

Documenting plans of care

Care delivery

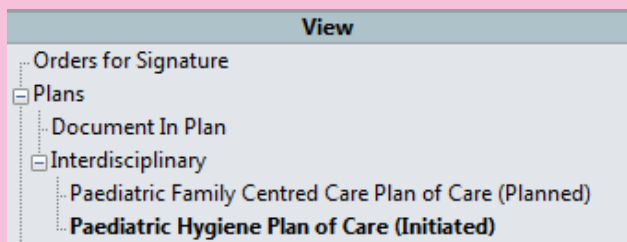
Quick reference guide

Plans of Care (POC) group together specific outcomes, goals, indicators, interventions, and orders aimed at providing best patient care.

On admission to the inpatient areas, Interdisciplinary Plans of Care (IPOCs) will be suggested for each patient. LCCH will have seven suggested plans - there are a number of other IPOCs that have been created for the state, however there are seven specific to paediatrics.

It is mandatory requirement that every inpatient within LCCH has an initiated **Paediatric Family Centred Care IPOC** and a **Paediatric Hygiene Plan of Care**.

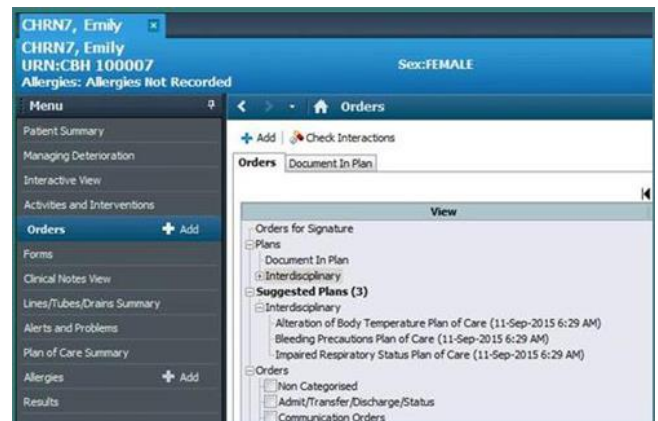
Note: A plan of care will not be available to document in until it has been initiated.



Refer to the QRG **Plans of Care Initiating, Ordering and Discontinuing**.

Documenting in the Plan of Care

1. Click on the **Orders** tab.




OR

2. Click the **Chevron** next to the patient's name in **CareCompass**.



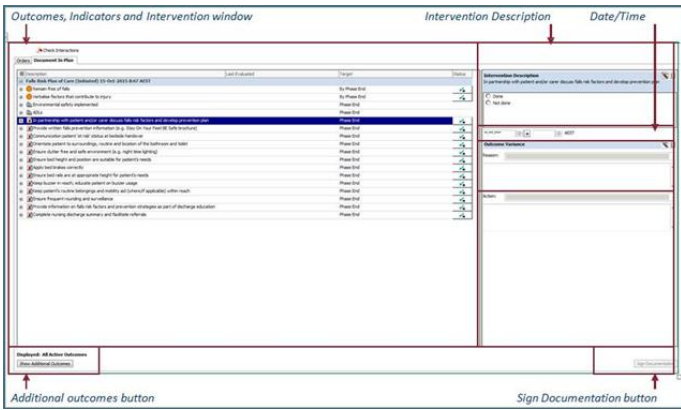
3. Select the **Plans of Care** tab.
4. Click on one of the **Initiated Plans**.



5. Click the plus sign beside **Interdisciplinary**  if the **Plan of Care** cannot be seen. This will now display the Plans of Care available.
6. Click on the **Document in Plan** tab.

A New window opens with the **Plans of Care Goals and Interventions** to document care, progress and outcomes.

Document in Plan Window



- **Outcomes, Indicators and Interventions** – is the list of each item that can be documented against – each line or item has a sign capability once completed.
- **Outcome or Intervention description:**
 - a. Goals – the user can select from “Met”, “Progressing towards goal” or ‘Not met’.
 - b. Interventions – the user can select from “Done” or “Not done”.
- **Date and Time** – allows you to change the date (T) and time (N) completed. T and N entry will enter Today for the date and Time as Now.
- **Outcome Variance** – has pre-set field responses and a free text field for entering information regarding the variance.
- **Action** – has pre-set field responses and a free text field for entering information regarding the action.
- **Show additional Outcomes** – allows you to search for other items on previous days.
- **Sign documentation** – When all documentation has been completed, sign to submit the documentation to the patient record.

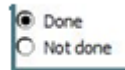
Documenting a Goal outcome or Intervention Description



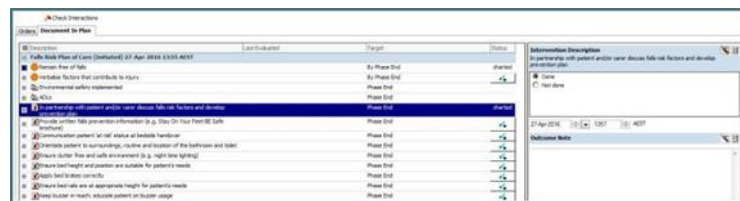
1. Click on [icon] to document in a **Plan of Care**.

2. Mark goals as ‘Met’ / ‘Progressing towards goal’ or ‘Not Met’
 - Met
 - Progressing towards goal
 - Not met

3. Mark interventions as either ‘Done’ or ‘Not Done’



4. Enter a **reason / action** from the drop down menu or utilise the free text field. The Status will change to **charted**.



5. Click **Sign Documentation** when completed.



= met



= not met



= variance.



= Chart the Goal or Intervention.


The date and time last documented will show next to each icon with the status indicating.

Met		27-Apr-2016 14:29 AEST
Not met		27-Apr-2016 14:29 AEST
Not met		27-Apr-2016 14:04 AEST

6. Press the [grid icon] icon and open the field below the item to view the last documented entry.

Uncharting a Goal Outcome or Intervention Description



1. Click the  icon to Unchart a Goal Outcome or Intervention.



2. Click **Sign Documentation** to submit to the patient record

