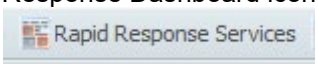
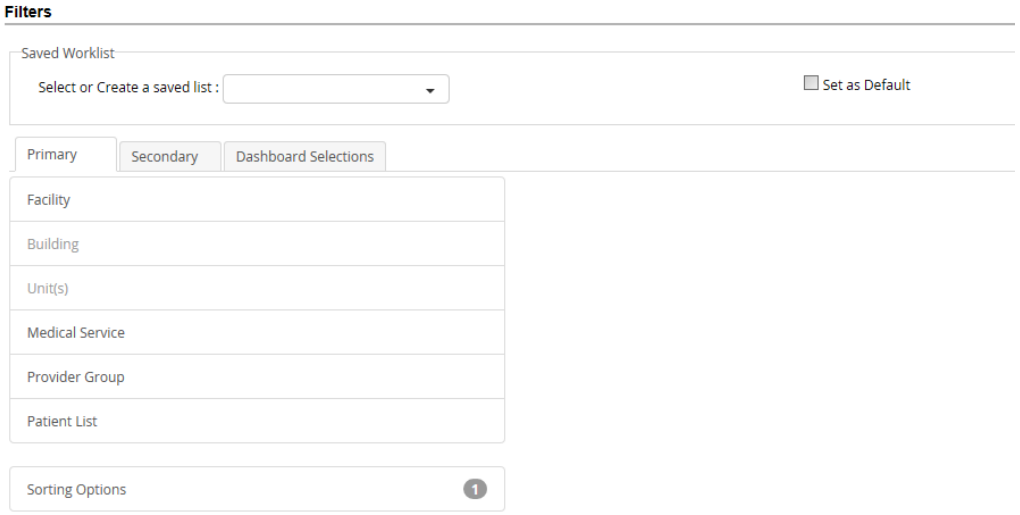
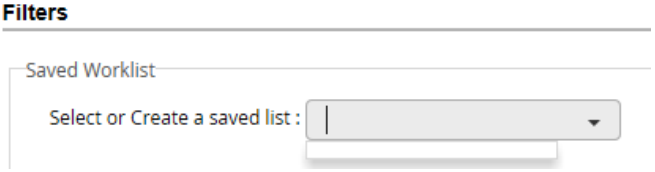
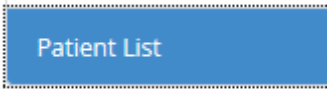
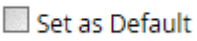
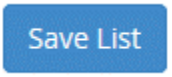
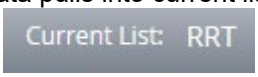
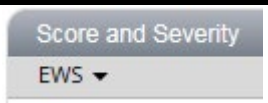
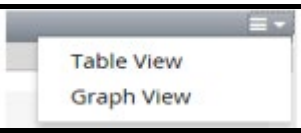
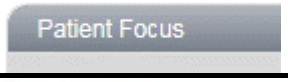
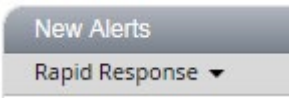
SETTING UP THE RAPID RESPONSE DASHBOARD

1.	Click on the Rapid Response Dashboard icon from your tool bar. 
2.	Filters window opens. 
3.	Click on the drop down for Select or Create a Saved list and free text your custom list name. 
4.	We are filtering by 'Patient List' (custom). Click on patient list. 
5.	Select the radio button for the list you wish to pull into the dahsboard.
6.	Click the button to set this list as default if required. 
7.	Click the 'Save List' tab. 
8.	Click 'Set Filters'. Window closes and dashboard opens. NB - some patients may not be seen until obs/vital are completed since adding to the lists. So they may filter in after an hour or two.

9.	Data pulls into current list. 
10.	**Discription of icons:**

	Filter window.
	Add a patient.
	First column 'Scores & Seveirity', EWS Pie chart – green/amber/red. Click on the segment or any information on the dashboard, select the drop down to the 'dashboard' and change to worklist.
	The patients associated with the information are listed. Tick will appear in box if clicked on.
	This changes the layout.
	Patients in here are those that have started as a EWS 2 for example and increased to a EWS 9.
	Click on these boxes and then change the dashboard to worklist.
	This section is for any new alerts for EWS or Sepsis that have occurred in the last 3/6/9/12 hours. So, if you complete a new set of vital signs and get a new EWS score, that section will be updated to reflect a new alert.
Manually added	Those patients that may have been added to the dashboard manually.
Sepsis Interventions	Those with sepsis careplans that have interventions outstanding.
Call back	Ignore, not relevant.
ICU step downs	Those patients that may have been on a critical care ward and transfered to a general ward. Only patients on your filtered list will capture this information not trust wide.