Handover - Creating Job Lists By using I-PASS
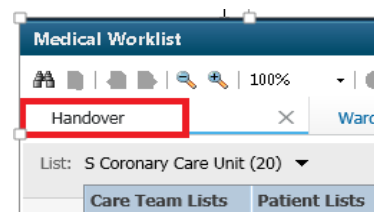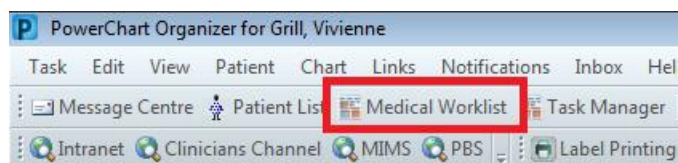

This Quick Reference Guide will explain how to:

Create Job Lists for Handover by using I-PASS.

To view the I-PASS page:

- Navigate to **Medical Worklist**. Click the **Handover** tab and select your patient list from the drop-down menu.

- You will be unable to see any patient information until you click the button. Then click "Select All" and "Establish".

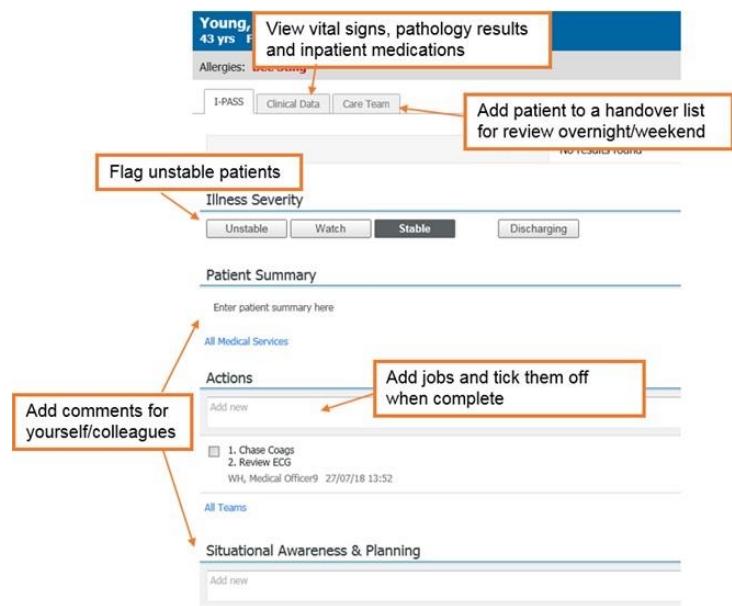Hover over the number in the "Actions" column to see outstanding jobs

Click the black arrow next to each patient's name to launch the I-PASS page

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- Nothing entered in the I-PASS page forms part of the patient's official medical record. It is a communication tool for **doctors only** in order to aid handover and ward rounding.

During admissions and ward rounds:

- Doctors will create admission notes via the "Admit" page of **Medical Officer View** and ward round notes via the "Manage" page.

- Note the **Actions & Situational Awareness** section on each of these pages.
- Information entered in this section will also be visible on the I-PASS page, and vice versa.

This is a quick way of creating a 'job list' during admissions or ward rounds, and reviewing all jobs on the I-PASS page later.