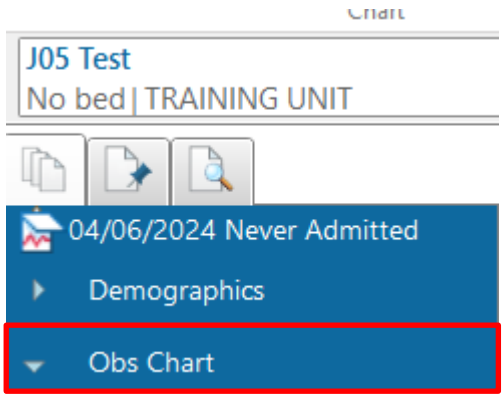
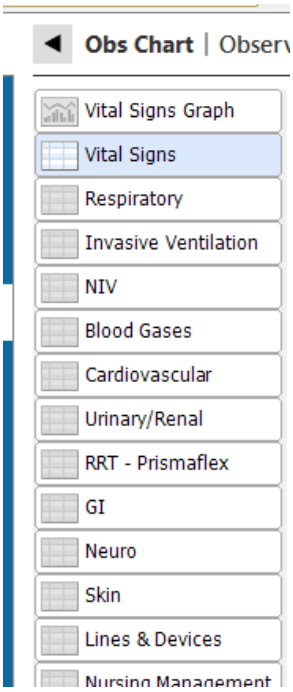
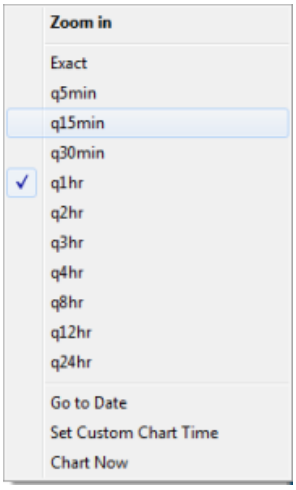
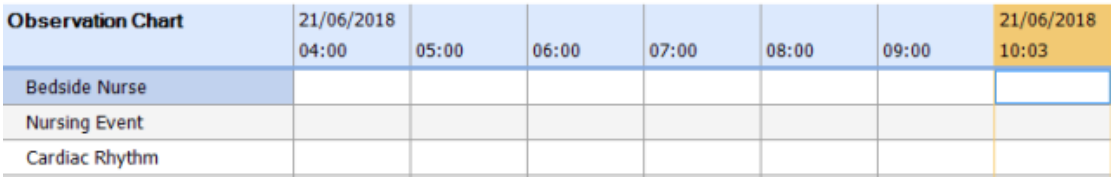
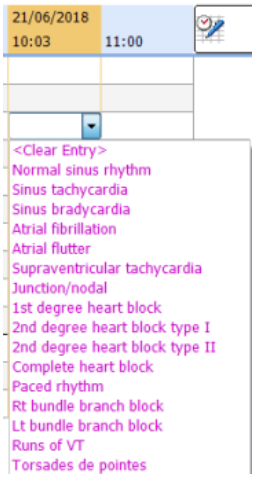
Obs Chart	
Select **Obs Chart** from the left-hand pane	
Double-click the chart type to see that chart Single-click a chart type to view more than one at the same time	
Chart defaults to hourly but this view can be changed	
Right click on the clock (right hand side of the times)	
Select a **Chart Time** e.g **q4hr**, **Exact** etc…	

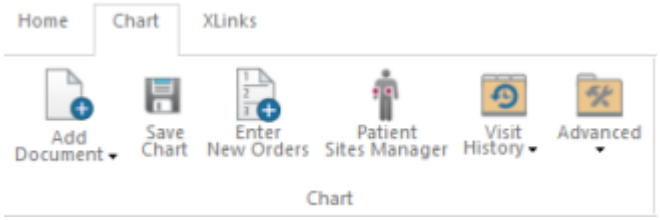
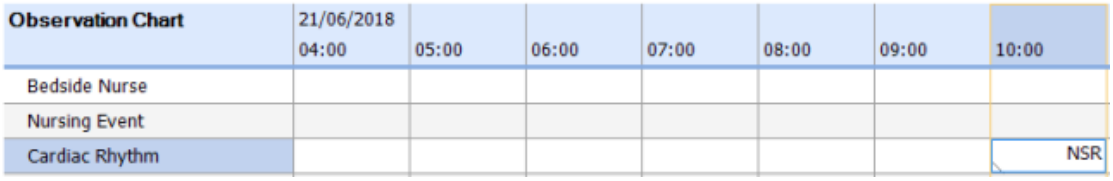
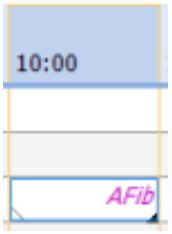
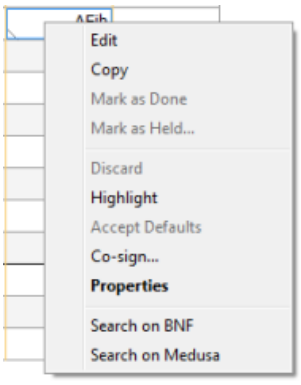
Obs Chart

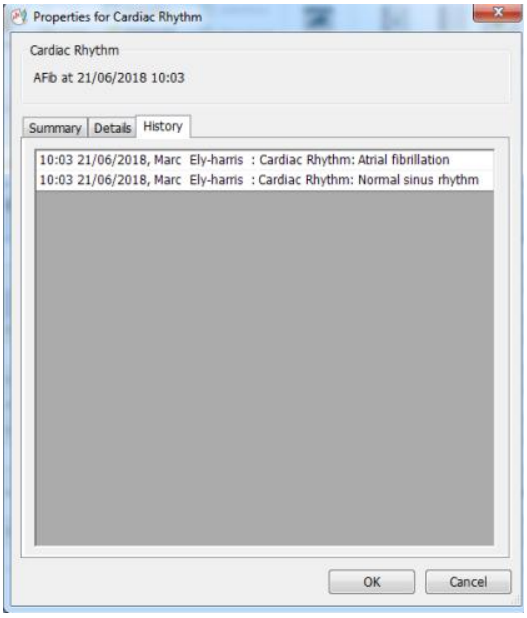


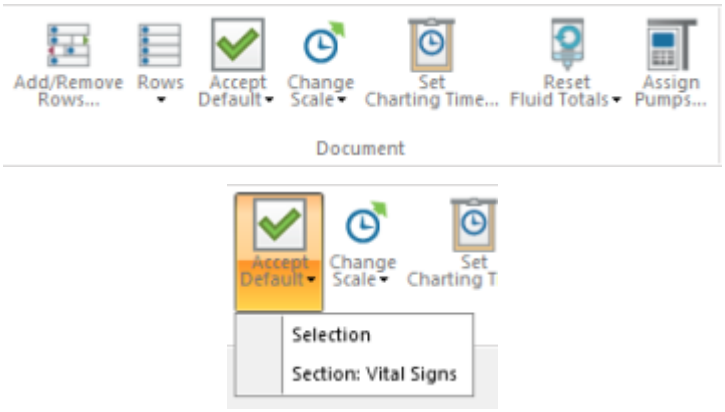
Left click on the clock to **Chart Now**	
Double click on the cell of the observation you wish to enter	

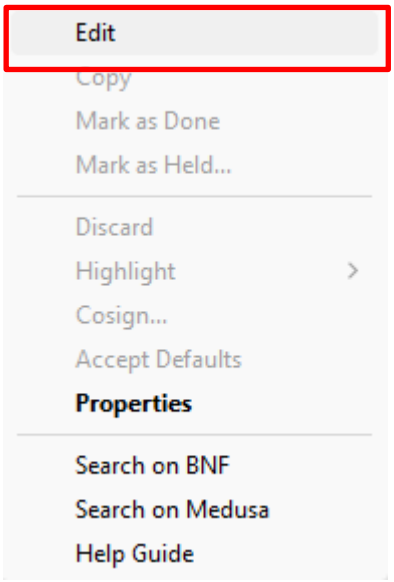
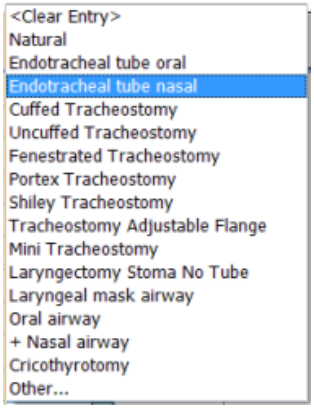
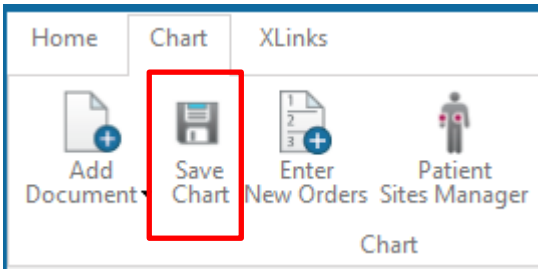


Depending on what you're completing you can enter data and/or pick from drop down lists/check boxes	

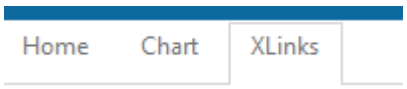
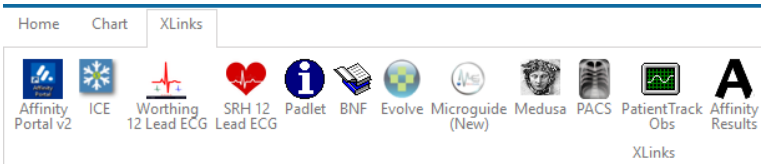
<table>
<tr><th colspan="2">Obs Chart</th></tr>
<tr><td>Click on Save Chart to save the changes</td><td> 
</td></tr>
<tr><td>Double click to amend any data</td><td></td></tr>
<tr><td colspan="2"> 
</td></tr>
<tr><td>Make any changes - note the black triangle denoting a change in saved data. Click on Save Chart to save the changes</td><td> 
</td></tr>
<tr><td>To view an Audit Trail of who has made changes to the observation, right click on the observation cell and select Properties</td><td> 
</td></tr>
<tr><td>Select the History tab – the audit trail will show here</td><td></td></tr>
</table>

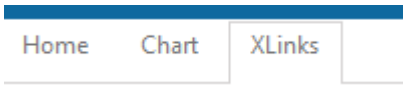
<table>
<tr><th colspan="2">Obs Chart</th></tr>
<tr><td>Click Cancel</td><td> 
</td></tr>
<tr><td colspan="2">Data is mapped to bedside equipment and data can also default from previously entered data on forms or flowcharts. Data can also be entered manually and then saved.

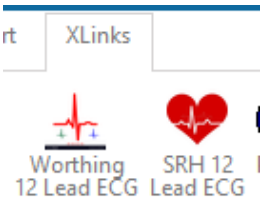
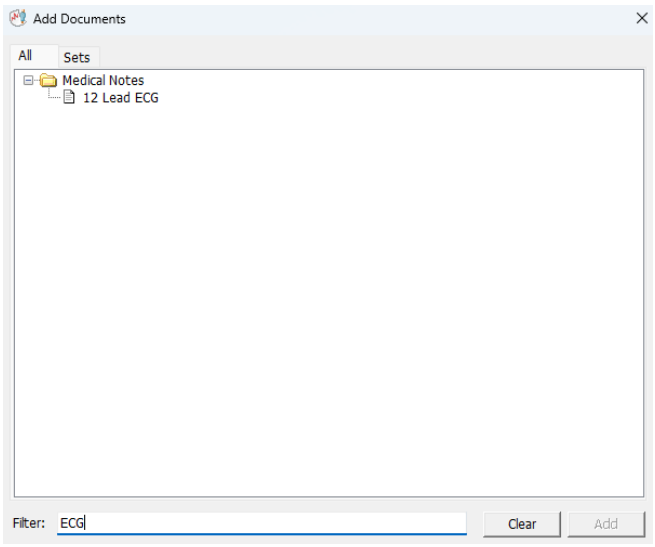
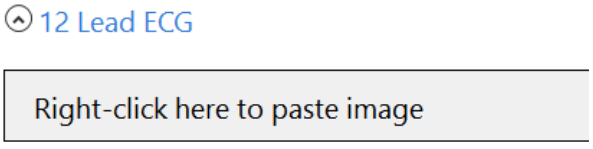
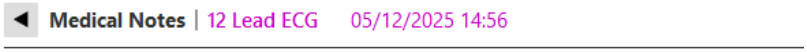
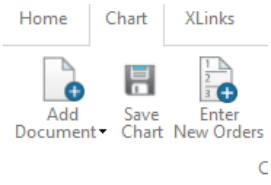
Green Data - Mapped or copies over. This data is currently unvalidated
Pink Data - Validated but unsaved data
Black Data - Saved data. Can be amended up to 48 hours after (full audit trail)</td></tr>
<tr><td>If you have any default data, select Accept Default then Section: Vital Signs (or whatever observation you’re accepting)</td><td> 
</td></tr>
<tr><td>Remember to always click Save Chart to save the changes</td><td></td></tr>
</table>

Obs Chart	
To discard/edit data, right click on a cell and select **Edit**	
Edit as required e.g. <Clear Entry>	
Click **Save Chart**	
Always Record	• Vital signs • Respiratory assessment • Ventilation settings • Cardiovascular parameters • RRT settings • GI assessment • Neuro assessment • Skin + safety checks • Lines & Devices, Care plans • Routine repositioning + care

Labs	
Click **Lab Data**	
Select **Lab Data - Winpath**	

Microbiology/Radiology	
Click **XLinks**	
Select the relevant application i.e. Affinity Portal v2, Evolve, PACS, PatientTrack Obs	

ECG	
For 12 Lead ECG – Capture on the Monitor	Check that you have input the correct patient details on the monitor first
Export from monitor	
Click **XLinks**	

ECG	
Copy from 12 Lead ECG	
Click **Add Document** in the **Chart** tab	
Select **12 Lead ECG** under **Medical Notes**	
Right-click and paste image into form	
Double-click the title to rename if required	
Click into the ECG interpretation field and fill in as required	
Click **Save Chart**