

Doctor Handoff Worklist Functionality

Quick Reference Guide

What is the Doctor Handoff Worklist?

Doctor Handoff Worklist provides a concise list of patients for conducting a handover to another physician and for personal management of a patients

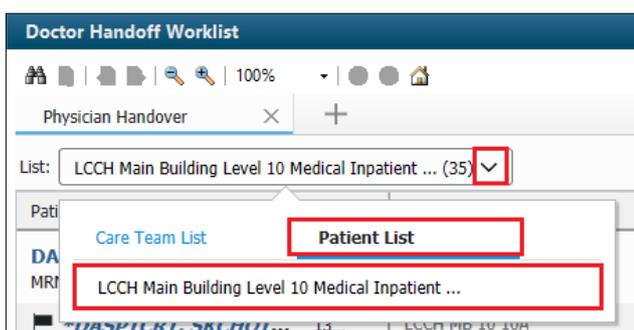
Note: In order to set up *Doctor Handoff List*, a *Patient List* must first be created. Please refer to the *Creating a Patient List* QRG.

Accessing the Doctor Handoff Worklist

1. Select  **Doctor Handoff Worklist** button from the PowerChart toolbar.
2. The *Doctor Handoff Worklist* will open.

Note: The first time this screen is accessed, it may be empty. *Refresh* your screen before following the next steps.

3. Click the *List* dropdown from the top left of the screen to choose your desired list.



Note: *Care Teams* are not used within Queensland Health and therefore this functionality will not be used.

Establishing Relationships

To start managing patients from the *Doctor Handoff Worklist*, you first need to establish a relationship with them.

1. Click the *Establish Relationships* button in the top right of the screen.
2. Tick to *Select all* to associate yourself to all patients in the list, or tick select specific patients.

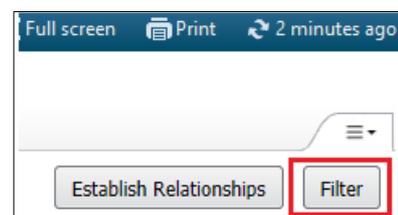


3. Click *Submit*

Column Overview

Patients can be searched for using the Filter functionality.

1. Click the *Filter* button in the top right of the screen.



2. Click into the *Patient Search Field*.
3. The list will automatically filter if the patient's name is entered.

Patients can also be filtered by *Illness Severity* by ticking the status:

Filters

▼ Patient Clear

Patient

Patient Name

▼ Illness Severity Clear

Status

Unstable

Watch

4. Click *Clear* to remove the filter

Note: The order of the columns and amount of patient information visible in the rows is modifiable through the *Filter* button.

Patient Columns

I-PASS is a tool that is available within the *Doctor Handoff Worklist* to assist in communication and handover tasks between medical staff. This information will only be visible to Doctors and Nurse Practitioners.

The *Patient* column of the *Doctor Handoff Worklist* displays further detailed information when you **click** in the *patient column* space (not on the name itself, which takes you into the patient's chart). Within the expanded view, you can view further details under the following tabs:

Patient	Location	Illness...	Actions
DASPOBLD, UPC... MRN: 1402680	LCCH MB 10 10A		
*DASPTCRT, SK... MRN: 1403020	LCCH MB 10 10A		
*DASPTCRT, SKG... MRN: 1403022	LCCH MB 10 10A		
*DASPTCRT, SKC... 4 MRN: 1403024	LCCH MB 10 10A		
WANGZZCRT, JS... MRN: 1403030	LCCH MB 10 10A		
*DASPTCRT, SKCH... MRN: 1403067	LCCH MB 10 10A		
DASTESTCRT, FM... 8 MRN: 1403068	LCCH MB 10 10A		
DASDPCRT, DSIA	LCCH MR 10 10A		

DASPOBLD, UPCHQSIX
9 yrs MALE DOB: OCT 10, 2010

▼ Allergies

Allergies: No allergies recorded

I-PASS Clinical Data

Illness Severity

Illness Severity: No Severity

I-PASS

I-PASS Clinical Data Care Team

- Illness Severity
- Patient Summary
- Actions
- Situational Awareness & Planning

Clinical Data (for this encounter only)

I-PASS Clinical Data Care Team

- Vital Signs
- Pathology
- Medications
- Fluid Balance

GCIHMEDSCT, SARAH TWO
6 yrs MALE DOB: NOV 04, 2013
MRN: 1153880 FN: ADM10066300

▼ Allergies

Allergies: penicillin Length of Stay: 87 days

Code Status: No results found

I-PASS Clinical Data Care Team

Vital Signs (this encounter only) Selected Visit Last 24 hours Last 48 hours

	SEP 02, 2020	07:50	07:49	AUG 31, 2020	08:00
Respiratory rate	17	17	17	17	17
Respiratory distress	Nil	Nil	Nil	Nil	Nil
SpO2	98	98	98	98	98
Oxygen flow rate	0	0	0	0	0
Oxygen therapy	Room air				
HR	88	88	88	88	88
Capillary refill	Less than 2 seconds				
EW Score	0	0	0	0	0
Weight measured	20	20	20	20	20

Pathology (this encounter only) Selected Visit Latest Selected Visit Last 24 hours Last 48 hours

No results found

Note: I-PASS documentation will not publish to the patient's electronic medical record. The information will remain available within the ieMR (Doctor Handoff Worklist and Workflow MPages) until the patient is discharged.

Illness Severity

To update *Illness Severity*:

1. Click on the *Illness Severity* Status under the *Illness Severity* column in Doctor Handoff Worklist.
2. Click on the *Illness Severity* you would like to mark the patient as. This will update the



Doctor Handoff Worklist as well as the Doctor Workflow MPage.

Illness Seve...	Illness Severity
<input checked="" type="radio"/> Stable	<input type="radio"/> Unstable
	<input type="radio"/> Watch
	<input checked="" type="radio"/> Stable
	<input type="radio"/> Discharging

Actions

The *Actions* component can be used to create to-do lists for yourself, and/or your team.

Actions

Care Team: None

Arrange cardiothoracic consult

30/255

Available to all

phone ID

BRAND, ADAM PAUL SMO | FEB 27, 2020 08:27

Show Completed (1)

These items can be checked off the to-do list by ticking the box next to the action. Once they have been ticked, they will disappear from the visible list. The completed actions will be available for historical reference behind the *Show Completed* hyperlink.

Diagnoses

The Patient's Diagnosis will display in the *Diagnoses column*.

Diagnoses
Acute asthma

This pulls through from *Alerts and Problems* in the patient's chart.

The image shows a sidebar menu with 'Alerts and Problems' highlighted. To the right, a patient chart displays a 'Diagnosis (Problem) being Addressed this Visit' section with 'Acute asthma' listed under 'Clinical Dx'.

Notifications

Notifications column will display any orders for endorsement. It provides a flyout view when the column cell is clicked, which will show additional details and the *Endorse Results* button .

The image shows a 'Notifications' flyout window. It has a header 'Notifications' and a sub-header 'Results to Endorse'. Below, it says 'There are 4 results to endorse for this patient.' and includes an 'Endorse Results...' button.

Comments

Comments column allows for free text input which could be a detail about the patient (i.e. family visit). It also provides a flyout view with additional details when the column cell is clicked.

The image shows a 'Comments' flyout window with a text input area containing the placeholder text 'Free text comments here'.

Comments are visible only to Medical Officers and Nurse Practitioners

Note: Do not use the print functionality within Dr Handoff Worklist as it will print incomplete clinical information.

The image shows a print dialog box with a red box highlighting the 'Print...' button.



Isolation

The *Isolation* column will display if there is an isolation order against the patient. It also provides a flyout view with additional details when the column cell is clicked

Important: *Isolation* column only permits one order – only the most recent precaution order will display in column.

Isolation	Isolation
 Isolation	Patient Isolation (Isolation) 27/02/20 08:36:00 AEST, Droplet Precautions Ordered on: FEB 27, 2020 08:36

