

PowerChart LTC Training Program



NAME

TRAINER

DATE



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Agenda

Duration	Session
90 minutes	<p>Getting Started</p> <p>In this session, learn the basic functions to get started with PowerChart LTC, which includes an overview of layout and navigation. During this session you will learn how to create lists and navigate CareCompass.</p>
120 minutes	<p>Charting and Review</p> <p>Learn the different ways to chart and review documentation within PowerChart LTC. This includes IView, PowerForms, Notes and more.</p>
90 minutes	<p>Order Management</p> <p>In this session, learn how to enter in orders and care plans. Also learn how to use tasks to track orders.</p>
60 minutes	<p>Workflow Charting</p> <p>Learn how to complete your admission and discharge process in PowerChart LTC.</p>

Training Recommendations

- Each session will be offered twice. Sessions will be interactive, mixing in feature demonstrations with scenario based hands on practice.
- The recommended attendees for each session are floor nurses, MDS Coordinator, DON, ADON, Medical Records, Social Services and anyone else who will be working with PowerChart LTC.
- The recommended facility setup for space and equipment is to have a projector connected to a network connected computer in a room large enough for all attendees.

Training Overview

This training guide is designed to supplement the hands-on, instructor led PowerChart LTC training sessions.

Learning Objectives

By the end of this web training you will be prepared to:

- Utilize PowerChart LTC to view resident demographic information and access resident charts.
- Use CareCompass to enhance workflow.
- Document clinical and non-clinical results through various charting options.
- Review documentation added to PowerChart LTC by care staff.
- Add, modify, cancel and view resident orders.
- Initiate resident care plans specific to resident needs.

Getting Started

Session Objectives

- Accessing PowerChart LTC
- Resident List Maintenance
- Charting Navigation Overview
- Learn how to utilize CareCompass

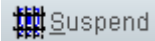
Accessing PowerChart LTC

Login

Username: _____

Password: _____

Logout



If you are exiting the application temporarily and plan to return shortly, click the suspend icon on the toolbar. This will return the screen to the login window and place the cursor in the password field. PowerChart will then open where you left off.



If you are exiting the application, click the exit icon on the toolbar. Three options will be available. 1: Prepare the application for the next user, which will return the screen to the login window. 2: Completely shut down the application. 3: Suspend the application.

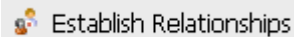
Resident Maintenance

Create a resident list



Build a resident list to organize and view specific residents. This step is required to utilize CareCompass. Once this list is set, it will continue to display until a user needs to modify the list.

Establish resident relationships



A relationship in PowerChart LTC connects a user with a resident(s). In order to access a resident chart for the first time users must establish a relationship with that resident. A record of all resident relationships is created and maintained by the system for auditing.

Now You Try!

- Login to PowerChart LTC and create a resident list with the test residents. Establish a relationship with at least 2 of these residents.

PowerChart Overview

Chart Navigation: Use the Resident Chart to add information about a resident. Up to 4 resident charts can be open at one time. Easily move between open charts by clicking on the tabs.

Organizer Bar: Navigate to various sources of PowerChart LTC and daily planning.

Area to Review	Notes
Additional Buttons	
External Links	

Opening a Chart: There are three common ways to open a resident chart.

CareCompass	
Resident Search	
Recent Charts	

Table of Contents: Use the table of contents to quickly navigate to any area of the resident's chart.

Chart Components	
Pin and Unpin	
Quick Add	

Now You Try!

- Open a resident chart following the three methods listed above (CareCompass, Resident Search, and Recent Charts). Once you have a chart open, locate the table of contents and explore the different chart components.

CareCompass

CareCompass, your launching point after logging into PowerChart LTC, provides a multi-resident view to help organize and prioritize tasks required to be completed throughout the shift.

Area to Review	Notes
Multi-Resident View	
Single Resident View	
Activity Timeline	

Multi-Resident View

Patient	Visit	Care Team	SpO2	Activities				
LTC JONES, BOB 63 years Male Do Not Resuscitate Allergies Regular Diet	-- Mar 18 7 weeks 5 days	TEST, Doctor 2 Cerner	98%		-	105	15	2
					-	27	4	-
					-	15	3	-

High Risk Indicators:

New Results/ Orders:

Activities/Tasks:

- Overdue Activities-** The overdue activities for all residents are displayed in red and listed in the upper left corner directly below the display section.
- Scheduled Activities-** All scheduled activities for a resident for each hour. The current hour and the next hour automatically display as expanded. All subsequent hours are displayed collapsed with the ability to expand.
- PRN/Unscheduled Activities-** PRN/Unscheduled Activities are displayed on the upper left corner directly below the Overdue Activities and display all PRN/Unscheduled Activities for all patients.

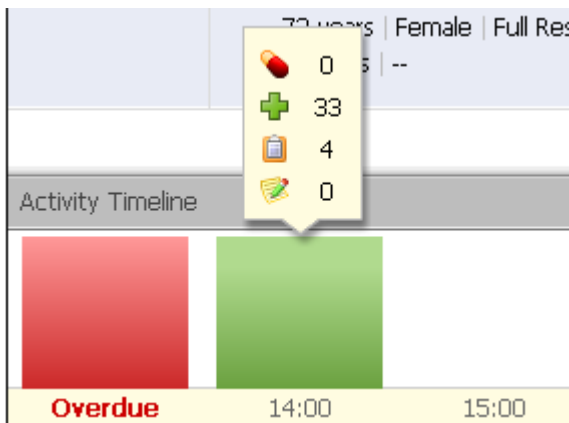
	Medications
	Patient Care
	Assessments
or	Other

Training Manual – PowerChart LTC

Single Resident View

Area to Review	Notes
Resident Demographics	<ul style="list-style-type: none"> Reason For Visit Acuity Diet Allergies Resuscitation Status
Task Breakdown	<ul style="list-style-type: none"> Patient Care Evaluations Medications Other
Quick Links	<ul style="list-style-type: none"> SBAR IView Resident Summary
Plans of Care	<ul style="list-style-type: none"> Current Care Plans Launch Orders

Activity Timeline



The Activity Timeline displays an hourly breakdown of tasks for all residents displayed within your CareCompass view.

Now You Try!

- Select a test resident and determine how many tasks need to be completed. Select and complete any patient care task for that resident.

Review:

What are the different ways to access a resident's chart?

How many charts can be open at one time?

What is the importance of establishing a resident relationship?

What are the three different types of tasks?

Describe the difference between charting in an activity view and charting a PowerForm?

Best Practices

- Establish a resident list to begin using CareCompass.
- Refresh PowerChart LTC while charting to ensure all users are viewing most up to date resident information.
- Use the Activity Timeline on CareCompass to organize your day.
- Logout when ending your PowerChart LTC session.

Charting and Review

Session Objectives

- Charting within IView
- AdHoc Charting – PowerForms
- Learn how to Review Documentation
- Utilizing Reports

Interactive View (IView)

IView offers flow sheet style documentation. Bands are collapsible sections that allow for quick access to specific areas of the flow sheet where results can be added.

IView Basics Overview

Area to review	Notes
Bands	
Flow Sheet Display	
Clinical Range	

Charting in IView

Entire Section	
Specific Result	

Editing Results/Adding Notes

Editing Results	
Adding a Note	

Result Types: Results will display in a specific color depending on the result type.

Critical
 High
 Low
 Abnormal
 Unauth
 Flag



















	5/6/2013		5/5/2013	
	9:00 - 16:59 CDT	1:00 - 8:59 CDT	17:00 - 0:59 CDT	9:00 - 16:59 CDT
Vital Signs				
Temperature Axillary	DegC		48 ↑▲	
Temperature Oral	DegC	30 ↓		
Temperature Tympanic	DegC			
Apical Heart Rate	bpm	102 ↑		
Peripheral Pulse Rate	bpm			
Respiratory Rate	br/min			
SBP/DBP Cuff	mmHg			
Mean Arterial Pressure, Cuff	mmHg			
SpO2	%	98		
SpO2 Location		Right hand		
Oxygen Therapy				
Oxygen Flow Rate	L/min			
Blood Glucose, Capillary	mg/dL			

Sign Documentation: ✓ To save documentation, click Sign

Now You Try!

- Access a resident chart and navigate to Interactive View. Find the band where vital signs can be documented and enter a result for each vital sign. Once all vital sign results have been entered, choose one result to edit and attach a note.

Important PowerChart Icons

Icons	Icon Description
 Critical	Critical results in the view will display in red text with an exclamation mark to the immediate right.
 High	High results in the view will display in orange text with an up arrow to the immediate right.
 Low	Low results in the view will display in blue text with a down arrow to the immediate right.
 Abnormal	Abnormal results in the view will display in brown text with a lightning bolt icon to the immediate right.
Unsigned	Unsigned results in the view will display in purple text with no icon.
 Corrected	Corrected results in the view will display with a blue triangle icon to the immediate right.
 Calculation	A row that is a calculation will display this icon to the left of the row label.
 Flag	Results in the view that have been flagged for further review will display with a yellow flag to the immediate right.
 Previously Flagged	Results in the view that have been previously flagged for further review will display with a dithered flag to the immediate right.
 Multiple Flagged Results	Multiple Flagged Results
 Trigger for Conditional Field	Item that is a trigger will have this icon.
 Reference Text	Items that have reference text behind it will show as a blue hyperlink and will have this icon when hovering.
 Add a dynamic group.	Allows the user to add a new dynamic group section.
 Section With Results	Sections with results within the current timeframe will display a black check mark to the immediate left of the section name.
 Overdue task	Task has not been completed before the defined overdue timeline
 Current task	Documentation for a "due" task is included within the column section
 PRN/Continuous task	A PRN/Continuous task has been ordered on the patient and the results of task completion can be recorded in the column section.
 	Sign - Used to sign results into the database. Cancel - Used to cancel any unsigned results in the view.

PowerForms

Documentation

Area to Review	Notes
CareCompass Tasks	
AdHoc	

Review Results

Evaluations/ Forms	
IView	
Results Review	

Adding Notes

Notes Templates	
Scanning & Importing	

Reviewing Documentation

Area to Review	Notes
Results Review	
Evaluations and Forms	
Summary Page	
IView	
SBAR	

Now You Try!

- Remember the vitals documentation you just entered for a test resident? See if you can access these results within any of the review option listed above.

Review:

What is the difference between IView and Results Review?

How can you utilize the Summary or SBAR page within your workflow?

How can you customize the Clinical Range?

What type of information can be charted in IView?

How do you save information within IView?

Best Practices

- Sign documentation when charting in IView is complete.
- Refresh often to ensure other users see your results.
- Use Results Review for a quick view of charting.
- Adjust the Clinical Range if necessary to view all pertinent documentation.
- Utilize the SBAR and LTC Summary for quick access to documentation.

Additional Charting

Session Objectives

- Placing Orders
- Adding, Modifying and Reviewing a Care Plan
- Utilizing Suggested Plans
- Documenting in Plan

Orders

Adding, Modifying and Reviewing Orders

Orders can be added to meet specific resident needs. Tasks will be associated with that order alerting staff to required documentation.

Area to Review	Notes
Add	Tasks: <ul style="list-style-type: none">• Search for Order• Complete Order Details
Modify	Tasks: <ul style="list-style-type: none">• Modify• Void• Discontinue
Review Tasks	

Now You Try!

- Select a test resident and add an order following the steps listed above. Once you have added an order return to CareCompass and review any new tasks displaying for the resident.

Care Plans

Adding, Modifying and Documenting a Plan of Care

Care Plans contain a set of various outcomes and interventions specific to that plan of care. These interventions and outcomes can be customized to meet a resident's specific needs and goals. Tasks will be associated with that Care Plan to notify staff of required documentation.

Area to Review	Notes
Add	Tasks: <ul style="list-style-type: none">• Search for a Care Plan• Associate appropriate outcomes and interventions plan• Initiate, Select Orders for Signature, Sign
Modify	Tasks: <ul style="list-style-type: none">• Add to Phase• Adjust Details• Discontinue• Void
Document in Plan	Tasks: <ul style="list-style-type: none">• Document in Plan Tab• Done/Not Done• Pre Populated Responses• Sign Documentation

Now You Try!

- Select a test resident and add a new Care Plan following the steps listed above. Once you have added the Care Plan return to CareCompass and review any new tasks displaying for the resident. After reviewing the tasks go back to the orders screen and document in plan for the Care Plan you added.

Suggested Plans: Triggered from documentation collected within PowerChart LTC

Accept/Reject

Documentation that triggers

Plan of Care Summary Page: Review progress of current plans

Best Practices

- Personalize Care Plans to reflect resident specific needs.
- Review suggested plans that have been triggered within PowerChart LTC.

Review:

What steps are necessary to create a new Care Plan?

How are suggested plans triggered?

How do you add an order to your favorites list?

What information can be found on the Plan of Care Summary Page?

Workflow Charting

Session Objectives

- Learn the workflow necessary for both admissions and discharges
- Review Admission and Discharge Orders
- Establish workflow best practices

PowerChart Admission Process

Resident Maintenance

Add resident to list if necessary

Establish resident relationships

Orders

These initial orders should be placed to begin collecting admission information.

LTC Admission Orders: This order will kick off a series of different tasks to help collect necessary information upon admission. This '**LTC Admission Order Set**' will need to be added for any new resident upon admission. To set this order in motion someone will need to initiate and sign the order.

Important components of the '**Admission Order Set**':

Resident Admission History: This PowerForm will capture necessary resident history. Like other PowerForms each section of this information will be placed in its designated area of PowerChart.

Admission Evaluation: This activity view will allow for a comprehensive nursing evaluation to be completed for the new admit.

Additional Orders: Based on resident needs, use the 'Add to Phase' option to add additional orders to the LTC Admission Orders to ensure all necessary documentation is collected.

Suggested Plans: After completing the nursing evaluation review any care plans that have triggered as a suggested plan. These plans will trigger based off of documentation captured for that resident.

Resident Specific Orders: Add any other orders, outside of the routine Admission Orders, that are necessary for the care of this specific resident.

Additional Resident Medical History

Complete or verify any additional medical history outside of the items collected in the Resident Admission History. (Example: Medications)

Scanning and Importing

Scanning: From the Notes section of PowerChart, scan important documents into the resident chart.

Importing: From the MultiMedia Manager section of PowerChart, import items such as the resident picture.

PowerChart Discharge Process

Transfer and Discharge: This page will provide you with the necessary steps to complete prior to discharge. Ensure that the blue circle for each discharge step is complete prior to clicking 'Review and Sign'.

- Resident Education
- Nursing Discharge Summary
- Ancillary Discharge Documentation
- Discharge Orders
- Review and Sign

LOS	Estimated D/C Date	Resident Education	Nursing DC Doc	Ancillary DC Doc	D/C Order	Results
19:18:25	06/21/2013					--

Review and Sign

Discharge Orders: These orders should be placed to begin the discharge process. **LTC Discharge Orders:** This order will kick off a series of tasks to help collect necessary information prior to discharge.

Discharge Summary: This PowerForm will capture necessary resident history and can be accessed from the Discharge/Transfer page. Like other PowerForms each section of this information will be placed in its designated area of PowerChart.

Additional Resident Medical History: Add or verify any additional medical history prior to discharge. This includes adding additional problems or diagnosis for this resident.

Resident Education: Resident education will auto populate any materials related to this resident.

Review and Sign: Once all steps are complete, finish the discharge process by clicking 'Review and Sign'. This page will pull in results of your discharge documentation.

Discharge Dashboard: This page will provide you with a display of where each resident is within the discharge process.

Best Practices

- Ensure someone is responsible for initiating the LTC Admission Order Set for each resident upon admission.
- Review suggested plans that have been triggered within PowerChart LTC after admission charting has been completed.
- Utilize the Transfer/ Discharge Readiness dashboard when preparing a resident chart for discharge.

Review:

What are the first steps you should complete to begin collecting admission information for a new resident?

What do you need to do to kick off the Admission Order Set?

What do the blue circles represent on the discharge readiness dashboard?


























What are the 5 main components of the discharge process within PowerChart LTC?

Notes:



Notes:

Appendix A: Interactive View Icons












Result Icons

-  **Critical**
-  **High**
-  **Low**
-  **Abnormal**
-  **Unverified BMDI**
-  **Unsigned**
-  **Corrected**
-  **Unauthenticated**
-  **Calculation**
-  **Recalculation Needed**
-  **Cannot Convert Unit of Measure**
-  **Flag**
-  **Previously Flagged**
-  **Multiple Flagged Results**
-  **Actions**
-  **I&O Totals Items**
-  **Result Comment or Annotation**
-  **Add a dynamic group.**
-  **Reference Text**
-  **Trigger for Conditional Field**
-  **Order/Trigger for Conditional Field**
-  **Conditional Field**
-  **Order/Conditional Field**
-  **Expand Medication**
-  **Collapse Medication**





Navigator Icons

-  Section With Results
-  Section With Critical Results



Order Icons

-  Rejected by Pharmacy
-  Request Pharmacy Verification
-  Nurse Review
-  Pharmacy Comment
-  Admin Note
-  Hard Stop Renewal
-  Soft Stop Renewal
-  Modified Order
-  Power Plan Order
-  Corrupt Protocol Information.
-  Documentation Dose Unit is Loading

Task Icons

-  Overdue task
-  Current task
-  PRN/Continuous task
-  Processing task

BMDI Icons

-  Associate / Disassociate Monitor Alert
-  Associate Device