

Activities and Interventions: Acknowledge ordered Patient Care as Done/Not Done

Quick Reference Guide

Some clinical areas document patient care (e.g., Vitals, Pain Assessment) directly in *Interactive View* rather than via *Care Compass*. As a consequence, the order is not acknowledged and will display as *Overdue* when the patient is transferred to an area that does document via *Care Compass*.

For example:

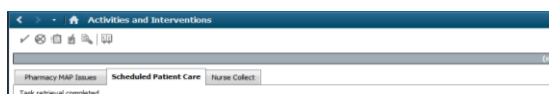
- Birth Suite to Ward.
- Birth Suite to Theatre to PACU to Ward

Chart Done

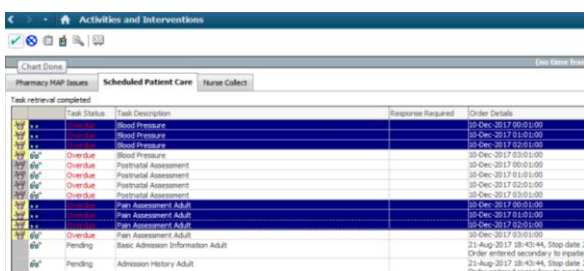
1. Document observations and assessments as per local process (e.g., directly in *Interactive View*).

2. Navigate to *Activities and Interventions* in the menu.

3. Select the *Scheduled Patient Care* tab.



4. Identify the *Patient Care* documented directly in *Interactive View*, and click to highlight.



5. Click to *Chart Done*, or right-click and select *Chart Done*.

6. A green tick will appear in the far-left column.



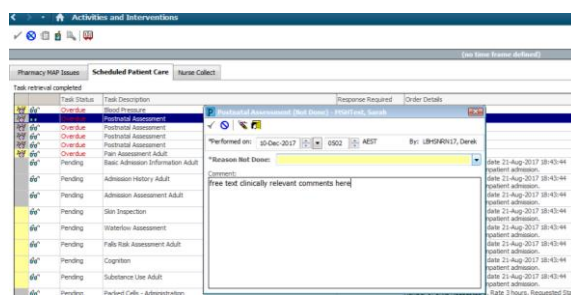
7. Refresh the *Activities and Interventions* page.

Chart Not Done



Chart Not Done identifies ordered Patient Care that has not been performed.

1. Navigate to *Activities and Interventions* in the menu.
2. Select the *Scheduled Patient Care* tab.
3. Identify the *Patient Care* not performed or documented (e.g., Blood Pressure ordered as a task), and click to highlight.
4. Click to *Chart Not Done*.
5. Select a **Reason Not Done* from the dropdown box (e.g., Task Duplication), enter a comment if it is clinically relevant, and click to sign.



6. Refresh the *Activities and Interventions* page.



Clinical areas that do not use *Care Compass* to document ordered *Patient Care* can acknowledge that it has been Done/Not Done via *Activities and Interventions*.