

## AIN Digital Hospital Training Notes/Worksheet

Item/Information	Click/select	Click/select	Click/select	Click/select	Click/select	Click/select	Click/select	Click/select
<b>Create list of current patients</b>	List maintenance	New	Location	Next	+Locations pp – PA Hospital then +	Building 1 Then +	Select ward  By putting tick in box beside ward	Finish
<b>Make list active</b>	Highlight ward	Blue arrow	Ok					
<b>Establish relationship with patient</b>	Establish relationship	Yellow relationship field	Deselect all	Select patient	Establish			
<b>Handover information/Patient Summary Screen</b>	Click on patients name to view	Situation/background Tab (allergies, alerts and problems)	Assessment tab (measurements and weights, fluid balance)	Recommendation tab (plans of care)	Discharge tab (expected D/C date)			
<b>Height and Weight</b>	Interactive view	Adult Quick View	Measurements	Height measured Weight measured	Double click cell to enter data	Blue ✓ to sign		
<b>Fluid Balance Chart (check with RN if appropriate)</b>	Interactive View	Fluid balance	Double click in cell to enter data	Blue ✓ to sign	Add comment – right click in cell, select add comment, type in comment	Refresh		

Item/Information	Click/select	Click/select	Click/select	Click/select	Click/select	Click/select	Click/select	Click/select
<b>Orders (nursing care plans)</b>  (Check with RN if appropriate)	Orders	Plans	Select plan by clicking on it	Document in plan tab	Blue ✓ beside individual actions to sign (as within scope)	Select done or not done, type outcome note if relevant	Sign documentation	Refresh
<b>Alerts – e.g.: MRSA +, aspiration risk etc.</b>	Patient summary screen or navigator menu	Alerts and problems	Top half of screen – diagnosis  Lower half of screen is problems section	Look for aspiration risk, multi-resistant organisms, diabetes, cognitive impairment etc. in this section of chart				
<b>Allergies</b>	Patient summary screen or navigator menu	Allergies	Allergies to food, drugs and substances described here	If you become aware of allergy not documented please inform RN				
<b>Activities of Daily Living (check with RN if appropriate)</b>	Interactive View	Adult Systems Assessment	Activities of Daily Living	Double click in cell to view or enter data	Blue ✓ to sign	Refresh		
<b>Documentation – to read</b>	Select Documentation from menu	Highlight the note you wish to read	Notes will show on right hand side of screen					
<b>Documentation – to add</b>	Select Documentation from menu	Click blue + Add	Select type of note (usually progress note inpatient)	Title = reason/team/role  E.g.: nursing/5A/AIN	Select Template (usually progress note blank)	Type in notes	Sign/Submit	Sign and refresh