




Work List

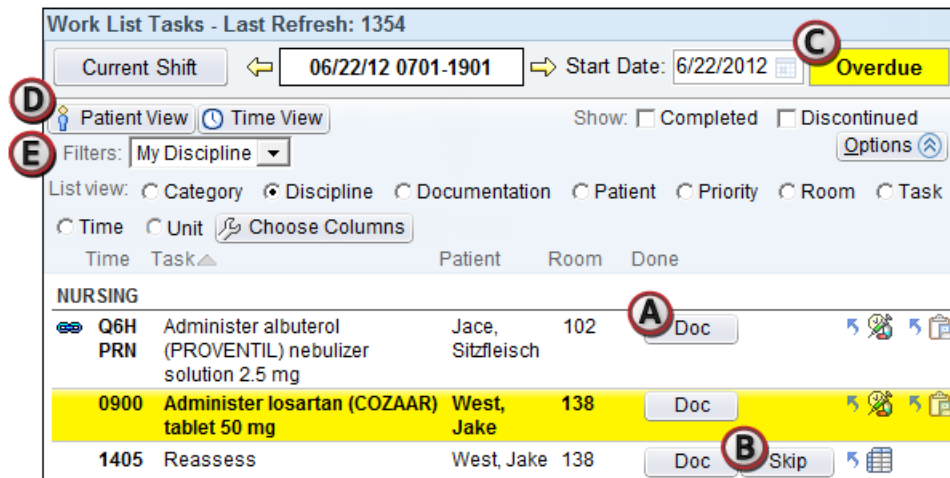
- Review and complete the day's tasks 2
- Change a task's discipline 3
- Add tasks to the Work List 4
- Document breast milk from the Work List 6

Review and complete the day's tasks





When you're starting or ending your shift and want to see a list of tasks for all your patients, open your My Patients list and click  **Work List**. Work List tasks include upcoming medications, flowsheet documentation, and labs to collect, as well as other time-based tasks. To see tasks for just one patient, open the Work List in that patient's chart.

Review tasks

- Jump to the appropriate flowsheet row or med administration window for a task by clicking **Doc**.
- Remove a task by clicking **Skip**. It falls off your list but is not marked as complete.
- To see only overdue tasks, click **Overdue**.
- Click  **Patient View** or  **Time View** to organize your tasks by patient or task due time. You can also select a different list view, such as Discipline. The system saves your view preference, but this doesn't change what others see.
- Apply filters to narrow down the list of tasks that appear. For example, you can view only medications or flowsheet documentation. The system doesn't save your filter preference.



The screenshot shows the 'Work List Tasks' window. At the top, it says 'Last Refresh: 1354'. Below this is a 'Current Shift' section with a dropdown showing '06/22/12 0701-1901' and a 'Start Date' of '6/22/2012'. A yellow 'Overdue' button is on the right. Below the shift information are 'Patient View' and 'Time View' buttons. A 'Filters' dropdown is set to 'My Discipline'. A 'List view' section has radio buttons for 'Category', 'Discipline' (selected), 'Documentation', 'Patient', 'Priority', 'Room', and 'Task'. Below this are 'Time', 'Unit', and 'Choose Columns' options. The main table has columns for 'Time', 'Task', 'Patient', 'Room', and 'Done'. The first section is 'NURSING'. The first row is 'Q6H PRN Administer albuterol (PROVENTIL) nebulizer solution 2.5 mg' for 'Jace, Sitzfleisch' in room '102'. The second row is '0900 Administer losartan (COZAAR) tablet 50 mg' for 'West, Jake' in room '138'. The third row is '1405 Reassess' for 'West, Jake' in room '138'. Callouts A, B, and C point to 'Doc', 'Skip', and 'Overdue' buttons respectively. Callouts D and E point to the 'Patient View' and 'Filters' dropdown respectively.



Time	Task	Patient	Room	Done
NURSING				
Q6H PRN	Administer albuterol (PROVENTIL) nebulizer solution 2.5 mg	Jace, Sitzfleisch	102	
0900	Administer losartan (COZAAR) tablet 50 mg	West, Jake	138	
1405	Reassess	West, Jake	138	 

Complete tasks

Different Work List tasks can be completed in different ways. When you complete a task, it falls off your list.




- Click **Doc** for Flowsheet and MAR tasks to complete documentation.
- Click **Done** to complete tasks that don't require documentation, such as accompanying the patient to the hospital chapel.








To see a more complete context for your documentation, jump to the activity from the Work List. Click  to jump to the MAR, or  to jump to Flowsheets.


Change a task's discipline


Change the discipline of a task if someone with another discipline should complete it. For example, if a respiratory care practitioner should administer a nasal spray, you can change the discipline of that task to Respiratory Therapy.


1. Click  **Task Management** at the bottom of the Work List. A pane opens on the left and  icons appear beside each task.
2. Click  beside the task that you want to change. The Edit Task window opens.
3. In the Discipline field, change the discipline. You can add more than one discipline.
4. Click **Accept**. The task now appears with the discipline you added. Clinicians with that discipline see the task on their Work Lists.


Current Shift  01/27/14 0701:1901  Start Date: 1/27/2014  **Overdue**


Close  Expand All  Collapse All


Time View Filters: My Discipline Show: ☐ Completed ☐ Discontinued 


Activity 


Hygiene 


Comfort and Environment 


Patient Requests 


Nutrition 


Care Planning/Patient Ed 



Spiritual/Psychosocial 


My Tasks 

Tasks for Others 


Charge Nurse Duties 

Miscellaneous 

Close  Expand All  Collapse All

2 

PRN Administer sodium chloride (OCEAN) 0.65 % nasal spray 2 spray

3 

Edit Task: Monk, Molly

Note: Changing the task properties (including Comments and Scheduling information) affects ALL instances of this task, not just the selected instance.

Task Name: Administer sodium chloride (OCEAN) 0.65 % nasal spray 2 spray

Category: Medications Doc. type: MAR

Default work units: Skill set:

Priority:


Start date: 1/22/2014 Start time: 0600

Frequency: As needed End date:


	Discipline	Minimum Licensure	Work Units
1	RESPIRATORY THERAPY		
2			

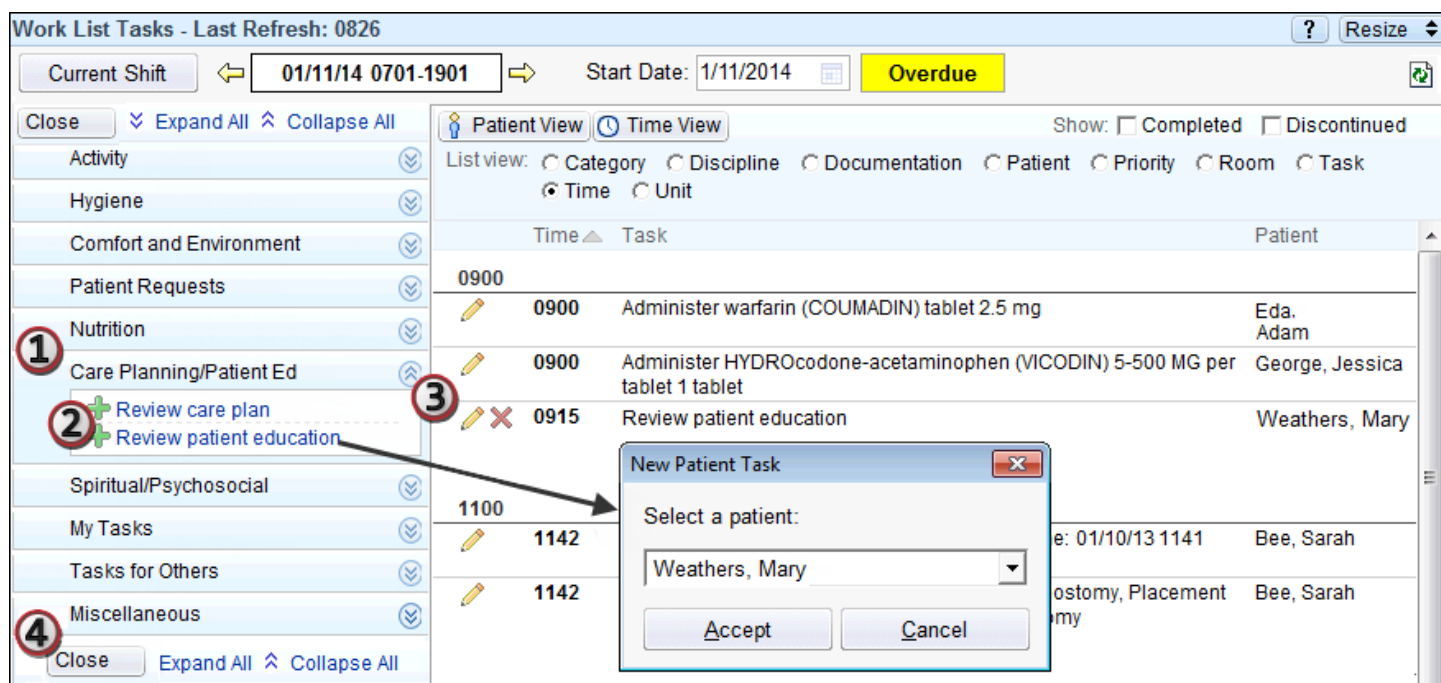
Add tasks to the Work List

To remind yourself and your coworkers to complete other tasks, add new tasks to the Work List that don't appear automatically. For example, you might add a task to remind a nursing assistant to ambulate a specific patient. You can add tasks that appear for you and other clinicians or tasks that appear just for you. You can also create your own tasks from scratch.

To start adding tasks, click  **Task Management** in the bottom left corner of the Work List. A pane appears on the left side of the screen.

Add tasks for yourself and others

1. Click a heading to open a list of related tasks. For example, if you click Care Planning/Patient Ed, you can choose from tasks such as **+Review care plan** or **+Review patient education**.
2. Click the task that you want to add to the Work List. If you're viewing the multi-patient Work List, select the patient the task applies to and click **Accept**. The task appears in the Work List to you and to other users who view the Work List for the patient.
3. Click  to leave a comment or edit the task's details, such as the priority, frequency, start date, or start time. For example, you might want to give a task a different frequency.
4. Click **Close** to close the task management pane.




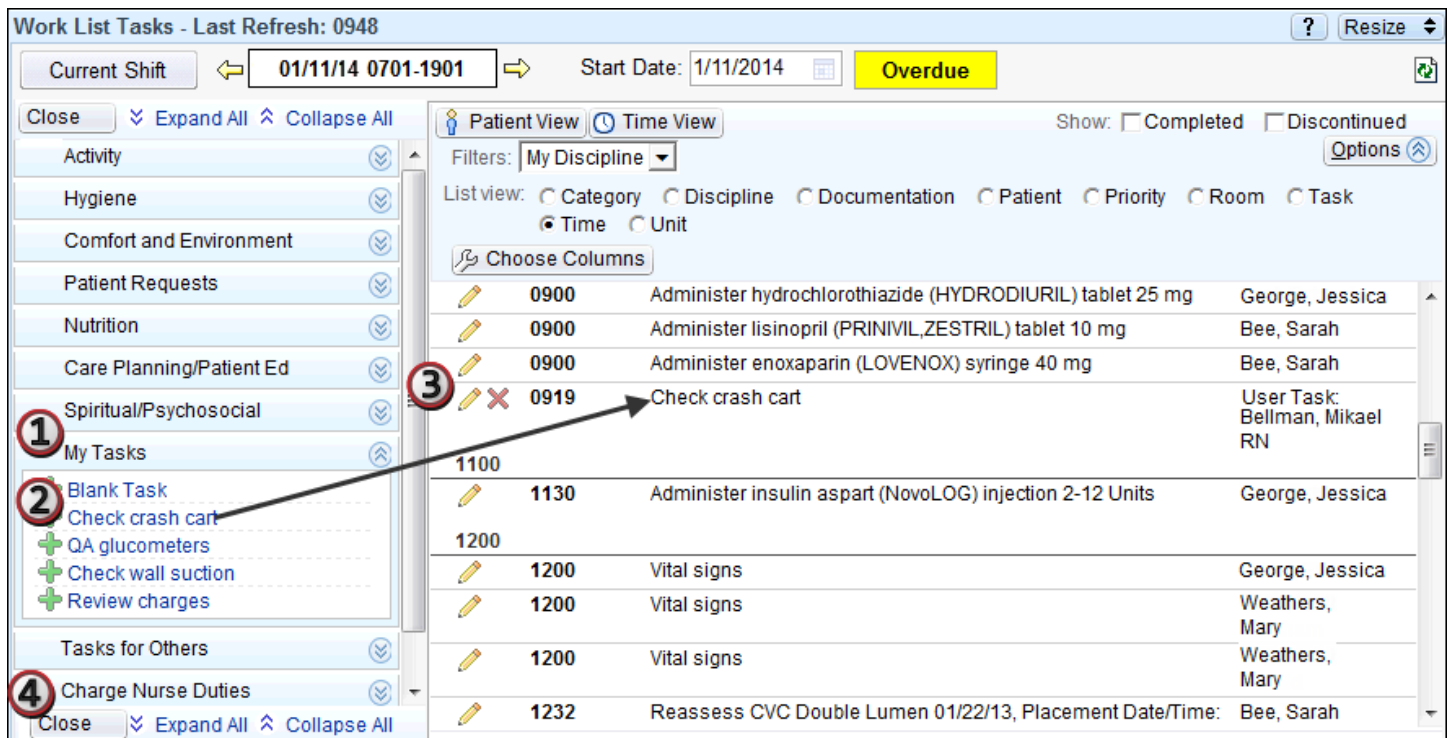
The screenshot displays the 'Work List Tasks' interface. The top bar shows 'Last Refresh: 0826' and a 'Current Shift' of '01/11/14 0701-1901'. The 'Start Date' is '1/11/2014', and a yellow 'Overdue' button is visible. The left sidebar contains a list of categories: Activity, Hygiene, Comfort and Environment, Patient Requests, Nutrition, Care Planning/Patient Ed, Spiritual/Psychosocial, My Tasks, Tasks for Others, and Miscellaneous. The 'Care Planning/Patient Ed' category is expanded, showing sub-tasks: '+Review care plan' and '+Review patient education'. The main area shows a list of tasks with columns for Time, Task, and Patient. A 'New Patient Task' dialog box is open, prompting 'Select a patient:' with a dropdown menu showing 'Weathers, Mary'. The dialog has 'Accept' and 'Cancel' buttons. Numbered callouts 1 through 4 are present: 1 points to 'Care Planning/Patient Ed', 2 points to '+Review patient education', 3 points to the 'New Patient Task' dialog, and 4 points to the 'Close' button at the bottom of the sidebar.

Time	Task	Patient
0900	Administer warfarin (COUMADIN) tablet 2.5 mg	Eda. Adam
0900	Administer HYDROcodone-acetaminophen (VICODIN) 5-500 MG per tablet 1 tablet	George, Jessica
0915	Review patient education	Weathers, Mary
1100		
1142		Bee, Sarah
1142		Bee, Sarah

Add tasks that only you can see

If you have tasks that you're responsible for that other clinicians don't need to consider, such as tasks that aren't related to a patient, add a task that appears on only your Work List.

1. Click the My Tasks heading to view tasks that aren't associated with a patient, like **+ Check crash cart**.
2. Click the task that you want to add to the Work List. The task appears to you in the Work List preceded by "User Task." In the multi-patient Work List, the task appears with your name in the Patient column preceded by "User Task."
3. Click  to leave a comment or edit the task's details, such as the priority, frequency, start date, or start time. For example, you might want to give the task a routine priority.
4. Click **Close** to close the task management pane.



Work List Tasks - Last Refresh: 0948

Current Shift: 01/11/14 0701-1901 Start Date: 1/11/2014 Overdue

Close Expand All Collapse All

Activity Hygiene Comfort and Environment Patient Requests Nutrition Care Planning/Patient Ed Spiritual/Psychosocial My Tasks Blank Task Check crash cart QA glucometers Check wall suction Review charges Tasks for Others Charge Nurse Duties

Patient View Time View Show: Completed Discontinued Filters: My Discipline List view: Category Discipline Documentation Patient Priority Room Task Time Unit Choose Columns

0900	Administer hydrochlorothiazide (HYDRODIURIL) tablet 25 mg	George, Jessica
0900	Administer lisinopril (PRINIVIL, ZESTRIL) tablet 10 mg	Bee, Sarah
0900	Administer enoxaparin (LOVENOX) syringe 40 mg	Bee, Sarah
0919	Check crash cart	User Task: Bellman, Mikael RN
1100		
1130	Administer insulin aspart (NovoLOG) injection 2-12 Units	George, Jessica
1200	Vital signs	George, Jessica
1200	Vital signs	Weathers, Mary
1200	Vital signs	Weathers, Mary
1232	Reassess CVC Double Lumen 01/22/13, Placement Date/Time:	Bee, Sarah


Create custom tasks for yourself and others

1. Click the Tasks for Others heading.
2. Click **+ Blank Task**.
3. If you're viewing the multi-patient Work List, select the patient the task applies to and click **Accept**. The Edit Task window opens.
4. Give the task a name, like "Begin Stroke Educational Session." Leave a comment or edit the task's details. Click **Accept**.
5. Click **Close** to close the task management pane.



Create a custom task that only you can see

1. Click the My Tasks heading.
2. Click **+ Blank Task** to create a task that isn't associated with a patient. The Edit Task window opens.
3. Give the task a name, like "Call Nursing Supervisor at 6:00 p.m. with projected capacity." Leave a comment or edit the task's details. Click **Accept**. The task appears to you in the Work List preceded by "User Task." In the multi-patient Work List, the task appears with your name in the Patient column preceded by "User Task."
4. Click **Close** to close the task management pane.

Discontinue a task that you added

Click  to discontinue a task. For example, you might want to discontinue a task that you added by mistake. When you discontinue a task, the current instance and future instances of the task are removed from every Work List the task appears in.

Document breast milk from the Work List

1. In the Work List, scan the baby's barcode to open the Newborn I/O flowsheet.
2. Scan the barcode on the breast milk. The Administration window opens.
3. Enter the dose and click  **Accept**.
4. For dual sign-off, click  **Sign Off** and ask a colleague to verify the feeding. The administration dose automatically appears in the Breast Milk Dose flowsheet row.
5. When the baby is finished feeding, enter the breast milk P.O. and tube amounts in the appropriate rows.

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