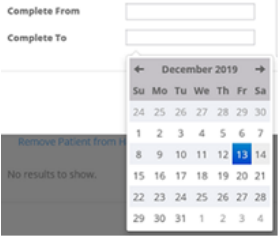
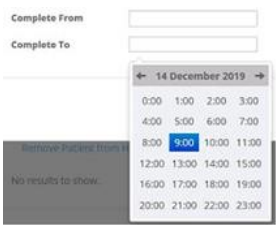
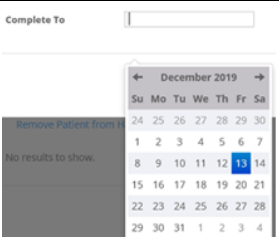
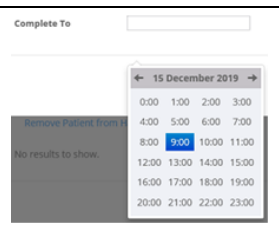


Using Handover	
Add a Patient Task to Handover:	
Hazel Nut (93y - M)	Click once on the patient's name .
Add Patient to Handover	Select Add patient to Handover .
	Select an appropriate option from the Category Type list.
Category Type	<div style="background-color: #0070c0; color: white; padding: 2px;">Specific Task</div> Unwell Patient Potential Discharge
	Select the Grade Required .
Grade Required	<div style="background-color: #0070c0; color: white; padding: 2px;">Any Doctor</div> Consultant Registrar F2 or Above F1 or Above Site Practitioner
	Click into the Complete From field to open the calendar and select the date .
	Select Complete From time.
	Click into the Complete To field to open the calendar and select the date .
	Select the Complete To time.

Using Handover


Enter task information into the **Details** box.


Details

Please check bloods on Saturday afternoon. If CRP or WCC is rising, please review patient and observations and prescribe antibiotics as necessary. No obvious source of infection.

 Click on **Add**.

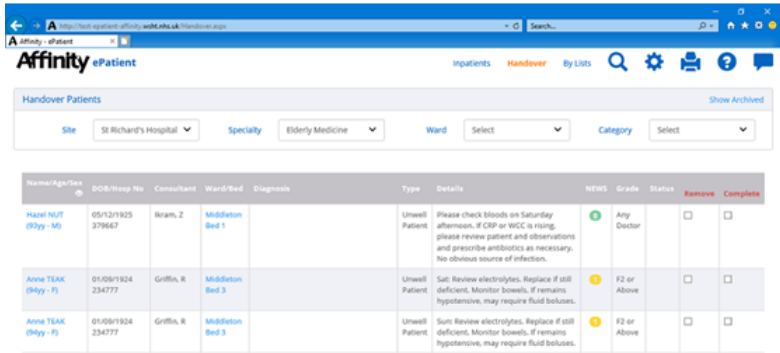
The information will display, to add a second task click on **Add**, when finished click on **Save**.

Category ↑↓	Details ↑↓	Date / Time ↑↓	
Unwell Patient	Please check bloods on Saturday afternoon. If CRP or WCC is rising please review patient and observations and prescribe antibiotics as necessary. No obvious source of infection. Any Doctor	14/12/2019 00:00	Edit



The patient will now also appear on the **Handover** page but with the task details to be completed, this is accessed via the Handover link at the top of the page. When you are on the **Handover** page the link will display in amber text.

You will be able to complete the same searches and ordering but instead of showing just one row for each patient, it will show a row for each handover task for that patient.


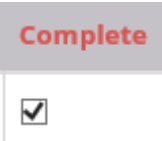






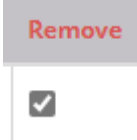


The screenshot shows the 'Affinity ePatient' interface. At the top, there are navigation links for 'Inpatients', 'Handover' (highlighted in amber), and 'By Lists'. Below this is a filter section for 'Handover Patients' with dropdowns for Site (St Richard's Hospital), Specialty (Elderly Medicine), Ward (Select), and Category (Select). A table lists handover tasks with columns: Name/Age/Sex, DOB/Resp No, Consultant, Ward/Bed, Diagnosis, Type, Details, NEWS, Grade, Status, Remove, and Complete. Three tasks are listed for 'Anne TEAK (May - F)' with details like 'Sun: Review electrolytes, Replace if still deficient. Monitor bowels, if remains hypotensive, may require fluid boluses.'

You are also able to add an existing patient task to handover by clicking on the gold star against the patient task and then adding the Category Type, Grade Required and the Complete From/To Date and Time. The task will appear for the patient in the handover list. When returning to the Inpatient view the star will now display as dark grey.

routine bloods (ely-harrisr) 🟢🟢🔴★

monitor bowels (Ely-harrisR) 🟢🟢🔴★

Using Handover									
Complete Handover Tasks:									
	Select Handover link at the top of the page. The link will go orange when you are on the handover page.								
	Select the task to mark as Complete .								
	Click on the Complete header.								
	Click on OK .								
	Completed tasks will be greyed out and the Status column will display as Completed by...								
<table border="1"> <thead> <tr> <th>Details</th> <th>NEWS</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Please check bloods on Saturday afternoon. If CRP or WCC is rising please review patient and observations and prescribe antibiotics as necessary. No obvious source of infection.</td> <td></td> <td>Any Doctor</td> <td>Completed by ely-harrisr</td> </tr> </tbody> </table>		Details	NEWS	Grade	Status	Please check bloods on Saturday afternoon. If CRP or WCC is rising please review patient and observations and prescribe antibiotics as necessary. No obvious source of infection.		Any Doctor	Completed by ely-harrisr
Details	NEWS	Grade	Status						
Please check bloods on Saturday afternoon. If CRP or WCC is rising please review patient and observations and prescribe antibiotics as necessary. No obvious source of infection.		Any Doctor	Completed by ely-harrisr						
Remove a Patient Task from Handover:									
Hazel Nut (93y - M)	Click once on the patient's name when on the Handover page.								
Remove Patient from Handover	Select Remove Patient from Handover .								
	Click on OK .								
	Tasks can also be removed in the same way as marking a task as complete by checking the Remove box against the patient task and clicking on the Remove heading.								