

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	Patient List: CH AMU 1			
	In PowerChart, click Whiteboard and choose the relevant patient list			
2	Click Restore Down icon			
3	Click + Hold on window Bar			
	PowerChart Organiser for Cerner Test , Clinical Practitioner Access Role Three			
4	Drag the window all the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the window all the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the window all the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the window all the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the window all the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the way to the left hand side of the screen (an outline will appear as you do this) Image: Drag the way to the left hand side of the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the screen (an outline will appear as you do the			
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			
7	NB: the following discern alerts may appear, please complete the relevant alerts to load the patient's chart: - Accessibility info - Delirium - VTE - Sepsis			
	Click Restore Down icon Letter, Patients record window restores down			
8	Click + Hold on window Bar			
	Xxtest, MR Bloodbank - RXK7001543 Opened by Cerner Test , Clinical Practitioner Access Role Three			

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

Step	Action
9	Drag the window all the way to the right hand side of screen (a outline will appear as you do this)
10	As you release the hold only the right hand side of the screen is populated with the patient's chart
	window.
	Biological construction construction Construction construction Construction construction Construction construction Construction construction A trait Diverse frame (Second Second Construction) In trait Diverse (Second Second Construction) Construction construction Construction
	Ab (1) Determinent (Low Control (Low Con
	Minuterie Control Marchanic (International Section 2011) (Internating) (International Section 2011) <t< th=""></t<>
	Construction C
	No. No. No. Dotation (no. (no. (no. Dotation (no. (no. (no. No. (no. No. (no. Dotation (no. (no. No. (no.
	Watch forbing a a a b b a a b
	A constraint of a factor of a
	Change viewable columns of the whiteboard
11	On the Whiteboard the following columns will be seen in a full screen format:
	- Location - Patient
	- Care Team
	- TDD (Target Discharge Date)
	- Dx (Diagnoses)
	- Problems
	- AHP
	- Resus
	- Actions
	- EWS
	- Sepsis
12	- Comments To Enable or disable columns from the whiteboard
12	
	Click the Drop down icon on the right of patient search
	Patient Search: Q
	radone sourch of
	EWS Se., Dationt 12
	Ews Se Patient 13

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

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

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

Step	Action			
18	To edit the comment you have entered, Click on the comments segment and hover over your comment			
	Comments			
	Save			
	Adding a test comment			
	Cerner Test , Clinical Practitioner Access Role Three (Today 16:51) test			
	Test , Nurre502 (6 days ago 09:42)			
19	Click on the Pencil icon			
	Commeta			
	Sive Cancel			
	Adding a test comment			
	ted: Ted. Ted. NewsR22 (c) days applies(c)			
20	Edit the comment as required and Click save			
20				
	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			
	Illness Severity Unstable Watch Stable Discharging			
	Unstable Watch Stable Discharging			
	Кеу:			
	- Unstable – Highlighted Red			
	- <mark>Watch</mark> – 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			
	D 🕹 Unstable N			
	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			
	I-PASS Clinical Data			
26				
26	Click within the Action text box and type using the keyboard.			
	Actions			
	Add new			
72	255 characters left			
27	After the action has been written simply click 'Save'			
	✓ Available to All Save Cancel			
	NB: Ensure 'Available to All' is always selected, this is ticked as default.			

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

Step	Action				
28	After the action has been saved it will appear as below:				
	Testing				
	Cerner Test, Clinical Practitioner Access Role Three 12/10/18 10:13				
	This tells you the action, who the author is and the date/time it was saved.				
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				
	I-PASS Clinical Data				
32	Scroll down to the 'Actions' Segment				
	Testing				
	Cerner Test, Clinical Practitioner Access Role Three 12/10/18 10:13				
	Actions will be listed				
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				
27	NB: Discern alerts may appear, please complete them if required using the relevant QRG				
37	Click Clinical Workflow from the table of contents on the left of screen				
38	Click Inpatient Summary × MPage				
39	Click on the Patient's illness severity				
	NB: This is normally located under the full screen button the different options which could appear are:				
	Unstable				
	Watch				
	• Stable				
	Discharging				
40	No Severity				
40	Scroll down to the 'Actions' Segment				
	Cerner Test, Clinical Practitioner Access Role Three 12/10/18 10:13				
41	Actions will be listed Click within the check box to complete an action				
41					
42	Once completed the action is hidden but is available for you to see if you click on: Show Completed (1)				

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