# Quick Reference Guide (QRG)

## *Care Compass Overview*

*Care Compass is a nursing workflow solution that helps the nurse organise, prioritise and plan patient care, by providing the right information at the right time. It provides a summary of the activities that are due for each patient. Managing activities in Care Compass marks them as completed throughout the system.*

*Care Compass is the landing page for nurses when logging into the EMR.*

*At the end of this guide, you will know how to:*

- *Accessing Care Compass*
- *Create a Patient List*
- *Establish Relationships*
- *Nurse Review Process*
- *Viewing and Completing Activities*
- *Activity Timeline*

## Accessing Care Compass

1. Click  to log on to **Care Compass**.

This will display the Care Compass screen which is also the landing page for inpatient ward nurses.
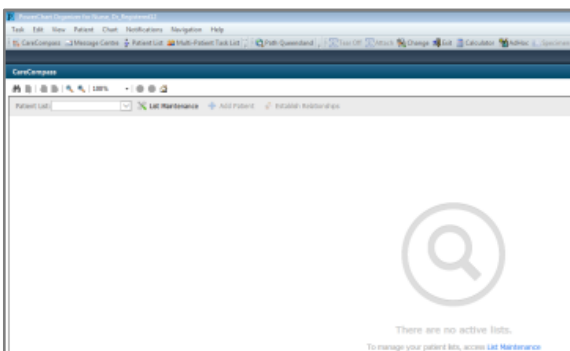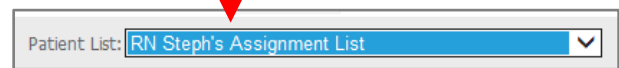


## Selecting a List

At this point, a customised **My Assignment Patient List** (e.g.: RN Steph's Assignment List) should have been created via the **List Maintenance** tab.

**NOTE**: If not then refer to the QRG- Creating a 'My Assignment' Patient List for CareCompass.
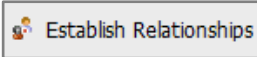
To select 'My Assignment' Patient List, click on the preferred list in the dropdown box under the **Patient List tab**.



This will display the allocated patients for the shift generated via the Staff Assignment tool.
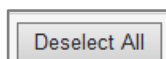
## Establishing Relationships

To view the patient's clinical details and to commence documentation in their record, you first need to establish a relationship with them.
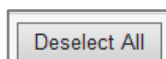
1. Click 

This will open the **Establish Relationship window.**

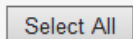If you want to establish a relationship with certain patients:

2. The default opening is to Select All Patients,

therefore click [Deselect All] then select the patients you want to manage/select by ticking the box next to them.

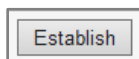If you want to establish a relationship with all patients:

3. Keep as selected (default) or click

[Select All]

4. Click **Relationship** to select your relationship to the patient e.g.: Primary Nurse



4. Click [Establish]

Care Compass will now display patient information icons for patients that you have established relationships with.

## Nurse Review Process - Overview to the Patient's Chart in Care Compass

Once a relationship is established, the Care Compass screen displays a brief summary of the patient's chart.

1. **Location** will display the bed number.

Hover the cursor over the **Isolation icon** 🔬 to display any Isolation precautions.

2. The **Patient** column highlights the patient's demographic details such as the patient's name, age, gender, Goals of Care and any allergies recorded.
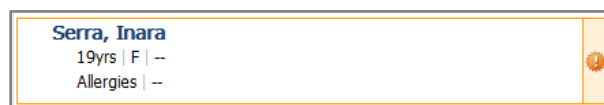
Hover the cursor over the patient's name to display more demographic details on the patient.
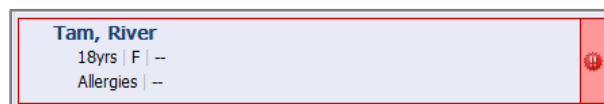
Additional alerts are also displayed such as:

The **Triangular Alert icon** ⚠️ displays any critical clinical risk scores.

**Alert boxes** that appear around the patient's demographic details are notifications on new and/or urgent orders that have been placed for the patient.

**Orange boxes** indicate new orders.



**Red boxes** indicate urgent orders.



**NOTE**: Click the patient's name to enter the patient's chart. A hyperlink underline appears when the cursor hovers over the name

3. **Visit** will display the diagnosis, length of stay and acuity level.

4. **Care Team** will highlight the treating medical team.

5. **Activities** display the activities ordered on the patient.

6. **Plans of Care** display the Interdisciplinary Care Plans that have been initiated for the patient.

## Accessing and Reviewing New Orders and Results for all patients

**Circular Alerts** will appear on the top right of the CareCompass Toolbar.

1. Click to view any new orders of results available for all selected patients.

| Patient | Results | Orders |
|---|---|---|
| ANDERS, ABIGAIL | -- | 1 |
| HARRIS, HENRIETTA | -- | 2 |

2. Click [icon] for Care Compass if requiring any Help.

## Accessing New Orders and Results for a Single Patient

Scroll through the list to review the patient's details.

1. Click on the [icon] icon within the orange or red box.

| -- | Nursepowerchart03, Aiden
25yrs | MALE | -- | Allergies | -- 
LOS: 5w 4d |

2. Click on the Alert box to view the new orders and/or critical results.

3. Select **Mark as Reviewed** to acknowledge that you have reviewed the order/result.

## Viewing and Completing Activities.

There are three ways of accessing your activities:

*Viewing Activities via the Patient Details column*

1. Click on the Chevron

| FSVDETERIOR, PAEDMETTWO
8yrs | M | --
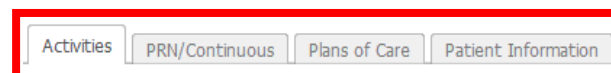No Known Allergies | Paediatric Regular 4-18 yr, Paediatric Regular 4-1 | ‹ |

**OR**

*Viewing Activities via the Activities column*

Move towards the **Activities column.**

10
PRN/Continuous

1. Hover over the **Activities Bar** to display a quick view of the activities due as per their relevant categories.

2. Click on the **Activities Column** to view the activities and orders in detail.

| LIGHTHOUSE, REFERRAL | Age: 46yrs | Sex: F |

Activities | PRN/Continuous | Plans of Care | Patient Information

2 Hours | 4 Hours | 12 Hours

**Current**
zzVTE Quality Measures VTE Risk 21/08/18 15:23:26 AEST, Stop date 21/08/18 15:23:26 AEST

**Unscheduled**
Medication History Reconciliation

12:00 (No Activities)

**Interdisciplinary**
Pharmaceutical Review Requested Date/Time: 21/08/18 15:23:26 AEST, Medication Review

Referral to Social Work (Ongoing) 3, 11/10/18 13:08:00 AEDT, centrelink

The **Tabs** displayed in the Patient Activities Window are:

Activities | PRN/Continuous | Plans of Care | Patient Information

**Activities** - displays single activities due in the selected time period

**PRN/Continuous Activities** - displays any PRN (e.g.: urinalysis) or constant/continuous activities (continuous IVF)

**Plans of Care** - displays suggested, planned or initiated plans of care/powerplan information

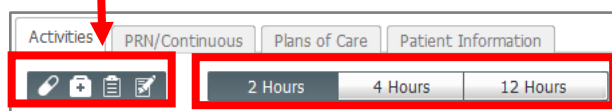**Patient Information** - displays an overview of the patient demographics

Scheduled Activities can be viewed according to the **Type of Activity**:

[icon] Medications

 Patient Care Activities

 Assessment Activities

 Other Activities



**Time Intervals**

### Completing Activities

To complete an activity from Care Compass you will need to select it via the Patient Activities window.
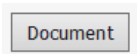
**NOTE**: If you complete the same activity elsewhere in the EMR, the activity will remain on CareCompass as being due or overdue.

Medications and Continuous infusions will be the only exception for safety reasons. They will required to be completed via the Medication Administration Wizard (MAW).

1. Locate and Select the patient activity.

2. You can select and complete multiple activities at once for a single patient.

**Scheduled activities** appear in normal black text. **Overdue activities** appear in red text.

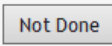When selected, the activities will be highlighted in blue.

3. Click  to complete the selected activity.

Depending on the type of activity selected you will be directed to either Interactive View or the relevant PowerForm for that activity.
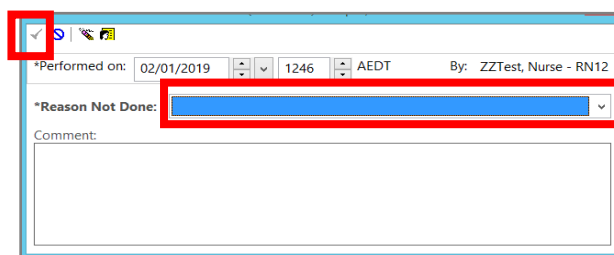
### Documenting Done/Not Done

1. If a patient activity has already been completed but wasn't completed via Care

Compass you should select 

2. If the activity was not completed, for example the patient was on leave you should

select 

You will then be prompted to give a reason as to why the activity was not completed.
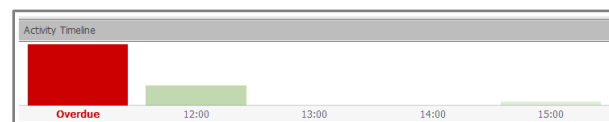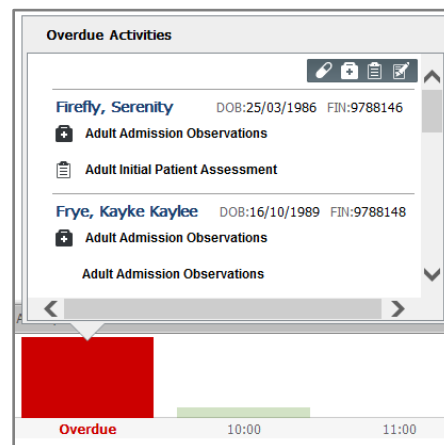


3. Select a reason and click 

The activity will then drop off the Patient Activities window and from Care Compass*.*

### Reviewing the Activity Timeline

An **Activity Timeline** appears at the bottom of the **Care Compass** screen. The colour will change from green to red when activities become overdue.



1. Clicking any bar will display the activities due for the hour.

2. Clicking an individual task will display the **Activities** window to then document against.