

SPONSOR/CLIENT MEETING 3

Date	5 September 2014
Time	10:00am to 11:45am
Venue	Ngee Ann Polytechnic, School of Health Sciences
Attendees	Andrew Tan (Sponsor) Michelle (Client) Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	<ol style="list-style-type: none"> 1. Observed practical lessons 2. Go through Business Requirements Document Draft 1 3. Discussion of Paper Prototype

AGENDA

No.	Task	Follow up
1	Observed practical lessons in the NP HS Simulation Centre <ul style="list-style-type: none"> • In the ward, there is only 1 bed. There are total of 4 wards. • There is a waiting area for students who are not doing the simulation round, students can look into the simulation lab area or look at the LCD above them to observe the group of students who are doing the rounds • Students are given lanyards to differentiate the teams • There is no EMR system in place, only a machine where by it shows the patient's vital signs • A machine is connected to the manikin and the manikin is already programmed in a way that it will react according to what the student does. For example: administering certain medicine will subside the patient's temperature. • Lecturer will guide the students as they go along, teach them some concepts along the way. • Lecturer seems to have minor problems finding the reports to give to the students when the students request for it. • Paper-based documentation has apparently surfaced a lot of communication issues and resulted in inefficiency of administering care of the patients 	Grace to update as-is and to-be workflow.
2	Go through Business Requirements Document Draft 1 <ul style="list-style-type: none"> • Admin functions <ul style="list-style-type: none"> ○ Admin and lecturer separate accounts. For now, only 1 lecturer will be the admin of the system ○ Should have the facility to add more admin in the future if there is any need • Case Management 	Jocelyn to update UI Mock up and incorporate the changes mentioned by Michelle.

	<ul style="list-style-type: none"> ○ No need to upload case PDF file into the system ○ No need to define state because the students will update the state. No need for system transition. • Grading <ul style="list-style-type: none"> ○ There is no need for a grading function ○ Good to have: Export to PDF/word function so that the lecturer can save the student's submissions in their laptops • Admission notes consist of: <ul style="list-style-type: none"> ○ Patient's history • Multidisciplinary notes – for students to enter • Investigations <ul style="list-style-type: none"> ○ Stores all the reports. ○ Students can despatch (request) for reports here ○ Viewing of reports will be here • Clinical charts consist of: (Not really a chart that is similar to graph, but more of just information) <ul style="list-style-type: none"> ○ RR ○ HR ○ BP ○ SPO ○ Intake ○ Output ○ Temperature • Medication <ul style="list-style-type: none"> ○ Barcode scanning to scan the patient's wristband and scan the medicine to ensure that it is the same medicine <p>Other comments:</p> <ul style="list-style-type: none"> • A need for reset function for each semester • System should not auto update the vital signs. Students should see the vital signs and update it into the system. • Currently: Every case study there is the lecturer's copy and student's copy. Students will get another casefile which contains all the other patient's information, admission notes, etc • No need to handle the automatic transitions in the case as it is programmed in the manikin • Do not need a slider from the side to enter multidisciplinary notes, just enter at the submission tab will do 	<p>Grace to come out with ER Diagram and update use case diagram</p> <p>Shi Qi to update the BRD accordingly.</p>
3	<p>Discussion of Paper Prototype</p> <ul style="list-style-type: none"> • Terminologies used are wrong in the system • Need a page for dispatching reports 	<p>Shi Qi to get nursing terminologies from Michelle. Jocelyn to update UI accordingly.</p>

The meeting was adjourned at 11:45 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Grace

Vetted by,
Tan Shi Qi