

SELF-GUIDED PRACTICE WORKBOOK [N54]

CST Transformational Learning

WORKBOOK TITLE:

Nursing: Supervisor

Complete the following activities if you are one of the following:

- ☐ Patient Care Coordinator
- ☐ Charge Nurse
- ☐ Inpatient Nurse who takes on charge duties

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SELF-GUIDED PRACTICE WORKBOOK

Duration	8 hours
Before getting started	■ Sign the attendance roster (this will ensure you get paid to attend the session). ■ Put your cell phones on silent mode.
Session Expectations	■ This is a self-paced learning session. ■ A 15 min break time will be provided. You can take this break at any time during the session. ■ The workbook provides a compilation of different scenarios that are applicable to your work setting. ■ Each scenario will allow you to work through different learning activities at your own pace to ensure you are able to practice and consolidate the skills and competencies required throughout the session.
Key Learning Review	■ At the end of the session, you will be required to complete a Key Learning Review. ■ This will involve completion of some specific activities that you have had an opportunity to practice through the scenarios. ■ Upon completion of the Key Learning Review, both you and your instructor will provide feedback and sign the review.

USING TRAIN DOMAIN

You will be using the train domain to complete activities in this workbook. It has been designed to match the actual Clinical Information System (CIS) as closely as possible.

Please note:

-  Scenarios and their activities demonstrate the CIS functionality not the actual workflow
-  An attempt has been made to ensure scenarios are as clinically accurate as possible
-  Some clinical scenario details have been simplified for training purposes
-  Some screenshots may not be identical to what is seen on your screen and should be used for reference purposes only
-  Follow all steps to be able to complete activities
-  If you have trouble to follow the steps, immediately raise your hand for assistance to use classroom time efficiently
-  Ask for assistance whenever needed

PATIENT SCENARIO 1 – Navigating Clinical Leader Organizer (CLO)

Learning Objectives

At the end of this Scenario, you will be able to:

-  Review the Clinical Leader Organizer

SCENARIO

As an inpatient charge nurse, you will be completing the following activity in order to review your patients for the day:

-  Review the Clinical Leader Organizer (CLO)

Activity 1.1 – Review Clinical Leader Organizer (CLO)

1

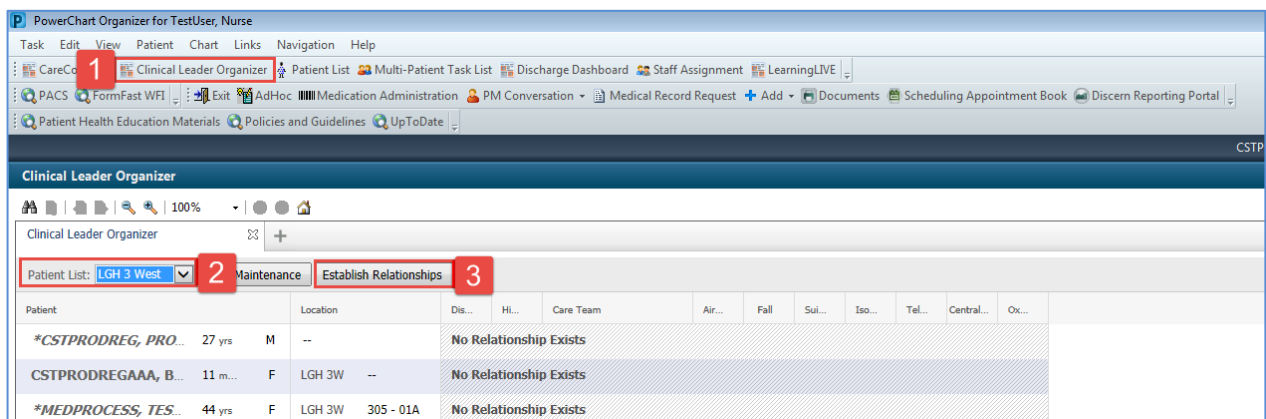
Clinical Leader Organizer (CLO) is an interactive organizer that supports communication and coordination across the continuum of care. It provides a high-level overview of patient data such as location, visit summary, risks and more. It is a very useful tool for understanding patient care goals and assists charge nurses in assigning appropriate patients to nurses.

With **CLO**, charge nurses, nursing managers and other users can view the following data for each patient: patient name; location; active discharge orders; high risks; isolation precautions; restraint information; elopement risk; pending transfer; diet order; falls risk; suicide precaution; skin integrity; ventilator; airway information; telemetry order; central line insitu; catheter insitu; visitor information; care team; non-invasive ventilation; and oxygen therapy.

Note: Patient Care Coordinators and nurses who are always in charge will land on the CLO page when logging into the system. Inpatient nurses who are only occasionally in charge will land on CareCompass but can navigate to CLO when necessary.

Let's review **Clinical Leader Organizer**:

1. Select **Clinical Leader Organizer** from the toolbar
2. Confirm that the displayed Patient List is the **Location List** you created in Activity 1.1
3. Click **Establish Relationship**

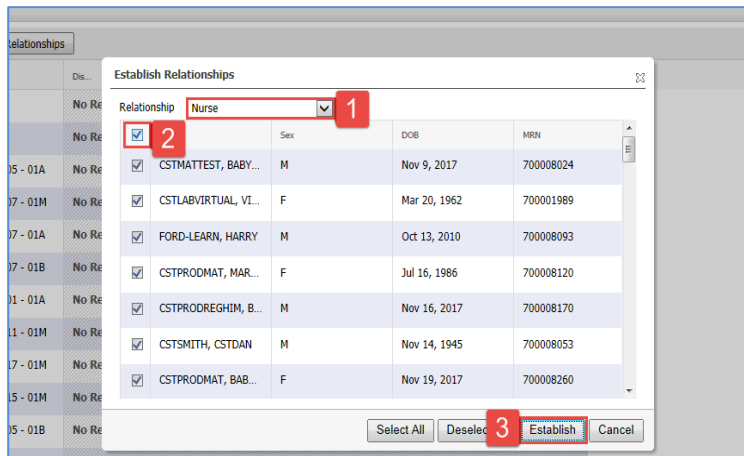


Patient	Location	Dis...	HI...	Care Team	Air...	Fall	Sui...	Iso...	Tel...	Central...	Ox...
*CSTPRODREG, PRO...	27 yrs	M	--								
No Relationship Exists											
CSTPRODREGAAA, B...	11 m...	F	LGH 3W	--							
No Relationship Exists											
*MEDPROCESS, TES...	44 yrs	F	LGH 3W	305 - 01A							
No Relationship Exists											

2

Establish relationships with all of the unit's patients as a **Nurse**.

1. Select **Nurse** from the **Relationship** drop-down
2. Click top checkbox to select all patients
3. Click **Establish**

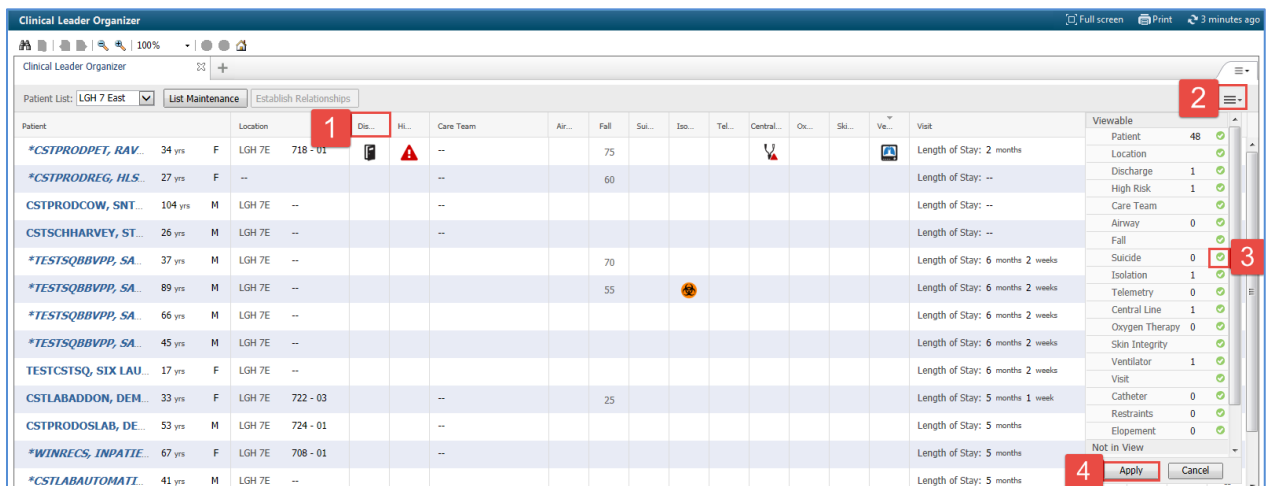


3

CLO contains several different columns displaying patient data. The first time you access CLO, all columns in the configuration are displayed in the dashboard. You can customize your columns to view relevant patient data. Hovering over the column titles enables you to see the full name of the column.

1. Hover over a column heading to see the full title of the column
2. Click the **Menu** icon
3. Click the green checkmark beside a viewable topic(s) of your choice to de-select it from the viewable columns
4. Click **Apply**

Note: Columns can also be reordered by dragging the column name into the order you prefer.



4

Clicking on icons within the CLO provides additional information. The system displays a pop-up box when an icon is clicked.

1. The topic(s) that you de-selected previously are no longer viewable columns in your CLO view
2. Click on an icon within the CLO to see additional information

The screenshot shows the Clinical Leader Organizer (CLO) interface. At the top, there's a header bar with the title 'Clinical Leader Organizer' and some navigation icons. Below the header, there's a search bar and a dropdown menu for 'Patient List' set to 'LGH 7 East'. The main area is a table with columns for Patient, Location, Dis., HI., Care Team, Air, Fall, Iso., Tel., Central, Ox., Ski, Ve., Visit, Ca., Ra., Elo., Pe., and Diet. The table contains several rows of patient data. A red box with the number '1' highlights the 'Dis.' column. A red box with the number '2' highlights a yellow warning icon in the 'Iso.' column. A pop-up window titled 'Isolation Patient Isolation' is displayed over the table, showing details: '31-Oct-2017 08:52 PDT, Contact Plus' and 'Ordered at: 10/31/2017 8:52 AM'.

Patient	Location	Dis.	HI.	Care Team	Air	Fall	Iso.	Tel.	Central	Ox.	Ski	Ve.	Visit	Ca.	Ra.	Elo.	Pe.	Diet
*CSTPRODPEI, RAV...	34 yrs F LGH 7E 718 - 02					75							Length of Stay: 2 months					
*CSTPRODREG, HILS...	27 yrs F --												Length of Stay: --					
CSTPRODROW, SNT...	104 yrs M LGH 7E --												Length of Stay: --					
CSTSCHHARVEY, ST...	26 yrs M LGH 7E --												Length of Stay: --					
*TESTSQBBVPP, SA...	37 yrs M LGH 7E --												Length of Stay: 6 months 2 weeks					
*TESTSQBBVPP, SA...	89 yrs M LGH 7E --					55							Length of Stay: 6 months 2 weeks					
*TESTSQBBVPP, SA...	66 yrs M LGH 7E --												Length of Stay: 6 months 2 weeks					
*TESTSQBBVPP, SA...	45 yrs M LGH 7E --												Length of Stay: 6 months 2 weeks					
TESTCSTSQ, SIX LAU...	17 yrs F LGH 7E --												Length of Stay: 6 months 2 weeks					
CSTLABADDON, DEM...	33 yrs F LGH 7E 722 - 03					25							Length of Stay: 5 months 1 week					
CSTPRODOSLAB, DE...	53 yrs M LGH 7E 724 - 01												Length of Stay: 5 months					
*WINRECS, INPATIE...	67 yrs F LGH 7E 708 - 01												Length of Stay: 5 months					

Note: Customization of the CLO is only visible to the user customizing their views.

Key Learning Points

- Clinical Leader Organizer (CLO) is an interactive organizer that supports communication and coordination across the continuum of care
- CLO provides a high-level overview of patient data
- CLO can be customized to display patient information pertinent to your workflow

PATIENT SCENARIO 2 – Reports

Learning Objectives

At the end of this Scenario, you will be able to:

- Run a report in the CIS

SCENARIO

As an inpatient charge nurse or nurse manager, you will be completing the following activities:

- Run a report for your unit/organization in the CIS

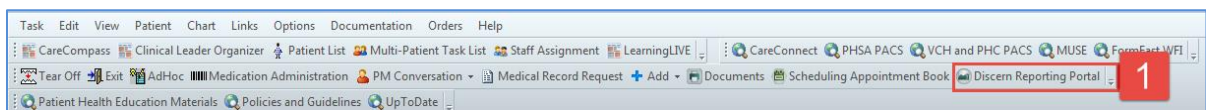
Activity 2.1 – Running Reports for your Unit/Organization

- 1 The reporting functionality in the Clinical Information System (CIS) allows users to run reports at a unit and/or organizational level. Reports are important for performing audits and in informing safe patient care. Some of the reports that can be generated include the following: number of falls; catheterized patients; and isolated patients.

Note: Only Patient Care Coordinators, Educators, managers, or nurses who are frequently in charge will have the ability to run reports in the system.

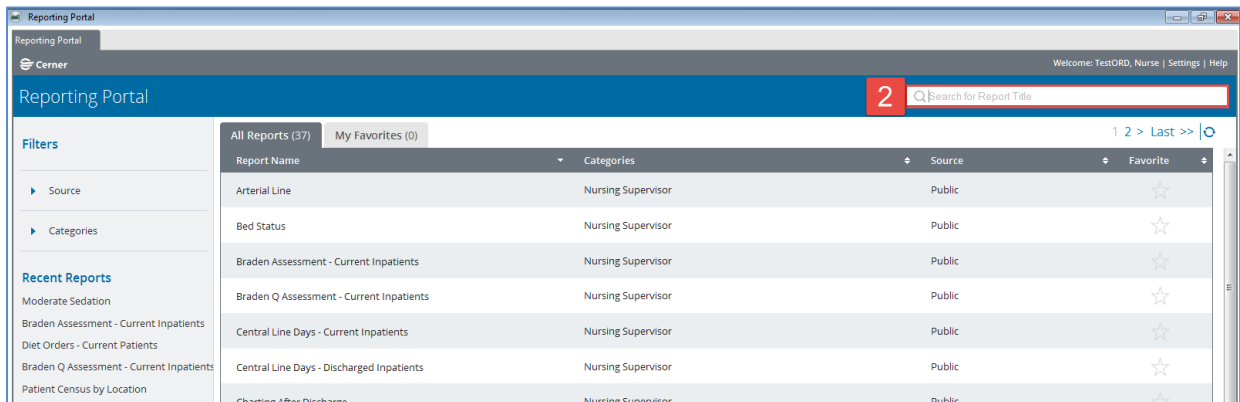
Assuming you are a charge nurse, generate a report for **Patient Census by Location**.

1. Navigate to **Discern Reporting** by selecting the  button in the Toolbar to open the Reporting Portal window

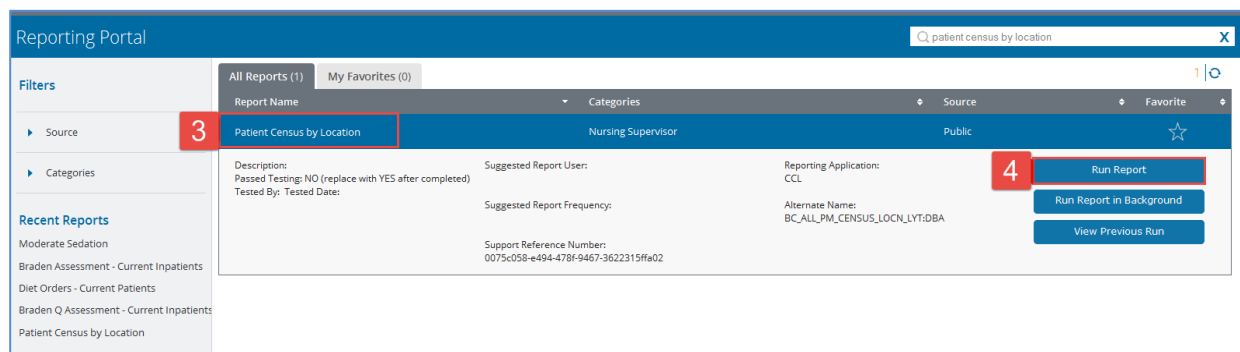


2. Locate **Patient Census by Location** by typing it into the search box

Note: This report can also be located by navigating through the pages



3. Click the name of the report to expand the field
4. Click **Run Report**



2

The **Discern Prompt** window opens. This window is where you indicate the information you would like in the report.

Select the following information:

1. **Encounter Type** = *Inpatient*
2. **Site** = *Lions Gate Hospital*
3. **Facility** = *LGH Lions Gate Hospital*
4. **Unit/Clinic(s)** = *All Nurse Units*
5. Click **Execute**

Discern Prompt: BC_ALL_PM_CENSUS_LOCN_LYT:DBA

*Output to File/Printer/MINE: MINE

*Output Type: ☐ Exportable(CSV) ☒ Printable(PDF)

*Encounter Type(s): ☐ Deceased ☐ Emergency ☒ Inpatient

Health Organization: Vancouver Coastal Health Authority

*Site: Lions Gate Hospital

*Facility: ☐ All Facilities ☐ EGH Evergreen House ☐ LGH H0pe Centre ☒ LGH Lions Gate Hospital ☐ LGH North Shore Hospice

Unit/Clinic(s): ☒ All Nurse Units ☐ LGH 2 East ☐ LGH 2E Cardiac Care ☐ LGH 3 East ☐ LGH 3 West ☐ LGH 4 East

Include VIP Patients?: Yes

Page break on Unit?: No

5 Execute Cancel

☐ Return to prompts on close of output

Ready

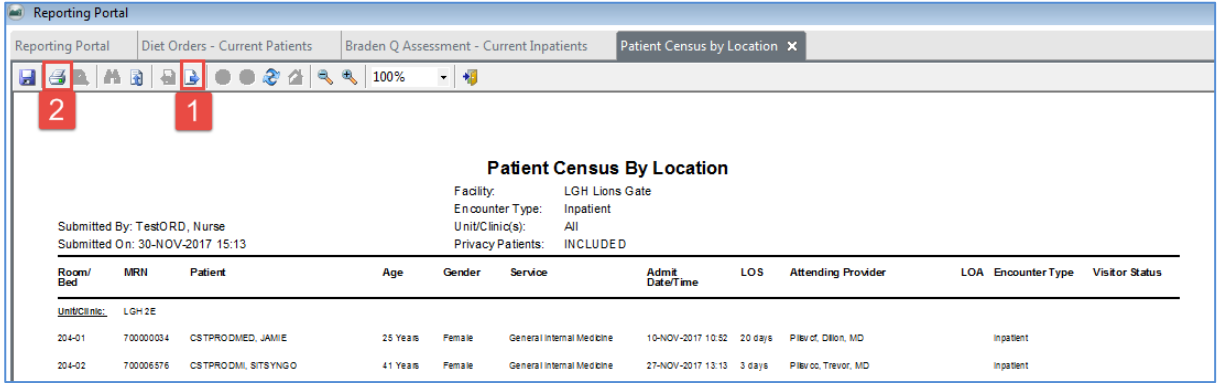
The **Patient Census by Location** report will now display.

3

Review the Report

1. Navigate the Report by clicking the Next Page  icon
2. To print the report, click on the Print  icon.

Note: For this activity, we will only view and not print the actual report.



Reporting Portal

Reporting Portal | Diet Orders - Current Patients | Braden Q Assessment - Current Inpatients | Patient Census by Location X

100%

2 **1**

Patient Census By Location

Submitted By: TestORD, Nurse
Submitted On: 30-NOV-2017 15:13

Facility: LGH Lions Gate
Encounter Type: Inpatient
Unit/Clinic(s): All
Privacy Patients: INCLUDED

Room/ Bed	MRN	Patient	Age	Gender	Service	Admit Date/Time	LOS	Attending Provider	LOA	Encounter Type	Visitor Status
<u>Unit/Clinic:</u> LGH 2E											
204-01	700000034	CSTPRODMED, JAMIE	25 Years	Female	General Internal Medicine	10-NOV-2017 10:52	20 days	Pillay, Dillon, MD		Inpatient	
204-02	700006576	CSTPRODMI, SITSYNGO	41 Years	Female	General Internal Medicine	27-NOV-2017 13:13	3 days	Pillay, Trevor, MD		Inpatient	

Key Learning Points

- The reporting functionality in the CIS allows users to run reports
- Specific information can be selected to be included in the report

End of Workbook

When you are ready for your Key Learning Review, please contact your instructor.