
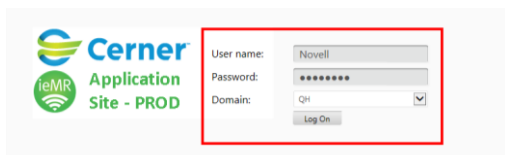


## Agency Nurse PowerChart

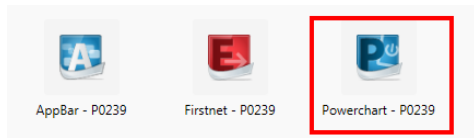
### Quick reference guide

#### Logging into PowerChart


1. Double click on the ieMR icon  The *Cerner Login* window will open.
2. Enter your *Novell User ID* as the User Name
3. Enter your *Novell* password
4. Ensure *QH* is selected from the *Domain* drop down menu




5. Click *Log On*. The *Applications* screen will load.
6. Click the *PowerChart* icon




- The *PowerChart login* window will open.
7. Enter your *Novell User ID* as the User Name
  8. Enter your password
  9. Select *OK*
- The *PowerChart* home screen window will open.



Note: Remember to refresh regularly to ensure that new information added to PowerChart is able to be viewed.



When exiting, use the door icon 


#### Creating a Patient List by Location

1. The *CareCompass* screen will open
2. Select the *List Maintenance*  icon from the toolbar  
This window displays all current *Available* and *Active* lists.
3. To create a ward list, select *New*
4. The *Patient List Type* window will open
5. Select *Location*
6. Select *Next*  
The *Location Patient List* window will open
7. Expand the *Locations* folder on the right
8. Expand the relevant *Hospital*
9. Expand the relevant *Building*
10. Check the box next to the desired location
11. Select *Finish*

12. Click the ward from the *Available Lists*, select blue arrow to move the ward list to the *Active List* and click *OK*

#### Establish a Relationship


1. To establish a relationship with the patients allocated, click *Establish Relationship*
2. Click appropriate designation (Registered Nurse, Enrolled Nurse)
3. Click *Deselect All* 
4. Place a tick in the boxes next to the name(s) of the patients you are assigned
5. Click *Establish* 




Note: Once a relationship is established, the font colour of the patient's name changes from black to blue and activates the chart for documentation.

#### Opening a Patient's Medical Record and reviewing their chart

1. To open the patient's Medical Record, click on the patient's name
2. Patient's chart will open to *Patient Summary*



Note: *Summary Page* is the first page that appears when viewing a patient's record; it is a summary of information in the EMR. SBAR for Clinical Handover – there are 3 tabs: *Situation/Background*, *Assessment* and *Recommendations*. You can access more information by clicking on each tab.



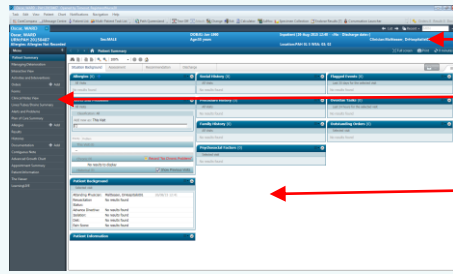
#### Navigating the Patient Record

Note: When viewing a patient's medical record the window is divided into three sections:

*Patient Banner Bar*: displays key patient demographics (left hand side) and encounter specific information (right hand side) for the selected patient medical record.

*Patient Menu*: used to navigate through various chart components for the selected patient medical record.

*Chart Component Details*: displays specific chart components as selected from the patient menu.



Patient banner bar  
Patient menu  
Chart component details

Nurse

## CareCompass



Note: The *CareCompass* is a nursing summary workflow solution that helps the care team organise, prioritise and plan patient care by providing the right information and the right time.

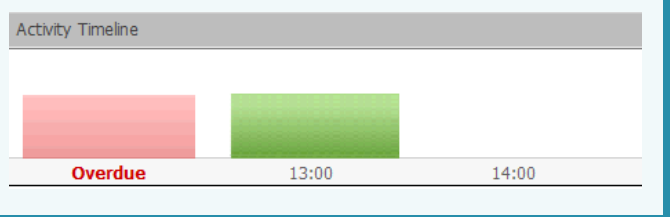
*CareCompass* is used to manage patient tasks. It provides you with a summary of the tasks that are due for your patients. Managing all activities via *CareCompass* will mark these as completed activities in the system.

The *CareCompass* screen displays a summary of the *Location, Patient, Visit, Care Team, Estimated Discharge Date* and *Activities* across the top. This is also known as the 5 Ws: the Who, What, When, Where and Why details that are needed to get a good understanding of the patient/s for which you are caring.

Location	Patient	Visit
--	Nursepowerchart00, Nurse PCTEST 65yrs   FEMALE   --   No Relationship Exists	--
--	Nursepowerchart02, Adam 65yrs   MALE   --   No Relationship Exists	--
--	Nursepowerchart01, Aaron 65yrs   MALE   --   No Relationship Exists	--
--	Nursepowerchart03, Aiden 65yrs   MALE   --   Allergies	LOS



Note: An *Activity Timeline* appears at the bottom of the *CareCompass* screen. The colour will change from green to red when activities become overdue.



### Using CareCompass

- To view *Activities* due for a patient, click the chevron next to the patient name or click on the number in the *Activities* column.

*Chevron* *Activities*

- The current *Activities* due for the selected patient will be displayed.

### Activities to complete

Activities | PRN/Continuous | Plans of Care | Patient Information

2 Hours | 4 Hours | 12 Hours

Current

- Need to Collect Full Blood Count (FBC) 2 Step 07:30
- Full Blood Count (FBC) Cerner Specimen Collect Blood, 0209/15 07:29:00 AEST, Collected Urgent, Clinician collect
- Admission History Adult 04/09/15 06:17:26 AEST, Stop date 04/09/15 06:17:26 AEST, Comment: Order entered secondary to inpatient admission.
- Basic Admission Information Adult 04/09/15 06:17:26 AEST, Stop date 04/09/15 06:17:26 AEST, Comment: Order entered secondary to inpatient admission.
- Falls Risk Assessment Adult 04/09/15 06:17:26 AEST, Stop date 04/09/15 06:17:26 AEST, Comment: Order entered secondary to inpatient admission.
- Skin Inspection 04/09/15 06:17:26 AEST, Stop date 04/09/15 06:17:26 AEST, Comment: Order entered secondary to inpatient admission.
- Substance Use Adult 04/09/15 06:17:26 AEST, Stop date 04/09/15 06:17:26 AEST, Comment: Order entered secondary to inpatient admission.
- Waterlow Waterlow Assessment 04/09/15 06:17:26 AEST, Stop date 04/09/15 06:17:26 AEST, Comment: Order entered secondary to inpatient admission.
- Urinary Catheter Insertion 02/09/15 07:29:00 AEST, Indwelling
- Discharge Patient 12/10/15 15:19:00 AEST, Home
- Admission Assessment Adult 04/09/15 06:17:26 AEST, Stop date 04/09/15 06:17:26 AEST, Comment: Order entered secondary to inpatient admission.

12:00 (No Activities)  
Interdisciplinary (No Activities)

Nurse

Tabs display *Activities, PRN/Continuous, Plans of Care* and *Patient Information*.

Scheduled activities can be viewed according to *Type of Activity*:

- Patient Care Activities
- Assessment Activities
- Other Activities

Time Intervals: 2, 4 or 12 Hours.

*Type of activity* *Time interval for activity*

Activities | PRN/Continuous | Plans of Care | Patient Information

2 Hours | 4 Hours | 12 Hours

### Completing Admission Activities

Click on the activity to be completed. You can select singular or multiple activities to complete. When selected, the activities will be highlighted in blue.



It is possible to complete a patient's activities without accessing them through *CareCompass*. However, once completed, the task will not automatically drop off the task list unless it was documented through *CareCompass*.

If an activity was completed directly into *Interactive View* or using *AdHoc forms*, you can select the activity in *CareCompass* and click 'Done'. This will then remove it from the activities list.