ALLIED HEALTH

Key Workflows to practice in the lead up to Go Live

This document is a list of workflows and common functionality that allied health staff should practice in the final weeks to Go Live.

Go to **Metro South Digital** and access the following to assist in completing your workplace practice activities**.**

- Quick Reference Guides (QRG's),
- Digital Business Rules and,
- Educational Resources including, Videos, fact sheets and device lab details.

I have practiced...

- [ ] Setting up my Patient list and Multi-Patient Task List (MPTL) and know how to place follow up orders
- [ ] Setting up Scheduling view and ESM / Scheduling Appointment Book and know my bookshelf and resource clinic codes.
- [ ] Documenting in a PowerForms and know which PowerForms I will be engaging with.
- [ ] Forwarding a document and know how to co-sign a forwarded document
- [ ] Creating a document and know how to title my documents using reason/team/role
- [ ] Creating an auto-text template and know what templates my team/service will be utilising.
- [ ] Navigating Interactive view to locate nursing documentation including vital signs, pain assessments, nutrition information, and mobility status.
- [ ] Ordering and collecting pathology workflows and know how a specimen should be labelled
- [ ] The process of changing the MyExperience User Console to allow FirstNet access.
- [ ] What to do in a Downtime and know where the Downtime Kits and Downtime Viewers are located.