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| **COURSE NAME & DURATION:** | | | **Cerner AHP Lesson Plan** |
| **COURSE AIMS & OBJECTIVES:** | | | **By the end of this training, trainees will be able to:**   * Login to PowerChart * Set up and configure Whiteboard * Set up and configure MPTL list * Add patient to AHP Therapist List * Create an Order Entry (refer) patient to AHP * View referral and contact MPTL list. * Action referrals - Accept/Reject. * Add M-Pages. * Record assessment forms and add information on components. * Body maps on images folder * Create a dynamic document * Modifying documents and forms * Record patient contact * Step Down/Transfer and AHP Readiness/MDT Contributors – discharge * Message Centre * Prescribe Medications for SLT and Dietetics |
| **COURSE TIMINGS:** | | | **Full Day** |
| **TRAINING ENVIRONMENT:**  1 to 1 environment, either face-to-face or remotely via Teams/Dameware  Classroom environment (if applicable and available).  Training will be user led and directed by the Trainer.  Equipment needed (dependant on system): laptop/PC/projector/headset/dictation device.  Training account set up for AHP role.  Training patient and encounters set up per PDP  **SET-UP REQUIRED/INFORMATION NEEDED FROM SYSTEM SUPPORT:**  User account(s) created.  User account(s) details.  Level of access/user profile. | | | |
| **INTRODUCTION:**   * Training room Health and Safety (fire alarm, etc.) * Data Protection, Information Governance, logout when left unattended, not viewing own records, not sharing account details, auditable system * Training session timings.   **Scenario**  Patient has been admitted to Ward C5 at Royal Blackburn Teaching Hospital. Patient has mobility issues and needs to be seen by a physiotherapist. | | | |
| **Timing** | **Main Topics and Functions Covered** | **How to:** | |
| **5** | **Learning Objectives** | * PowerPoint Presentation. | |
| **10** | **Login to PowerChart** | * Launch and login to **PowerChart**. * Overview of **Organiser Toolbar**. * **Users to login PowerChart with training account.** | |
| **20** | **Whiteboard & Establish Relationships** | * **Delegates to follow trainer and do practical step by step** * Click on **Whiteboard** button from **Organiser Toolbar**. * Add wards by clicking on **List Maintenance.** * Click on – **New** – **Location** – **Next** – **Discharged Criteria** – **Only display patients that have not been discharged** – **Locations** - **+ Locations folder** - **+ Royal Blackburn Teaching Hospital** - **+ Level 3** – **RBH** **Ward C5** – **Next** - click on **Finish.** * Select **RBH Ward C5** from **available lists**. * Click on the **add button** to move C5 into the active list’s column. Click on **OK** to save. * Explain you will need to establish a relationship with the patient to view information. Click on **Establish Relationships** button to the top right of your screen. * Select patient from list. * Click on **Submit**. This will now populate information on the columns. * Give a **basic overview** of information available on the **whiteboard columns**. * From the ‘**hamburger’** drop down option (three stacked lines icon to the right of the screen) select **Layout Configuration** and demo how to customise list by unticking any columns that are not needed. Show columns can be adjusted by increasing or decreasing column width. | |
| **20** | **AHP Therapist List** | * **Delegates to follow trainer and do practical step by step** * AHPs can create their own custom list by clicking on **AHP Therapist Worklist** icon on the **Organiser** (top toolbars) * Show how to add therapist list by clicking on **+** and selecting **Physio Worklist**. * Click on **List Maintenance**. * Click on **New**. * Click on **Custom**. * Click on **Next**. * Enter a name for the list in the free text box. * Click on **Next**. * Click on **Finish**. * Click on the **add** button. * Click on **OK**. * Under **patient list** click on the **drop-down** option and select **custom named list**. * Click on the **add patient button**. * Search for patient and **always make sure** the **appropriate encounter** is selected. (Select Inpatient ward C5 encounter) * Click on **OK**. * Patient has now been added to list.   **Removing patient from list**  **Trainer to Demo Only:**   * To remove patient from list click on the **Select Rows icon**  to the top right of your screen (next to filter button) * Select patient to be **removed**. * Show **remove** button will remove patient from list. **DO NOT REMOVE PATIENT**.   **Proxy List**  **Trainer to Demo Only:**   * To share list with another colleague click on **Patient List** button on organiser toolbar. * Select **list** from tab. * Click on **properties icon** to the left of your screen (under patient list title) * Click on **Proxy tab**. * Click on **New**. * Click on **Clinical Staff** and **Search** for the clinician you want to share your list with. (Share with another colleague in your training class) * Access – Select **Full Access**. * Enter ‘**To date’** = Enter the date you want to **stop** sharing list. Explain this is a mandatory requirement and cannot be left open ended. (Enter 12 month date and time) * Click on **Apply**. * Click on **OK** to share list. * To view shared list go back to **List Maintenance** and add shared list to **active lists**. * Explain if you want to stop sharing list at any point go back to properties and change date and time.   **Deleting custom list**  **Trainer to Demo Only:**   * To delete custom AHP Therapist Worklist click on **List Maintenance**. * Select **custom list** from active lists column. * Click on the **remove** button. * List has now moved to the left and appears in **available list**. * **Trainer do not delete custom list** just show **right click** allows you to **delete custom list**. * Add **custom** list back to **active lists.** | |
| **30** | **Order Entry – Inpatient Referral to AHP** | **If a patient needs to be seen by an AHP, a new order entry will be completed by a nurse or doctor. If the order entry has NOT been completed, the steps below should be followed:**   * **Delegates to follow trainer and do practical step by step** * From **Whiteboard** select ward **C5** andclick on **patient**. * Patient record opens. Explain patient can be added to custom list by clicking on Patient button – Add Patient to a Patient List and select custom list. * Give overview of patient blue banner - Show how to view patient address/contact telephone number. allergies, alerts, resus and encounter details. * Click on the **+** and give overview of all **MPages** (workflows). Explain there are MPages for each service. **Step** **Down/Transfer** and **Discharge** MPage will also need completing if patient is being transferred to another ward or discharged home. * For this exercise add **OT/PT** **MPage**. * Give a basic overview of **components (workflow)** and show how **components** can be configured via drag and drop. * Select **New Order Entry**. * Show how to search for **Inpatient** **physio referral** using the search option. Show how to add to favourites. * Demo **Inpatient** **physio** **referral** can also be found in **public** - **Inpatient Specialist Team** folder. Explain **all referrals for AHP’s** are available in this folder. * Select **Referral to Inpatient Physiotherapy**. * Click on **Basket** to the top right of your screen and click on **Modify Details**. * Click on order and complete **order details** screen, add order comments if needed and **sign** order. (Show **missing required details** button at the bottom left of screen and explain all **yellow fields** are mandatory) * **Refresh** screen. * Select **New Order Entry component** and click on **New Order Entry title** to view all orders requested for patient. | |
| **20** | **Configuring MPTL - Multi Purpose Task List and Task Display** | **Configuring the MPTL**   * **Delegates to follow trainer and do practical step by step** * Explain all referrals made to AHP’s will appear on MPTL (**Multi-Purpose Task List**) * Click on **MPTL** icon on **organiser toolbar**. * Right click on **grey bar** (left or right) to customise **Referrals** tab. * Click on **Patient List tab** and make sure **Choose a** **Patient List** is ticked. * Click on **Departmental View** and select location and **ward**. (**RBH – Level 3 – C5**) * Click on **Time Frames tab** Update **From**, **To** time frame. (**Jan to Dec, 12 month period). Highlight you can put any time frame you want** * Click on **OK** to save settings   **Configuring Task Display**   * From the **Organiser** click on **Options** and make sure you have **Task View**, **Navigator** and **Indicators** ticked. * To configure account per service click on **Options** and select **Task Display.** * Select chosen **Status.** (Make sure **completed status is unticked** as this will display all status completed within the configured time frame). * Select **Task Types** for the required service. Add **Physio Referral and Contact**. Once selected this will appear on **Chosen Task Types**. (To remove any tasks from chosen task types click on the highlighted task on **task types**) * Click on **OK** to save settings. | |
| **30** | **Accept/Reject Referrals from MPTL** | * **Delegates to follow trainer and do practical step by step** * Click on **MPTL** and select the **Referrals tab**. Explain this will display inpatient requests for patient to be seen on ward. * To view order details and comments from the **Name Column,** right click on patient, select **Order Info** and go through tabs to view order information. * To accept or reject referral from the **Name Column**, double click on patient name to open referral form. * Complete **all mandatory fields, schedule date and time for tomorrow** and click on **sign**. * **Green tick** indicates that task status had been updated. * **Refresh** screen. * Patient disappears from **Referral tab** and now appears on **Contacts tab**. * Click on **Contacts** tab. Explain this will display patients that are scheduled to be seen.   **Reschedule** task by right clicking on patient name and select **Reschedule this task**. Make sure **new schedule is current date and time** in order to record contact later. **(Explain reschedule will only work within a 72 hour time frame)**   * Show how to add comments by right clicking on patientand select **Create Admin Note.** Free text **required** information and click **OK to** save. Icon will appear displaying comments | |
| **20** | **Viewing Allergies,**  **Request Care Plans,**  **Medication List,**  **Vital Signs and completing Ward/Stroke Swallow Screen** | * **Delegates to follow trainer and do practical step by step** * From the **MPTL contact tab** right click on patient name and select **Open Patient Record** – **AHP Therapist View.** * Patient record opens. * Under **Menu** show how to view **Allergies – Show how to add allergies if needed**, **Request/Care Plans**, **Patient information, appointments** and **Drug Chart**. * Under **Menu** – **Assessments/Fluid Balance** select **Ward/Stroke Swallow Screen**. * **Complete**/**sign** assessment. * Show **tick** indicates that the assessment has been completed. * To modify any information **right click** on the **relevant box (question)** and select **Modify**, **update information** and **sign** assessment. (Pyramid represents information has been updated) * Under **Menu** – **Results Review** click on **assessments** to show ward/stroke swallow screen results are available to view. Highlight other tabs will show **lab results**, **radiology** and **vital signs.** (Explain completed observations and assessments can trigger a discern notification) | |
| **45** | **Selecting M-Page, adding information on components, auto text, tagging and completing Ad hoc forms** | * **Delegates to follow trainer and do practical step by step** * From **PowerChart** select **patien**t from list. * Select **OT/PT** **M Page** and show how to **add** **information** on components as below. * Click on **Outcome Measures/Forms** component. Click on the **drop-down** button to the right of your screen and select **Elderly Mobility Scale** form. * **Complete** form and **sign** form. (Yellow fields are mandatory) * **Completed form** appears in **Documentation** component. * Take the users to **Form Browser** and demonstrate how to modify a PowerForm. * Click on **Problem List** component to view all **problems** that have been documented. * To **add problems** click on the **Add Problem search box** to the right of your screen. * Type problem = **Hip Injury** and select from list. * Hip Injury appears on problem list. Explain this problem will be marked as **This Visit** under the **Actions** column to the right of your screen. If this was a chronic problem you can mark it as chronic by clicking on the **Chronic button**. * The above steps can also be done by clicking on the **title Problem List**. * Highlight problems for **this visit can be documented under Diagnosis** at the top of the screen. Chronic problems can be documented under **Problems** at the bottom of the screen. * Under **Diagnosis** click on the **add** option. * In diagnosis box type ‘**shoulder pain**’ and click on the **binoculars**. * Select **Shoulder pain** from list and click on **OK**. * **Laterality** – Select **left** from drop down list. * Highlight other boxes can be updated if needed. Click on **OK** to add diagnosis. * Shoulder pain now appears on diagnosis list. * From the blue banner click on the **home icon**. * **Refresh** screen. * Click on **Problem List** component. * Problems marked for this **visit** can be prioritised by adding a **priority number** next to the problem. Select priority number from drop down. * Click on **Histories** component and show **procedure**, **family** and **social** tab. Explain this will display any information added by nurses and clinicians. (To add any history you can click on **Histories title**). * Click on **Documentation** component. This will display all documentation for the **current encounter.** * Click on any **document** from the list. Document appears on **right to view, modify or print**. * Show **Enable Continuous Scrolling** to view all documents. * Highlight **Diagnostics** (radiology), **Lab** and **Vital Signs** components will display completed results. * Click on **Subjective** component and **add free text**. * Click on **Objective** component. * Show how to do **auto texts** by clicking on **Manage auto text** **icon**. * Click on **Public Phrases** tab to show current auto text available. * Make a **note** of any abbreviation from list and close window. * Enter **abbreviation** in objective box. This will now pull the auto text that was selected from list. * Click on **Assessment and Plan** component. * Click on **Manage auto text icon** again. * Click on **My Phrases** tab. * Show how to **add** customauto text by clicking on **+**. * Under abbreviation start off with **a special character that is not used that often** followed by **abbreviation**. * Enter a **short description** for the auto text. * Enter **auto text information** to be added as auto text. * Click on **Save**. * Auto text has now been added. Close window and go back to **Assessment and Plan** component. Enter the abbreviation created and press enter for auto text to appear. * Showhow to complete forms via **Ad hoc button on organiser toolbar.** * Click on **AHP folder**. * Click on **OT/PT folder**. * Select **Physiotherapy Assessment** form and click on Record. * Complete **Physiotherapy Assessment** and **Equipment** tab. * **Sign** form. | |
| **10** | **Images Folder** | * **Trainer to Demo Only** * From the **Menu** option select **Clinical Images.** * Click on **Add**. (Top left of your screen) * Click on the **Browse Folder**. (Top left of your screen) * Click on **This PC**. * Click on **Permit All Access.** * Double click on **t 2085 (**[**\\elhtuknas\elhtuk**](file:///\\elhtuknas\elhtuk)**) (l:) drive.** * Double click on **A.D.A.M Images folder**. * Double click on **any image** from list. * Image appears under **Origination**. (On the left of your screen) * Under **Destination** select **Content Type** = **Inpatient Summary**. (On the right of your screen) * Select the **image** **file from Origination** and click on **right arrow button** to move image. * Click on **Edit**. (Top right of your screen) * **Annotation Tool** appears. You can now add **drawings/texts** to image. * Click on **Ok.** * Click on **Commit.** * Click on **Close**. * Refresh page. * Click on **View Media tab** and select file to view image. * From the blue banner click on **x** next to patient’s name to close record. | |
| **20** | **Dynamic Document** | * **Delegates to follow trainer and do practical step by step** * From **PowerChart** select patient list. * Select **OT/PT M-Page**. * Explain each time information has been added to the relevant **service M Page**, a progress note needs to be created. This information will then appear in documents to view. * Once all information has been captured under **components** select appropriate **Progress Note** = **Adult Physiotherapy Progress Note.** * View note, update if needed and **Sign/Submit** and **Sign** note. * Click **Sign** to save notes to **documents**. * Go to **Documentation**, refresh screen and show completed note. * Show **dynamic documents** and **forms** can be modified in **Documentation.** * Click on the document and select **modify.** (Make sure **Enable Continuous Scrolling** is unticked) * Explain **Addend** **should not be used,** always use **Revise** to update document. * Explain if the discharge document is completed and you need to add information to the components. You will have to modify, refresh and submit the document again. Add information to any free text component. Show delegates how to refresh document. (Select doc – modify – refresh – submit) | |
| **20** | **M Page Step Down Transfer** | * **Delegates to follow trainer and do practical step by step** * From **PowerChart** select patient from list. * Select or add **Step Down/Transfer M Page**. Explain this will be used when transferring patient from Critical Care ward to a step down (general) ward. * From components select **Physiotherapy Discharge Comments**. * Add information in box. (Free text) * Click on **Save**. * Under components select **Critical Care Step Down/Transfer Note**. * Review note, update if needed and **Sign/Submit** and **Sign** note. * Test users on how to view completed form. (Via **Form Browser** or **Documentation**) | |
| **20** | **M Page Inpatient Discharge AHP Readiness** | * **Delegates to follow trainer and do practical step by step** * **Explain to delegates this step is only needed if patient is being seen by an AHP. If the patient is not being seen by an AHP this step is not needed.** * From **PowerChart** select patient from list. * Select or add **Discharge M Page**. Explain this will be used when patient is ready for discharge. * On **MDT Contributors** component add any discharge information. (Start off with your name and add comments as this document will be sent to GP electronically) * From components select **Nursing Discharge Checklist** and click on **+ or dropdown** option to the right of your screen and select **Discharge Checklist**. * **AHP Readiness** = Click on **Yes**. Explain any fields with **\*** feeds to discharge dashboard. Any other fields can be completed or left blank. * **Sign** form. * Test users on how to view completed form. (Via **Form Browser** or **Documentation**) * Explain there is **no need to create a note** as the nurse/doctor will create an **Inpatient Discharge Summary** note upon discharge. This note will then appear in documentation to view or modify. * Show **AHP Readiness** appearing in the **Discharge Dashboard**. (**Discharge button in Organiser toolbar**) | |
| **20** | **Completing Contact Form** | * **Delegates to follow trainer and do practical step by step** * Click on **MPTL button** in Organiser **Toolbar**. * Click on **Contacts tab** to complete **Contact Form**. * Double click on **patient name**. * Complete form, explain patient outcome can be **Discharge or Follow Up.** (Select **discharge** for this scenario) * **Sign** form. * Explain patient will remain on contacts tab if a follow up is scheduled or disappear if discharged. | |
| **5** | **Message Centre** | * **Trainer to Demo Only** * Click on **home** button to go to Message Centre. * From Organiser toolbar click on **Communicate** drop down option and select message. * Explain messages can be sent to an individual or a group of people. * Explain messages, results and documents can be viewed from inbox summary. * Show how to do supplementary request add ons. (Search for patient – pool – lab – click on the stamp icon – select clinician supplementary ad on template – add test – send) | |
| **5** | **Logout PowerChart** | * Click on **Task, Exit** to **Logout.** * **Users to logout, any users that prescribe can stay logged on.** | |
|  | **Scenario** | * Patient is being seen by a dietitian and needs Oral Nutritional Supplements prescribing. | |
| **20** | **Prescribing for SLT and Dietetics Staff** | * **Delegates to follow trainer and do practical step by step** * From PowerChart select patient from inpatient list. * Select **Dietitian M Page**. * From **components** select **New Order Entry** and show **prescribing for Dietetics and SLT staff**. * Search **Ora**l **Nutritional Supplements (ONS) power plan** (Explain power plan will load med sets to select from)and addto basket**.** (Basket is at the top right of the screen) * Search for **Enteral Feed Flush (Sterile Water)** and add to basket. * Show **Thickeners** can be searched the same way. **Do not add to basket**. * Explain you might be prompted with a window to review allergies or document patient’s height and weight. If prompted mark allergies as reviewed or enter patient’s height and weight to continue prescribing. * You should have **2** items in basket. * Click on **basket** andclick on **Modify Details**. * Supplements are listed, select **nutritional supplements Calogen (ONS**). From the drop-down option select dose – **30ml, once a day.** * Complete **mandatory fields**. (yellow) * Click on **Initiate Now**. * Click on **Orders for Signature**. * Select **sterile water (enteral)** **medication** from list. * Highlight **missing required** details button at the bottom of the screen will display number of mandatory fields that need completing. * Click on **Sign**. * Show medication appearing on **drug chart** under the **menu** option. | |
| **5** | **Logout PowerChart** | * Click on **Task, Exit** to **Logout.** * **User is logged out.** | |