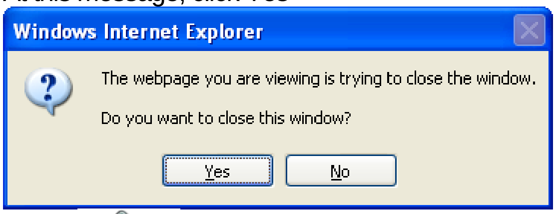
Clinician Inpatient WorkList (CIWL)

CIWL is used to ensure a better handover of information between daytime doctors and nurses and the hospital at night team by recording day-to-day information about patients during each current inpatient episode. Patientsare added to the list when they are first admitted and are removed when they are discharged from hospital. If they move between wards or change consultant the information is amended. The Consultant Lists are not a replacement for the patient notes, but a handy way to record everyday information about your patients. You can:

- Make a note of job plans and handover information at anytime during a shift that might otherwise get forgotten.
- Highlight risk and any adverse events or complications.
- Refer sick patients to night-time colleagues via a link to the online Hospital at Night list.

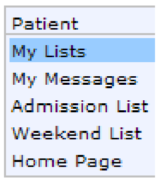
Access the Consultant Lists

- Launch the RBCH Intranet.
- Click Clinicians Inpatient Worklist Software (navigationpanelonthe leftof thescreen).
- Log in using withyour eCaMISusernameandpassword of 'letmein'.
- At this message, click Yes



- Select  Consultant Lists (centre of screen) if you have access to H@N also

DisplayConsultant Lists



- Select**MyLists**from the**Patient**menu (top left).
- Thepatientsalreadyaddedto thelistareshown - patientsadded today areshownin bold.
- Foreach patient the following is displayed:
  - Abriefdiagnosisandplanof care.
  - Clinicaltasksand Admintasks (generallycarriedoutbynursing staff)
  - Thedatesthatbloodtestshavebeenrequested.
  - Any complicationsthathavebeenrecorded(Events).

- Theiconsinthefinalcolumnare usedto amendordisplaymore information.

Add apatient to a Consultant List

- SearchforthepatienttypingtheirHospitalnumber in Quick Patient Search [ ] Search and click the Search button (top left).
- Click Add 6170441 to a consultant list to continueto **AddPatient**

  Notes:
  - If patient is on the list already, Patientdetails will be shown will be displayed at the top of the screen
  - If you do not have hospital number or can't find patient via their number, Click on Add a patient to this list (top left) and search by name/date of birth. This search may return morethanonepatient so checkpatientdemographicsverycarefullyto make sureyouselectthecorrectpatient. To select patient, clickanywhereon thepatientdetails to continueto **AddPatient**.

- Add PatientStep1
  - Selecttheward,bedandspecialtyforthepatient using the drop down lists.
  - Clickthe date ontheappropriatecalendarsto selectdatesfor Admission,Operation(s)andBlood(s)

- Add PatientStep2
  - Selectthe consultant whosecare thispatient is under by clicking thefirst letterof consultant's surnameto display available consultants

- Add Patient Step3
  - Type in a diagnosisand plan.Keepitbriefand pertinent.

- Add PatientStep4 [Final Step]
  - Type inanyMedicalTasksthat areneeded.

- Clickthe**Finish**button

Transfer apatient to a new Consultant List

- Click icon (last column)
- Change the ward,bedand/orspecialty as necessary
- Click **Finish** button

Record Additions or Alterations

- Click icon (last column)
- Clickoneofthe links (top centre)to go quickly tothesectionyou wishto amend:

General Details | Consultants | Diagnosis & Plan | Tasks

- Keepanyinformationyouadd currentandconcise.

Record Bloods are Taken

Bloodsthathavebeenrequested,butnotyettaken are displayed in red.

- Whenyouhavetakenbloods,clickthe Amendicon
- To confirmbloods have been done, on thecalendarfor bloodsclickonthedatein rednexttotheComplete e.g. Complete *18/01/2008*
- To delete the request for bloods, click on the date in red next to Remove e.g. Remove *18/01/2008*

Add Event or Complication

- Click icon (last column)
- Choose either Event or Complication
- Use tick boxes to add Events or Complications. Note: these cannot be unchecked once selected.
- Use Next button and type any comments
- Click Finish

View Audit History

- Click icon (last column)
- AnyuserwhohasbeengivenaccesstotheConsultantListscanamendthe information so thereis afullaudithistoryto keeptrackofexactlywhathasbeendoneandbywhom
- Click X to close

Discharge a Patient

- Click icon toremoveapatient from thelist.
- Click **OK** to 'Are you sure you want to remove this patient?'
- Selectthereasonwhythepatientis beingremoved:

- Add/Remove Consultant
- Gone Home
- Death
- Transferred to another hospital

- Note: Add/Removeconsultantifthepatientis goingto anotherconsultant'scare. Note:onlyauserwhohas accesstoaparticularconsultant'slistcanremovea patientfrom it.

Print a list

- Clickthe (top right)
- Click **OK** to ' Please print this in landscape

Add Patient to H@N List

Indicates to night team which patients are sick and may need attention overnight

- Click (1st column)symbolnexttoapatientto add patient totheH@Nlist.
- Symbolwill turnredwhen patient ison H@N.
- If H@N team amend something for the patient, this icon is displayed

Add Patient to the Weekend Task List

Record routine tasks that need to be completed over the weekend.

- Click (1st column)symbolnexttoapatientto add patient tothe weekend list.
- Symbolwill turnbluewhen patient ison Weekend list

Setting up your Clinical Inpatient Work List account

Changing your password after your initial login:

- Select Consultant lists
- System Admin—change password to one of your choice

Configuring your consultant list – doctors and specialist nurses (patients selected by consultant/s)

- Select Patient - my lists (top left)
- Click spanner top right
- Select consultants from the alphabetical list
- Click ward ordering and drag the wards to lie in order you perform your ward round (e.g. ward 17 at the top then 8/SAU second). Click record.
- Click Bed ordering and for your key wards drag the bed numbers to reflect your preferred ward layout and ward round order. Click record.
- Weekend options – select your speciality (this means that when looking at a weekend handover list, only patients under your speciality will appear)
- Tick Events, operation date and dark lines
- Add any bleep numbers you want to appear e.g. your team members and telephone numbers for your ward
- Click record at the bottom to save this information
- You can change this at any time if you move post to work for another consultant

Configuring your consultant list – ward nurses (patients selected by ward)

- Select Patient - my lists (top left)
- Click spanner top right
- Put a tick next to the ward or wards you work on
- Click on Bed ordering
- Click on each of the wards you work on in turn

- Drag the beds into the order you want them to appear
- Click record then close and then click the red/white cross in the top right to close the pane
- Set weekend profile to Medical_Directorate (note the _ it is at the bottom of the list) or other speciality as appropriate
- Click dark lines between cells
- Add any phone numbers you want to appear on the printed sheet
- Click record

NB the type of access you have eg standard or ward user is controlled by the Clinical Site Team