



## EMR Quick Reference Guide

### Comprehensive Care - Admission, Adult Risk Assessment and IPOC

1. In **Care Compass** hover over the **Activities** column to the right of the screen to identify any assessments due under Patient Care and click on the **Patient Care** line.

The screenshot shows the CareCompass interface. At the top, there's a patient list for 'Kristin's List'. The patient 'CompCaretest, UAT2' is highlighted. A tooltip is visible over the 'Activities' column, showing the following counts: Medications: 0, Patient Care: 5, Assessment: 0, Other: 0.

2. All admission documentation displays here. This includes:
  - **Adult Risk Assessment**
  - **Basic Admission Assessment Adult (Vital Signs and Weights)**
  - **Initial Patient Assessment**

Select all documents to be completed by clicking on each to highlight and then select **Document** in the bottom right hand corner.

The screenshot shows the patient's activity list for 'CompCaretest, UAT2'. The list includes several assessment documents, each with a 'Document' button. The 'Document' button is highlighted in red.

3. The **Initial Patient Assessment** form will open first. Work your way down the form to complete all chapters. If time does not permit for you to complete the entire document, **save and close** the document to be completed at a later time.

It is important to **save** the form (floppy disk) and not sign (**green tick**) the form so that it remains on the Activity page on Care Compass as a reminder.

Initial Patient Assessment - Testwhs, Patrick, Documentation MRS

\*Performed on: 31/03/2020 1338 AEDT

### Admission Information

**Confirm Correct Patient Identification**

ID Band  
 Alert Band  
 ID Photo

**Does the Patient/Carer Understand Why They're in Hospital?**

Yes  No

**Actions Taken**

**Preferred Name** **Hospital Entry Point** **Facility Patient is Arriving from (Name)**

**Information Given By** **Name of Informer if Other than the Patient (Name)** **Reason Information Not Obtained**

Unable to obtain  
 Self  
 Spouse  
 Carer  
 Mother  
 Father  
 Other:

**Unplanned Admissions in the Last 6 Months** **Pregnancy Status**

Yes  No  Patient denies  Possible/unconfirmed  Confirmed positive

**Does the Patient Have Any Pain?** **If Yes, Specify:** **Is the Patient Taking Regular Opioids?**

Yes  No  Acute  Chronic  Controlled  Not controlled  Yes  No

**Would the Patient Like to Speak to a Western Health Pastoral Care Staff Member?** **Would the Patient Like to See an Approved Visitor from Your Faith/Religion?**

Yes  No  Yes  No

[If 'Yes', Consider Referral to Pastoral Care](#) [If 'Yes', Consider Referral to Pastoral Care](#)

**Patient's Own Medications Brought to the Hospital** **If Yes, Has Consent to Use Patient's Own Medications Been Obtained?**

Yes  No  Yes  No

**Patient's Medications Location** **Location in the Ward**

- The next screen to display is the **Adult Risk Assessment**. This opens in the **Interactive View and Fluid Balance tab**. The **Adult Risk Assessment** must be fully completed on **Admission** and then **every shift** to identify any risks. The **Adult Risk Assessment** tool consists of tools that include **Scoring** and **Risk Categories**. However, if your patient is not identified at risk from the Risk Assessment, but you feel the patient is at risk, strategies can still be put in place.

Menu

- Patient Information
- Nurse View
- Care Plan Summary
- MAR
- Medication Request
- Observation Chart
- Interactive View and Fluid Balan...**
- Activities and Interventions
- Orders and Referrals + Add
- Medication List
- Documentation + Add
- Form Browser
- Continuous Notes

Interactive View and Fluid Balance

Adult Quick View

Adult Risk Assessments

Per Shift COVID-19 Ax in the last 24hrs:

- Cognition - Delirium Assessment
- 4AT - On Admission & CHANGE in cognition
- Skin & Pressure Injury Assessment
- Modified Stratify Falls Assessment
- Continence Assessment
- Weekly Malnutrition Assessment (MST)
- Behaviours of Concern Assessment
- Restrictive Practices Assessment

Find Item  Critical  High  Low  Abnormal  Unauth  Flag

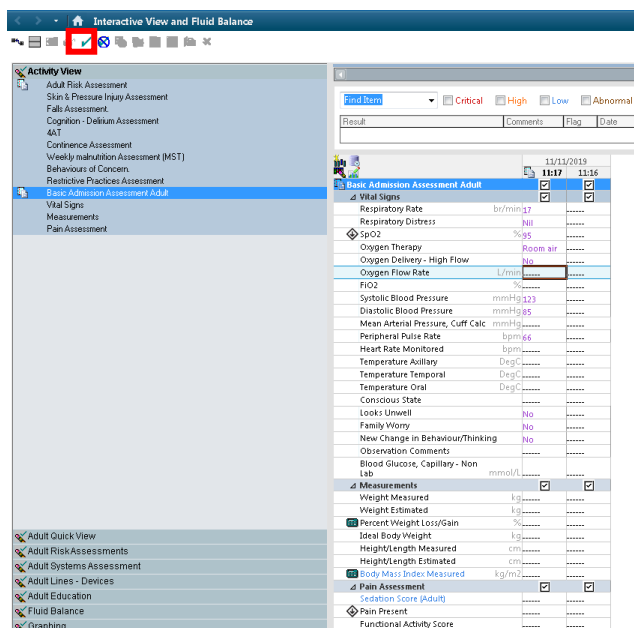
Result	Comments	Flag	Date	Perform
			15/12/2021	10:56

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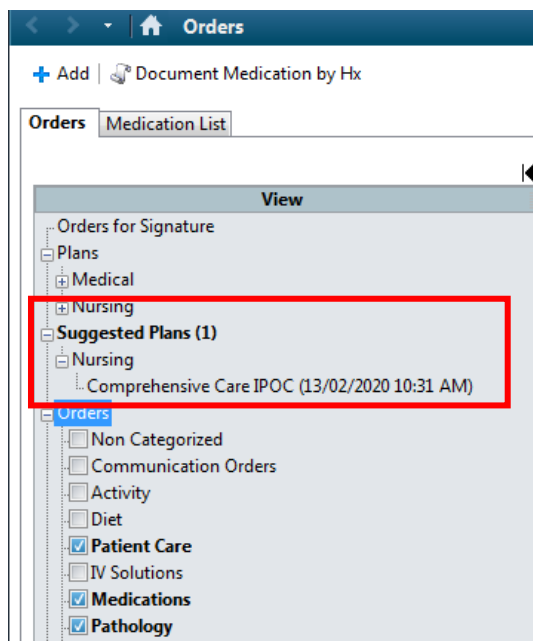
Once the Adult Risk Assessment is complete; move on to the **Basic Admission Assessment Adult**, this includes **Vital Signs** and **Weights** as per current practice.

Once this is complete select sign with the **green tick**.



5. Navigate to **Orders** in the Table of Contents.

Every patient will have a **Comprehensive Care IPOC** present under **Suggested Plans** on Admission. The **IPOC** is set out in the individual domains that are defined by the Comprehensive Care Standard. There may also be some other **IPOCS** in **Suggested Plans**, these are triggered from the **Adult Risk Assessment** that is completed on Admission.



Click on the **plus sign** next to **Suggested Plans** to view the **Comprehensive Care IPOC** as well as any other suggested IPOCS.

- Select the **Comprehensive Care IPOC** under Suggested Plans. The Care Plan will display on the right hand side.

Click on **Initiate** (the light bulb located near the top of the page).

You can now select specific **Outcomes** and **Interventions** for your patient by clicking on the relevant boxes.

The screenshot shows the 'Orders' interface with the 'Comprehensive Care IPOC' selected. The 'Initiate' button is highlighted with a red box. The right-hand pane displays various outcomes and interventions, such as 'SKIN AND PRESSURE INJURY' and 'FALLS AND MOBILITY', each with a light bulb icon for initiation.

- Once all **Outcomes** and **Interventions** have been selected, click on **Orders for Signature**.

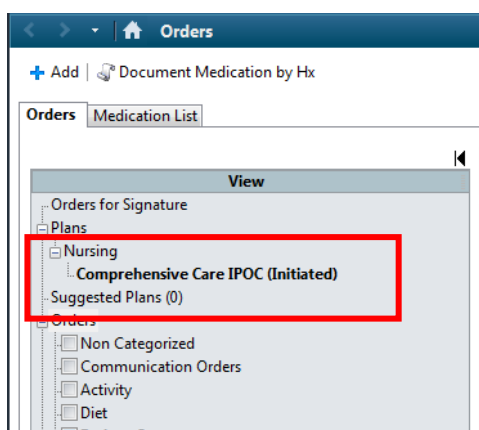
The screenshot shows the 'Orders for Signature' interface. The 'Apply Moisturiser' order is highlighted in blue. The 'Orders For Signature' button is highlighted with a red box.

Sign then Refresh the page.

Order Name	Status	Start	Details
W AGED CARE Fin#-9991122 Admit: 11/11/2019 10:53			
Activity			
Dress Pt in Day Clothes and Sit Out of Bed	Order	11/11/2019 11:35	11/11/2019 11:35 AEDT, daily
Patient Care			
Bowel Chart	Order	11/11/2019 08:00	11/11/2019 08:00 AEDT, 8 hourly
Complete "About Me" Form with Family	Order	11/11/2019 11:35	11/11/2019 11:35 AEDT
Vital Signs Adult	Order	11/11/2019 11:35	11/11/2019 11:35 AEDT, 4 hourly
Safety Checks	Order	11/11/2019 11:35	11/11/2019 11:35 AEDT, TDS
Intravenous Cannula Care	Order	11/11/2019 11:35	11/11/2019 11:35 AEDT, TDS
Food Chart	Order	11/11/2019 11:35	11/11/2019 11:35 AEDT, Scheduled Meal Times, 3, day(s), Stop Date 14/11/2019 11:59 AEDT

0 Missing Required Details    Dx Table    **Sign**

- Your Comprehensive Care IPOC should now be listed as (Initiated). Any Suggested Plans triggered from the Adult Risk Assessment can be completed in the same way and are located under Suggested Plans of Care.



- To document against the comprehensive care IPOC (and all other IPOC's) each shift, go to the **Document in Plan** tab in the orders page. Press on **green tick** for each outcome/intervention and document the outcome (& variance if appropriate). Make sure you press **Sign Documentation** once complete.

Description	Last Evaluated	Target	Status
Comprehensive Care IPOC (Ballistat) 11/10/2019 12:20			
● Patient/Carer Provided Opportunity to Discuss Patient Goals			✓
● Prevent Skin Deterioration for Duration of Hospitalisation			✓
● Prevent Falls for Duration of Hospitalisation			✓
● Recognise Patients at Risk of Cognitive Deterioration			✓
● Achieve and Maintain Optimal Bowel Continence and Function			✓
● Prevent Deterioration of Nutritional Status During Hospitalisation			✓
● Recognise Patients at Risk for Behaviours of Concern			✓
● Has the Patient's Goals of Care Changed to Having a Palliative Approach?			checked

Target Complete Date & Time: 11/11/2019 12:22 AEST

Outcome Description: Has the Patient's Goals of Care Changed to Having a Palliative Approach?

Yes (selected) / No

Evaluation Date & Time: 01/10/2019 12:22 AEST

Outcome Variance

Displayed: All Outcomes    Show Additional Outcomes    **Sign Documentation**