

Documentation – Inpatient Goals for Discharge or Outpatient Goals



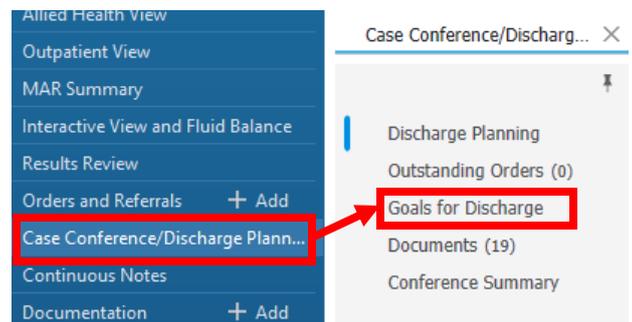
This Quick Reference Guide will explain how to:

Document Inpatient Goals for Discharge and Outpatient Goals (relevant for Specialist Clinics and Chronic and Complex Care)

Documenting Inpatient and Outpatient Goals

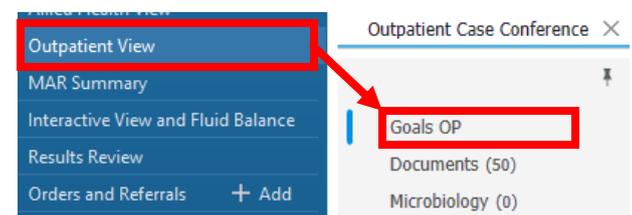
1. For Inpatient Goals for Discharge:

From the **Table of Contents (TOC)**, navigate to **Case Conference /Discharge Planning** page and select **Goals for Discharge** component



For Outpatient Goals (Goals OP):

From the **TOC**, navigate to **Outpatient View** and select **Goals OP** component from the **Outpatient Case Conference** tab



2. To add a goal, click on the “+” icon to the right of the **Goals for Discharge** component



3. The **Edit Goals and Interventions** box displays. Type in a **Goal** for your patient. Select the start and target (end) date, along with source and status

Start *	Target	Source	Type	Barriers
23/08/2023	08/09/2023	1 selected	1 selected	--

Progressing



Important

- Use the prefix of “IP” to clearly identify the goals as Inpatient Goals
- Use the prefix of “OP” to clearly identify the goals as Outpatient Goals
- For Community Based Goals, add the Clinic Name e.g. CBR or CDAMS etc as a prefix to the goals

Edit Goals and Interventions

Goal *

IP - Use gait aid safely indoors

Search and select, or key in unique goals

Goal *

OP - Use gait aid safely indoors

Search and select, or key in unique goals

4. Click on **+ Interventions** to open the Interventions section of the **Edit Goals and Interventions** box

Interventions

+ Intervention

5. Fill out the required fields. You can add an additional intervention for the one goal by clicking on the “**+ Intervention**” again

Interventions

Interventions *

Practice with all staff

Search intervention, or key in unique intervention 23/100

+ Intervention

Source: -- Category: -- Status: -- Frequency: --

Owner: -- Target: -- Confidence Level: --

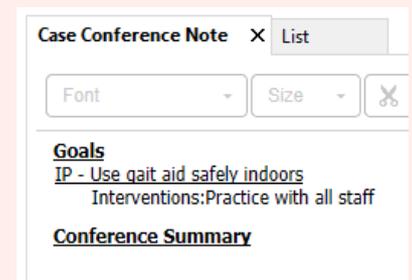
6. Click Save

Save



Handy Hints

- To document **Progress** on a goal, click on the ▼ icon next to the goal and select the patient's progress from the drop-down list
- You can **filter** goals displayed by their progress status
- When documenting your **Case Conference Note** at the next Case Conference meeting, the Goals and Interventions (along with the progress status) are automatically pulled into the note. If the goal is not relevant, you can delete it from your note



For patients moving between inpatient, outpatient and community-based services:

- If patients have pre-existing outpatient goals, at the first case conference, adjust the existing outpatient goals' Start and Target dates to a future date beyond the expected Inpatient Discharge date
- If the patient has existing inpatient goals that have not been achieved, these should be moved by adjusting the 'Start' date of the Goal to a future date beyond the anticipated discharge date. This will move the Goals to a **Future** status.

