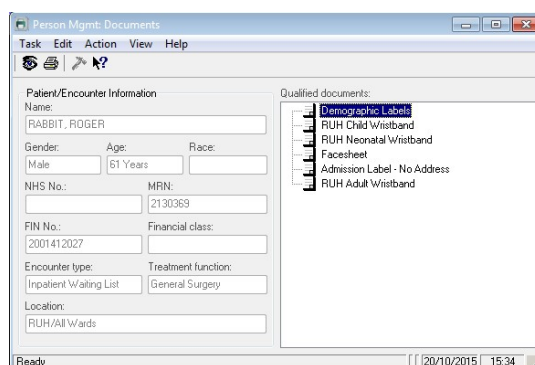
Step 4. Enter the **Patient's Details**

IMPORTANT: It is absolutely essential that you select the correct encounter from the list at the bottom of the search window.

You MUST select the Inpatient encounter that has no Discharge Date.

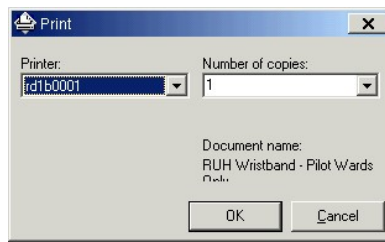
Step 5. Click **OK**

Step 6. Select the **wristband, labels** or **facesheet**



Step 7. Click the **Printer**  button

Step 8. Select the relevant printer.



Step 9. Click **OK**.

Viewing Alerts

Step 10. In the patient's record in Powerchart click **Problems & Diagnosis** from the left menu.

Note: The problems pane is used for recording alerts (as well as clinical problems). What makes a problem an alert is selecting a flag in the classification field (e.g. patient preference flag).

Note: The Diagnosis is in the top part of the screen. The Problems / Alerts are in the lower part of the screen.

Patient Lists

Overview

There are a number of “lists” used in PowerChart.

Patient List



Patient List This is the “master list” for creating and managing lists. Useful for Ward Managers as it show Length of stays – LOS.

Marlborough Ward												
Marlborough Ward - Inpatient - Not discharged												
Alerts	Name	Nurse Unit	Room	Bed	Sex	Age	MRN	Length of Stay	Consultant	Medical Service	GP	Note/FIN
	ZZZTEST, MAZ	Marlborough Main	Bed 08		Female	49 years	2131824	6.1 Days	Hubbard, William N	Cardiology	Lakin, Nigel Peter	2001618081
	ZZZTESTNEA, DJTWO	Marlborough Main	Bed 01 (SR)		Female	22 years	2076197	1.9 Days	Marden, Bernard John	Paediatrics	Morley, Caroline Elizabeth	2001622272
★	ZZZTEST, LIZFOUR	Marlborough Main	Bed 12		Female	32 years	2103880	121.1 Days	Mallet, Mark Louis	General Medicine	Swan, Catherine Elizabeth	2001488097
★	ZZZTESTMOVDIS, VERONICA	Marlborough Main	Bed 15 (SR)		Female	76 years	2037391	292.0 Days	Lyell, Veronica Rachel	Geriatric Medicine	Not Known, GP - UK Resident	2001293336
★	ZZZTEST, CLAIRE	Marlborough Chairs	Chair 02		Female	39 years	2075367	21.0 Days	Dyer, Christopher Ashley Elmer	Geriatric Medicine	Bevan, Christopher Martin	2001599136
★	ZZZTESTMR, CHRIS	Marlborough Main	Bed 03 (SR)		Male	31 years	2091609	16.0 Days	Garg, Anupam	General Medicine	Hillen, Robert Samuel	2001604674
★	ZZZTESTP, MAT	Marlborough Chairs	Chair 01		Female	31 years	2083582	95.2 Days	Watson, David Patrick	Accident and Emergency	Hillen, Robert Samuel	2001518709
★	ZZZTESTMOVDIS, SARA	Marlborough Main	Bed 17 (SR)		Male	76 years	2037390	292.0 Days	Evans, Sara Elizabeth Wynne	Geriatric Medicine	Not Known, GP - UK Resident	2001293340
★	ZZZTESTMAY, ASHLEY	Marlborough Main	Bed 04 (SR)		Male	27 years	2072375	403.1 Days		General Surgery	Roy, Barbara Fulton	2001176077

Patient Access List (PAL)



Patient Access List This is the main list used by the nurses to view the Bedboard including outstanding assessments, D/C Status, plus lots more.

Marlborough Ward												
Shift: 17 February 2016 00:00 GMT - 17 Feb												
Name	Room	Bed	Alerts	Allergy	Consultant	New Orders	Overdue	PRN/Contir	Current	EDD	D/C Status	PDD
ZZZTEST, CLAIRE	Chairs	Chair 02	Patient at Risk + V		Dyer, Christopher Ashley					15/Feb/16	Red	
ZZZTEST, LIZFOUR	Main	Bed 12	Patient at Risk		Mallet, Mark Louis					28/Jan/16	Green	
ZZZTEST, MAZ	Main	Bed 08			Hubbard, William N					13/Feb/16	Green	
ZZZTESTMAY, ASHLEY	Main	Bed 04 (Vulnerable Patient)								18/Jan/16	Green	Updated 12/
ZZZTESTMOVDIS, SARA	Main	Bed 17 (Patient at Risk)			Evans, Sara Elizabeth Wynne					01/Feb/16	Green	bbvxcbox
ZZZTESTMOVDIS, VERONICA	Main	Bed 15 (Patient at Risk)			Lyell, Veronica Rachel					01/Feb/16	Green	Yes
ZZZTESTMR, CHRIS	Main	Bed 03 (Patient at Risk)			Garg, Anupam					06/Feb/16	Red	
ZZZTESTNEA, DJTWO	Main	Bed 01 (Patient at Risk)			Marden, Bernard John							
ZZZTESTP, MAT	Chairs	Chair 01	Patient at Risk		Watson, David Patrick					19/Jan/16	Green	

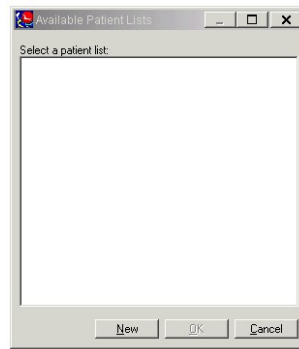
Create a Patient List – Ward List

The first time you open Powerchart on your smartcard you will need to create a Patient List for your ward. You can set up lists for several wards if necessary. These will be saved on your smartcard provided that you use Task/Exit when closing Powerchart.

Step 1. Single click to open **PowerChart**

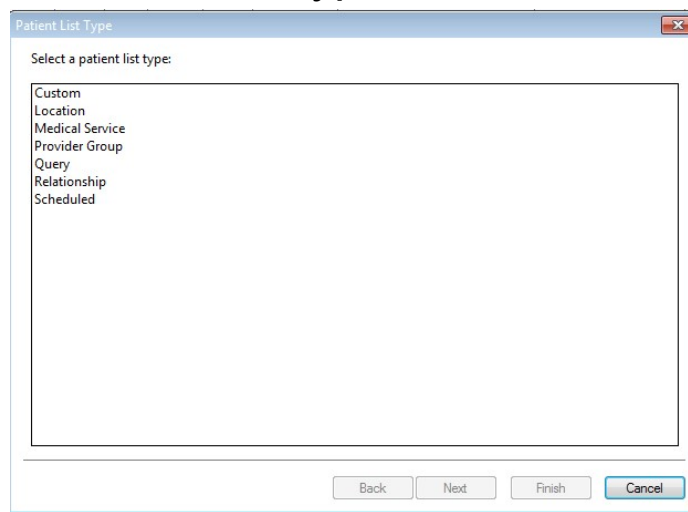


Step 2. When you first open PowerChart on your smartcard **Available Patient Lists** will be empty and you will need to create a patient list for your ward.



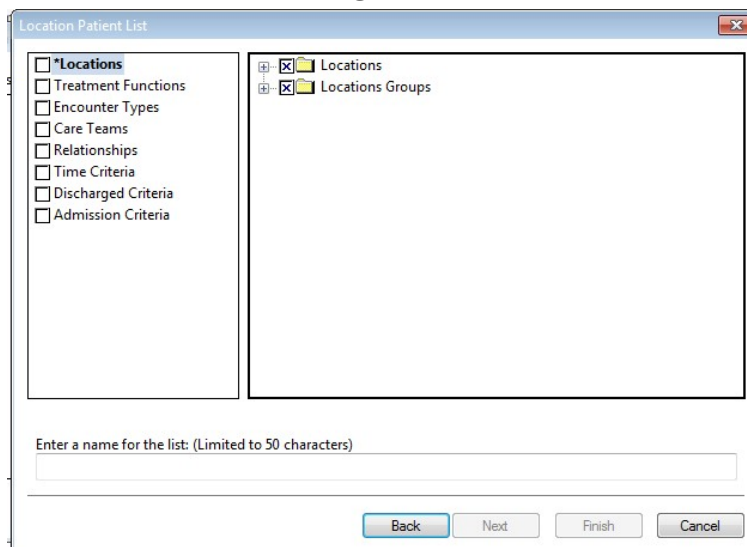
Step 3. Click **New**

Step 4. For the Patient List Type select **Location**



Step 5. Click **Next**

The **Location Patient List** dialog has two panes like this:



Step 6. Click the Plus  **Locations** to expand the list

Step 7. Click the Plus  **Royal United Hospital** to expand the list

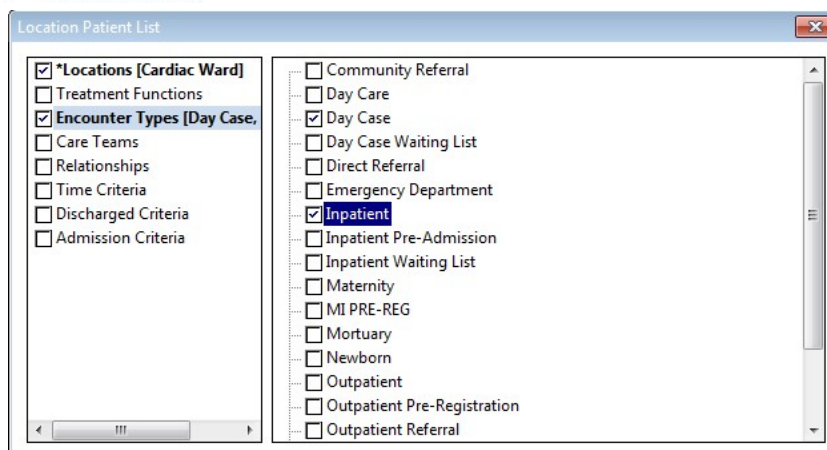
Step 8. Click the Plus  **All Wards** to expand the list


Caution: Be careful not to tick the box next to All Wards. This would result in a list of all patients in all wards!

Step 9. Tick the box next to the ward e.g.    **Cardiac Ward**

Step 10. On the left select **Encounter Types**  **Encounter Types**

Step 11. Tick the box next to **Inpatient**  **Inpatient** and **Daycase**  **Day Case**



Step 12. On the left select **Discharged Criteria**  **Discharged Criteria**

Step 13. Select '**Only display patients that have not been discharged**'

Step 14. Click **Finish**

Step 15. The **Established Relationship** dialog window will be displayed showing a list of patients from your ward (all ticked)

Step 16. Select an appropriate relationship (Nurse Access Role) from the drop down box. Click OK.

Result: The Patient Access List will be displayed.

Activity List

The activity list is the nurses primary point of reference for Powerforms.

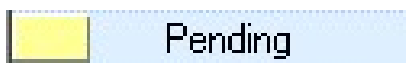
Task retrieval completed

	Task Status	Task Description	Scheduled Date and Time	Completed Date and Time	Charted By
	Complete	Patient Status	01/Feb/2016 10:49 WET	01/Feb/2016 11:36 GMT	Flower , Jessica
	Complete	Patient Status	01/Feb/2016 11:04 GMT	01/Feb/2016 11:09 GMT	Ruddick , Chris (ex)
	InProcess	Chris Test	10/Mar/2015 09:58 GMT		Ruddick , Christopher
	InProcess	Ash Test 2	07/Jul/2015 15:08 BST		Woodland , Mark James
	InProcess	Bronchiectasis Proforma New	04/Jan/2016 16:17 GMT		Woodland , Mark James
	InProcess	Ash Test	19/Jan/2016 10:24 GMT		Woodland , Mark James
	Overdue	VTE Compliance	01/Feb/2016 10:49 WET		

List displays Task Status, Description, Scheduled Date & Time, Completed Date & Time and identifies who it was Charted By (identified from the smartcard).

Symbols

Pending



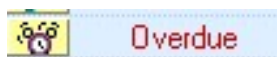
Pending tasks are generated automatically upon admission for IRA1, IRA2 MUST forms and Patient status. They remain “pending” dependent upon the PowerForm’s assigned completion time i.e. IRA1 = within 6 hours. Other Powerforms appear in consequence of other Millennium events.

InProcess



This indicates that a PowerForm has been started and saved, but not Signed.


Overdue



A task or PowerForm that has gone past its scheduled completion date/time i.e. IRA2 over 24 hours.

Previous Encounters



Powerforms from previous encounters may be displayed, identified by the symbol  and by the date.

Assessments

Electronic Nursing Assessments are all displayed under the Activity List. The initial assessments required for a patient are ordered automatically by the system on admission.

All assessments work in the same way, with mandatory fields indicated in yellow. Answering a question may lead to follow-up questions.

Once all the tabs on the left have been completed – the red star turns to a green tick the document can be saved or signed.

Malnutrition Universal Screening Tool (MUST)

HCA's may be asked to complete the MUST form which is generated on admission.

Step 1. In the **Patient Access List** double click the patient's name to open their record

Step 2. Select **Activity List** from the left menu

Activity List

Step 3. Click the **Powerform** tab

PowerForms

Step 4. Double click the MUST form

Malnutrition Universal Screening Tool

The MUST form is now open.

Step 5. Select either Height and Admission Weight or MUAC

☐ Height and Admission Weight

☐ Mid Upper Arm Circumference (MUAC)

Tip: To access reference information (e.g. Height, Weight or MUAC) right click on the field and select "Reference Text"

Note: If using MUAC remember to complete the BMI range as indicated (this is automatic if using Height and weight).

Note: **Blue writing** provides guidance regarding the BMI and MUST score

Step 6. Refer to dietitian if MUST score is 3 or more or clinically indicated >3

If MUST Score 3 or more or clinically indicated > 3, refer to dietitians

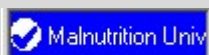
Refer to Dietitian?

☒ Yes

☐ No

Step 7. Complete all mandatory fields and read all blue advisory text.

Tip: The white tick indicates that all the mandatory fields are complete



Step 8. Click the sign icon  (top left of screen) to sign the form.

In the Activity List the Powerforms display the status of complete, the date and time and the person who completed the form.

The signed document can be viewed in the Documentation menu tab.

To Save an Assessment

This may be used by Band 4 staff and below to await authorisation or if interrupted during completion.



Click the save icon. In the activity list the status will be 'in process'.


Note: If you save the form it will be shown on the Activity List as 'In Process'.

Note: A saved powerform will remain in the Activity List.
A signed powerform is saved in Documentation as part of the patient's record.

Documentation

All signed documents can be viewed in the Documentation tab on the left menu including:

Discharge summaries, patient status, op notes, theatre assessments, risk assessments, correspondence.

Step 9. Within the patient record click **Documentation** tab  on the left menu

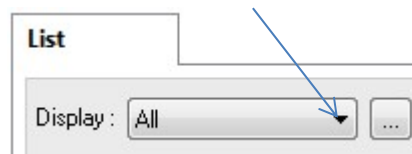
Step 10. Single click on the document to view it in the preview window

Step 11. Click the **Print** button if this is required.

Note: Double click to open it ready to modify. If opened in error click the Cancel button to close without modifying.

Filter the Documentation List

Step 12. Click the drop down arrow next to the Display All



Step 13. From the options select **Only**

Step 14. Click the drop down arrow



Step 15.

Step 16. From the options select **Note Type**



Step 17. Click the drop down arrow

Step 18. From the options select the document you want to filter to



Printing the Discharge Summary

The Discharge Summary will automatically be sent to the GP once the discharge summary has been finalised by a doctor and the patient is discharged from the bed board.

Step 19. Single click on the discharge summary to select it.

Step 20. The system will display the document in the right hand pane.

Step 21. Use the **Print** icon  to print the document.