

## Proficiency Checklist – Allied Health: Physiotherapy Adult and Paediatric

Employee name: _____ Employee ID: _____		
PERFORMANCE CRITERIA	Proficient	Not completed
<b>This checklist is to be completed with a superuser or another allocated facilitator to demonstrate your proficiency is using the EMR. Complete the following activities:</b>		
1. Select the practice patient using the MRN (UR number)		
2. Demonstrate ability to create a patient list based on location		
3. Set MPTL time frame for 24 hrs		
4. Demonstrate how to open patient chart and review the Allied Health View page		
5. Review results of the patient and demonstrate where to find radiology/pathology results		
6. Review MAR for significant medications		
7. Check allergy status		
8. Discontinue an inappropriate initial referral		
9. Find Physiotherapy specific Powerform and document an assessment		
10. Complete the Session Information and Consent part of the Powerform		
11. Demonstrate where to find completed Powerform		
12. Document in Airways Management section in Interactive View (if appropriate)		
13. Document in relevant care plans if appropriate <ul style="list-style-type: none"> <li>• Altered Mobility Status</li> <li>• Altered Airways</li> <li>• Sub-acute Goal Setting (sub-acute staff)</li> </ul>		
14. Order an ongoing referral		
15. Complete an initial referral order		
16. Order AHA delegated task and complete AHA Delegation Task Note		
17. Modify referral details in order to handover patient		

18. Sign off student documentation – Powerforms, Notes, Interactive View		
19. Access Discharge Tab on Allied Health View and document Advice to Patient (for Patient Discharge Information)		
20. Create Physiotherapy discharge summary for patient with auto text template if relevant		
21. Demonstrate how to print preview the discharge summary for transfer		
22. Discontinue ongoing referral order when intervention complete		

Facilitator Name and Designation: \_\_\_\_\_

Facilitator Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_