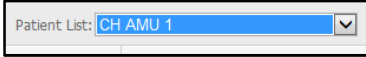


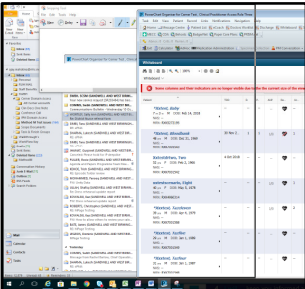
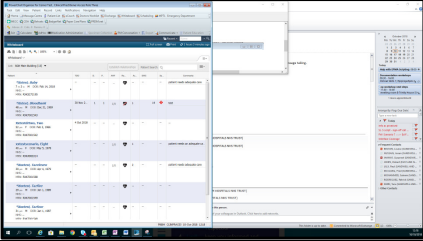

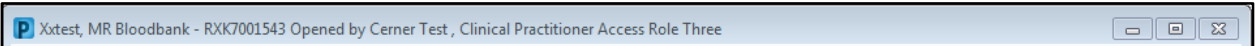
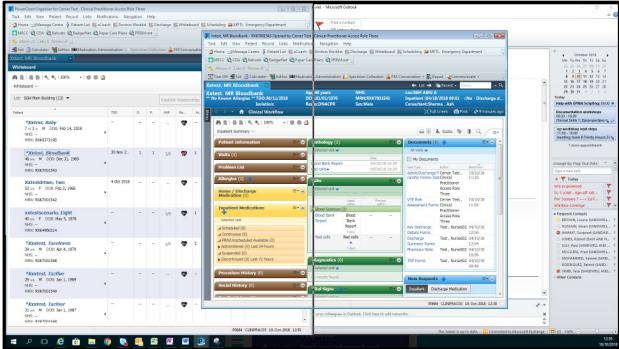
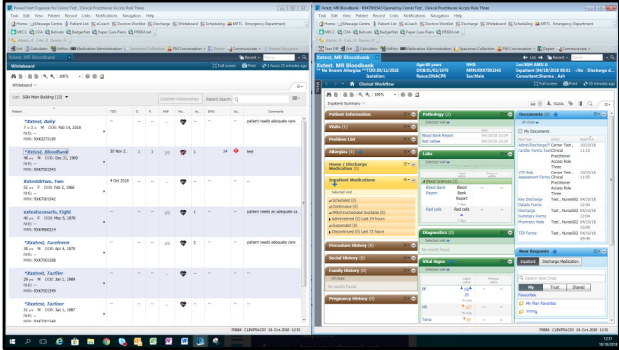
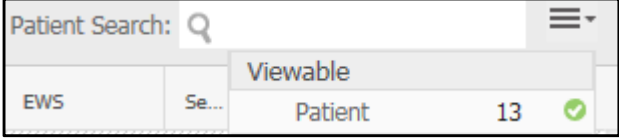


Clinical Documentation - Completing Board Rounds

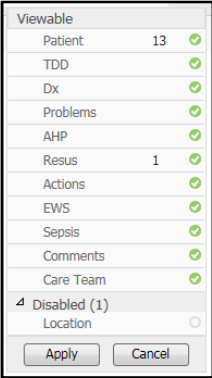
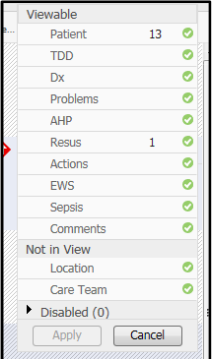


Pre-requisites:

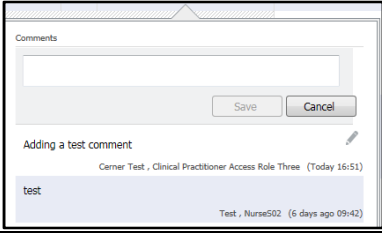
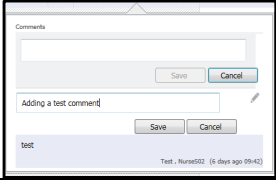

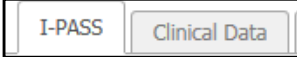



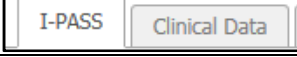
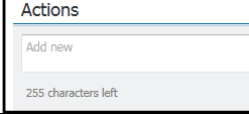

- User must be logged on as a Clinical Practitioner
- Patient list must be set up, if not use QRG PL02 - *Patient Lists - Creating an Inpatient Location List* to set this up
- Relationships to patient must be established





Step	Action
How to Spilt Screen to be able to view Whiteboard and patients record	
	Prior to commencing a Board Round, user must be logged on as a Clinical Practitioner and a Patient list must be set up.
1	In PowerChart , click Whiteboard and choose the relevant patient list 
2	Click Restore Down icon 
3	Click + Hold on window Bar 
4	Drag the window all the way to the left hand side of the screen (an outline will appear as you do this) 
5	As you release the hold only the left hand side of the screen is populated with the whiteboard window. 
6	From the whiteboard click on the patient's name NB: the following discern alerts may appear, please complete the relevant alerts to load the patient's chart: <ul style="list-style-type: none"> - Accessibility info - Delirium - VTE - Sepsis
7	Click Restore Down icon  , Patients record window restores down
8	Click + Hold on window Bar 

Step	Action
9	<p>Drag the window all the way to the right hand side of screen (a outline will appear as you do this)</p> 
10	<p>As you release the hold only the right hand side of the screen is populated with the patient's chart window.</p> 
Change viewable columns of the whiteboard	
11	<p>On the Whiteboard the following columns will be seen in a full screen format:</p> <ul style="list-style-type: none"> - Location - Patient - Care Team - TDD (Target Discharge Date) - Dx (Diagnoses) - Problems - AHP - Resus - Actions - EWS - Sepsis - Comments
12	<p>To Enable or disable columns from the whiteboard</p> <p>Click the Drop down icon on the right of patient search</p> 

Version	1.0	Date	10/10/2018
Author	Ajay Mahatma		
Reference	CD91		

Step	Action
13	<p>Click and hold a segment within the viewable column and drag to the Disabled section</p>  <p>The same principle applies when wanting to bring a Disabled segment into viewable</p>
14	<p>When the Whiteboard is in a spilt screen format, the screen will automatically adjust so some segments may not in be in view.</p>
15	<p>To change the columns which are in view when compared with Not in view. Click and hold a segment within the viewable column and drag to the Not in view section</p>  <p>The same principle applies when wanting to bring a Not in view segment into viewable</p>
Adding Comments to the Whiteboard	
16	<p>NB: Ensure the Comments Field is viewable</p> <p>Click on the comments segment for a given patient</p> 
17	<p>Type within the free text area 'Add comment here' and click Save</p> 

Step	Action
18	To edit the comment you have entered, Click on the comments segment and hover over your comment 
19	Click on the Pencil icon 
20	Edit the comment as required and Click save NB: Only comments written by your user account are editable
Adding Illness Severity to a Patient via I-PASS	
21	Using the whiteboard, Click on the arrow within the patient column for a given patient 
22	Ensure I-Pass tab is selected 
23	Click on a specific Illness Severity e.g. Unstable  Key: <ul style="list-style-type: none"> - Unstable – Highlighted Red - Watch – Highlighted Amber - Stable – Highlighted Grey - Discharging – Highlighted Green NB: This Illness severity is viewable to all members of staff who access the patient's chart 
Adding an Action via I-PASS	
24	Using the whiteboard, Click on the arrow within the patient column for a given patient 
25	Ensure I-Pass tab is selected 
26	Click within the Action text box and type using the keyboard. 
27	After the action has been written simply click 'Save' 
NB: Ensure 'Available to All' is always selected, this is ticked as default.	

Step	Action
28	<p>After the action has been saved it will appear as below:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Testing Cerner Test , Clinical Practitioner Access Role Three 12/10/18 10:13 </div> <p>This tells you the action, who the author is and the date/time it was saved.</p>
29	Completing an Action via I-PASS
30	Using the whiteboard, Click on the arrow within the patient column for a given patient 
31	Ensure I-Pass tab is selected
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="checkbox"/> I-PASS <input type="checkbox"/> Clinical Data </div>
32	<p>Scroll down to the 'Actions' Segment</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Testing Cerner Test , Clinical Practitioner Access Role Three 12/10/18 10:13 </div> <p>Actions will be listed</p>
33	Click within the check box to complete an action
34	Once completed the action is hidden but is available for you to see if you click on: Show Completed (1)
35	Completing an Action Via Patients record
36	Using the Whiteboard, Click on the patient's name to open their chart
	<i>NB: Discern alerts may appear, please complete them if required using the relevant QRG</i>
37	Click  from the table of contents on the left of screen
38	Click  MPage
39	<p>Click on the Patient's illness severity  and I-PASS window loads</p> <p>NB: This is normally located under the full screen button the different options which could appear are:</p> <ul style="list-style-type: none"> • Unstable • Watch • Stable • Discharging • No Severity
40	<p>Scroll down to the 'Actions' Segment</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Testing Cerner Test , Clinical Practitioner Access Role Three 12/10/18 10:13 </div> <p>Actions will be listed</p>
41	Click within the check box to complete an action
42	Once completed the action is hidden but is available for you to see if you click on: Show Completed (1)