Access and Set Up - Clinical Lead Organiser
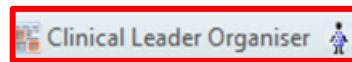

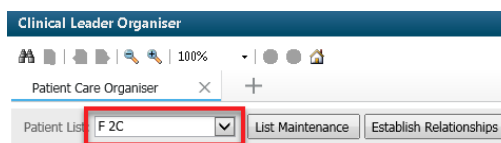## This Quick Reference Guide will explain how to:

Access and use the Clinical Lead Organiser.

- This is a co-ordination tool to be used by the Nurse/Midwife in Charge or Unit Manager for an overview of all patients on the ward
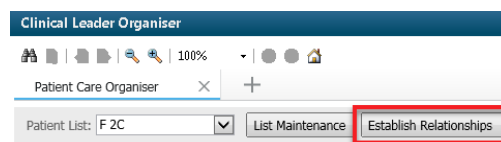
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1. Click on Clinical Lead Organiser (CLO) in the Navigation Tool Bar.
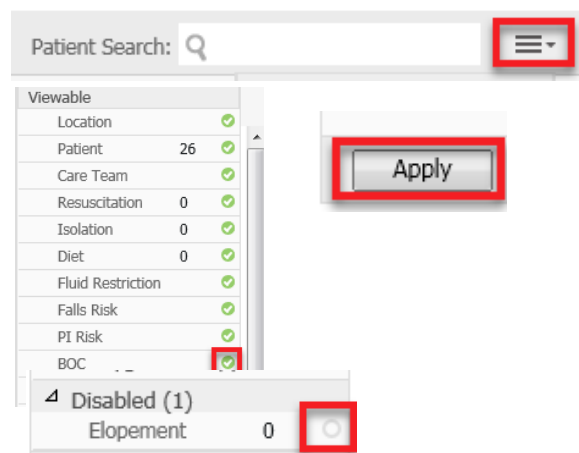

2. The CLO page will open. Select the ward location you are in from your **Patient List**

3. **Establish a relationship** with your ward area to view patient details from the patient record
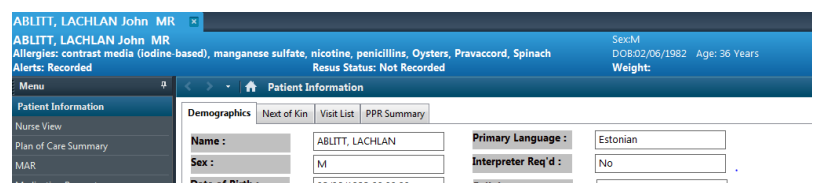

4. The CLO columns can be customised by clicking on the **drop-down menu** (3 lines that look like a hamburger) and unselecting the green tick next to the option and clicking **Apply** button.

5. To add the option back go to the **Disabled** and click on circle next to option and [Apply] to reinstate

6. When complete the CLO will look like this, it is populated by orders and information from the patients record

7. To enter the patient record, click on the patient's name and the **Patient Information** page will open

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