INSTRUCTIONS FOR PLAY DOMAIN

How do I access the play domain?

You can access the play domain on any PC in the Trust by clicking on the eCARE play icon.

The play domain will be available from **20th February 2018.** If this does not open on your computer then please email IT Service Desk ITServiceDesk@mkuh.nhs.uk and we will get back to you with support or telephone 87000.

Where can I access the play domain from?

You will be able to access the play domain from any computer in the Trust by clicking on the eCARE Play icon
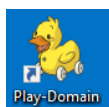
How do I log on to the play domain?

We have set up 300 accounts for the play domain. Each account has a different log on. Each login starts with Play and then the role you have been given from your training course e.g. Play Nurse 1, Play Nurse 2. The account positions are as follows:

Position	Numbers available
Play Health Care Assistant	1-20
Play Biomedical Scientist	1-5
Play Caldicott Guardian	1
Play Clerical	1-15
Play Clinical Practitioner	1-20
Play Consultant	1-20
Play Clinical Coder	1-5
Play Data Quality	1-2
Play Healthcare Student	1-10
Play Health Records Manager	1-5
Play Allied Health Professional	1-20
Play Information Analyst	1-5
Play Medical Secretary	1-15
Play Midwife	1-40
Play Midwife Manager	1-10
Play Nurse	1-40
Play Pharmacist	1-10
Play Receptionist	1-10
Play Bed Manager	1-5
Play ED Receptionist	1-5
Play Ward Clerk	1-20
Play Theatres	1-20

To access the domain we would suggest that you pick a random number from the numbers above and then use this for your play session.

The password for every log in is Password123.

> **Top tip:** *There is a very small chance that someone will pick the same account as you at exactly the same time you try to log in.   This will be obvious as you will get a "pop up" telling you this.   If this happens we suggest you just pick a different number and try again.*

Please note the log in process you are using for the play domain will be different to the Smart Card log in which you will use when the system has gone live.

> **Top tip:** *If you do enter the incorrect password three times the account will be 'locked out'. Please email* ITServiceDesk@mkuh.nhs.uk *to reset the password.*

Which level of access will I have?

When we launch the new system in April you will be given permissions that are relevant to your role. As we are not using Smart Card login in the play domain we have set log ins up with permissions which may mean you can do slightly different things in the play domain. Please remember this will not be exactly how it is when eCARE goes live.

> **Top tip:** *We have evidence from other sites that there is great value in running play sessions as multi-professional teams. You might therefore want to schedule something in your department when you work together through a particular scenario or workflow. The access described above will allow you to do this.*

How do I know what to do in the play domain?

We have set up a library on the eCARE intranet pages https://intranet.mkuh.nhs.uk/staff-resources/quick-reference-guides which contains more than 100 Quick Reference Guides (QRGs). The QRGs are exercise sheets that take you step by step (using screen shots) through particular tasks and processes. Please feel free to play with any QRGs that are of interest to you. If you cannot find a QRG for something that you do then please email eCareTraining@mkuh.nhs.uk and we will advise you.

What do I do if I am stuck?

If you are stuck or struggling with something then speak to one of the Super Users for your department who will be able to support you. Please remember however that they are also learning at this time so you might need to work through a particular QRG together to work it out. There will be a list of Super Users in your ward/department and also on the eCARE intranet page at https://intranet.mkuh.nhs.uk/staff-resources/super-users . Your head of department/ward sister will also know who their Super Users are.

What do I do if I find something in the system that will not work when we go live? Firstly it is important to remember that the play domain is a copy of the system that was taken in early February 2018. We are continuing to fix and build on the system right up to go live date and therefore there will be some glitches in the play domain. If you spot something that you think is not working correctly then please eCareTraining@mkuh.nhs.uk so that we can ensure that this is already on our fix list.

> *Top tip: Please note there are limitations on the play domain that means it may run slower than the full eCARE system will when we go live.*

Can I save my work and go back to it?

The play domain is refreshed every night at midnight and therefore you will lose any work that you have done that day.

Which patients should I use for my play session?

There are 3000 dummy patients set up in the play domain. These are all in different states some are set up and suitable for nurses to use, some for doctors etc. You can access a sheet from the intranet that tells you exactly which patients you could use.

> *Top tip: As with log ins there is a very small chance that you will pick one of the patients to work on at exactly the same time as another person is working on that patient.   In theory this will not be a problem because in the real world two people can be writing on the same persons notes at the same time. However there are some discrete tasks where you may get a pop up if you try to do something i.e. if you and another person were both trying to prescribe something to the same patient then a pop up would stop this. If this happens then we would suggest you just select a different patient to play with. As stated there are 3000 patients so this is highly unlikely to happen.*