

SETTING UP AND MANAGEMENT OF CARE PLANS

Go to Step 22 for: Setting Up Care Plans that Are Not Suggested:

Go to Step 27 for: Management of Care Plans:

- Care plans will be suggested based upon scoring and data entry in the Assessments/Fluid Balance Menu, you can see them by click the 'Requests/Care Plans' Menu:

- Click the Plus Icon: next to Suggested Plans to view what plans have been suggested for the patient:

- Highlighting a Care Plan will display the following information on the right hand side:

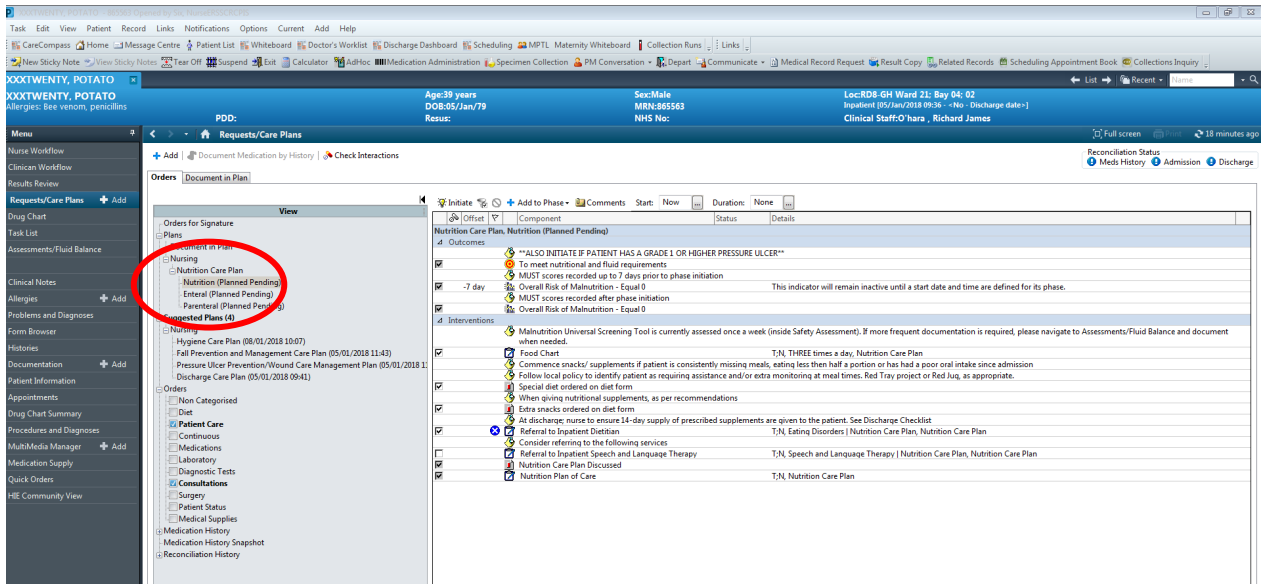
- Orderable Item
- Notes – Used to provide additional information
- Indicator – used to measure a patients progress towards goals
- Interventions – Used to document treatment or activities
- Goals – Defines a patients goal

The screenshot shows the 'Requests/Care Plans' interface. At the top, there are buttons for 'Initiate', 'Accept', and 'Reject'. Below this is a table of care plans. The first plan is 'Nutrition Care Plan Discussed' with status 'T:N, Nutrition Care Plan'. Below it is 'Nutrition Plan of Care' with status 'T:N, Nutrition Care Plan'. The table lists various components, outcomes, and interventions for these plans.

4. With a selected Care plan you must either accept or reject the plan before you can start to use it: (Rejecting the Care Plan will cause this to dissappear)

This screenshot is identical to the one above, but the 'Accept' and 'Reject' buttons are now disabled (greyed out), indicating that the care plan has been accepted or rejected and is no longer available for selection.

5. To use the Care Plan, Click Accept and you will notice that the Care Plan moves from the Suggested Plans heading, to a heading under Nursing:



6. NOTE: Care plans have their own 'default' setting, for our example with the Nutrition Care Plan, you can see the defaulted list above (Step 5) You can personalise these to the patient in several ways:

- Using the Tick boxes to add/subtract Goals, Interventions and Orderables:
- Using the Add to Phase Icon:
- Using the Comments Icon:

This guide will go through each option to personalise a Care Plan.

7. Using Tick boxes: You will notice that there are two types of tick boxes on the care plans:

- White Boxes
- Grey Boxes

White boxes will allow you to put a tick in them (making them active) or to take the tick away (making them inactive) You can use this option to add or take away items from the care plan.

Grey Boxes are 'locked' and will not allow to to add or take away the tick. This means that it is required by default to be in the care plan and therefore, cannot be changed.

8. With our example above, our unticked white box is: Referral to inpatient Speech and Language Therapy. For our example, this is a valid addition to our care plan, therefore a tick goes in the box to make it active:

Offset	Component	Status	Details
Nutrition Care Plan, Nutrition (Planned Pending)			
Outcomes			
<input checked="" type="checkbox"/>	**ALSO INITIATE IF PATIENT HAS A GRADE 1 OR HIGHER PRESSURE ULCER**		
<input checked="" type="checkbox"/>	To meet nutritional and fluid requirements		
<input checked="" type="checkbox"/>	MUST scores recorded up to 7 days prior to phase initiation		
<input checked="" type="checkbox"/>	-7 day Overall Risk of Malnutrition - Equal 0		This indicator will remain inactive until a start date and time are defined for its phase.
<input checked="" type="checkbox"/>	MUST scores recorded after phase initiation		
<input checked="" type="checkbox"/>	Overall Risk of Malnutrition - Equal 0		
Interventions			
<input checked="" type="checkbox"/>	Malnutrition Universal Screening Tool is currently assessed once a week (inside Safety Assessment). If more frequent documentation is required, please navigate to Assessments/Fluid Balance and document when needed.		
<input checked="" type="checkbox"/>	Food Chart		T;N, THREE times a day, Nutrition Care Plan
<input checked="" type="checkbox"/>	Commence snacks/ supplements if patient is consistently missing meals, eating less than half a portion or has had a poor oral intake since admission		T;N, Eating Disorders Nutrition Care Plan, Nutrition Care Plan
<input checked="" type="checkbox"/>	Follow local policy to identify patient as requiring assistance and/or extra monitoring at meal times. Red Tray project or Red Juq, as appropriate.		
<input checked="" type="checkbox"/>	Special diet ordered on diet form		
<input checked="" type="checkbox"/>	When giving nutritional supplements, as per recommendations		
<input checked="" type="checkbox"/>	Extra snacks ordered on diet form		
<input checked="" type="checkbox"/>	At discharge, nurse to ensure 14-day supply of prescribed supplements are given to the patient. See Discharge Checklist		
<input checked="" type="checkbox"/>	Referral to Inpatient Dietitian		T;N, Eating Disorders Nutrition Care Plan, Nutrition Care Plan
<input checked="" type="checkbox"/>	Consider referring to the following services		
<input checked="" type="checkbox"/>	Referral to Inpatient Speech and Language Therapy		T;N, Speech and Language Therapy Nutrition Care Plan, Nutrition Care Plan
<input checked="" type="checkbox"/>	Nutrition Care Plan Discussed		
<input checked="" type="checkbox"/>	Nutrition Plan of Care		T;N, Nutrition Care Plan

9. The Add to Phase Icon: **+ Add to Phase** allows us to add additional: orderables, interventions and goals relevant to the patients needs. For this example, we will be adding 'Fork Mashable Diet' including a red jug/tray.

10. Click the Add to Phase Icon: **+ Add to Phase** to bring up the options. For this example, select Add order:

11. You can search either through browsing through the folders, or, the quickest method – typing it into the search box. As you can see, after typing fork, it shows the matching entries. Select 'Fork Mashable Diet' and click done. This will automatically add itself to our plan:

12. Now we can see our Fork Mashable Diet order added to the care plan. From here we also need to select Red Jug: Yes and Red Tray: Yes:

The screenshot shows the 'Orders' section of a care plan. The 'Fork Mashable Diet' order is highlighted with a red oval. Below it, the 'Details for Fork Mashable Diet' form is visible, with 'Red jug' and 'Red tray' radio buttons both set to 'Yes', also circled in red.

13. We can also add comments to our care plan, by clicking the comments icon: **Comments**
Clicking this icon will bring up a text window – simply add your comment and click OK.

The screenshot shows a 'Comments' dialog box open over the care plan. The dialog box contains the text: 'Patient prefers the Potato mashable diet option, rather than carrot.' The 'OK' button is circled in red.

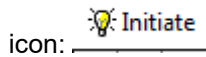
14.

See below where note has now been added:

The screenshot shows the 'Nutrition Care Plan' for a patient. The 'Outcomes' section includes a note: "PIS - Patient prefers the Potato mashable diet option, rather than carrot." This note is circled in red. The plan also lists various interventions such as 'Malnutrition Universal Screening Tool', 'Food Chart', and 'Special diet ordered on diet form'.

15.

Once you are happy with the changes to your patients plan, you need to make this active by clicking the Initiate icon:



This screenshot shows the full eCARE interface for a patient named 'ROOKIWEITY, POTATO'. The 'Nutrition Care Plan' is visible, and the 'Initiate' button is circled in red. The plan details include a note: "ALSO INITIATE IF PATIENT HAS A GRADE 1 OR HIGHER PRESSURE ULCER". The interface also shows patient demographics, allergies, and various clinical notes.

16.

Next you need to click the Orders for Signature button:

The screenshot shows the eCARE interface for patient XXXXWENTY, POTATO. The 'Orders' section is active, displaying a list of orders under 'Orders for Signature'. The 'Orders For Signature' button at the bottom right is circled in red. The interface includes a navigation menu on the left, patient information at the top, and a detailed view of the selected order.

17.


You will now see a screen that you need to 'Sign' for, however the system will not let you sign for items that have missing information. These can be easily identified by having the white cross in a blue circle icon: In this instance our referral to inpatient dietitian and Referral to speech and language therapist require information.


The screenshot shows the 'Details' view for a referral to inpatient dietitian. The 'Reason for Referral' is set to 'Dietitian'. The 'Requested Start Date/Time' is 08/01/2018 13:43 GMT. The 'Weight (kg)' is 78.00, 'BME (g/m2)' is 28.00, and 'Bleep/Telephone Number' is Nutrition Care Plan. The 'Interpreter Required' is set to 'None'. The 'Food Chart commenced' is set to '***'. The 'Sign' button at the bottom right is highlighted.

18. Clicking the first entry needing information will bring up a small menu at the bottom. Here you can see that the yellow highlighted fields require information.



Alternative you can click the yellow downward arrow: that will automatically move you onto the next mandatory field.

Fill in the required information and the:  will disappear:

19. Once all information has been entered and you have no more white cross in blue circle icons:  you can click Sign:

20.

You will see that your screen now says: Processing. Please Refresh.

Click the Refresh Icon in the corner:



and you will now see your updated plan:

The screenshot shows the eCARE interface for patient XXXXTWENTY, POTATO. The top right corner displays a refresh icon and the text "1 hours 47 minutes ago". A red circle highlights the message "Processing. Please refresh." in the top right area of the main content pane. The left sidebar contains a navigation menu with categories like "Requests/Care Plans", "Drug Chart", and "Clinical Notes". The main area shows a list of orders, including "Nutrition Care Plan" and "Parenteral (Planned)".

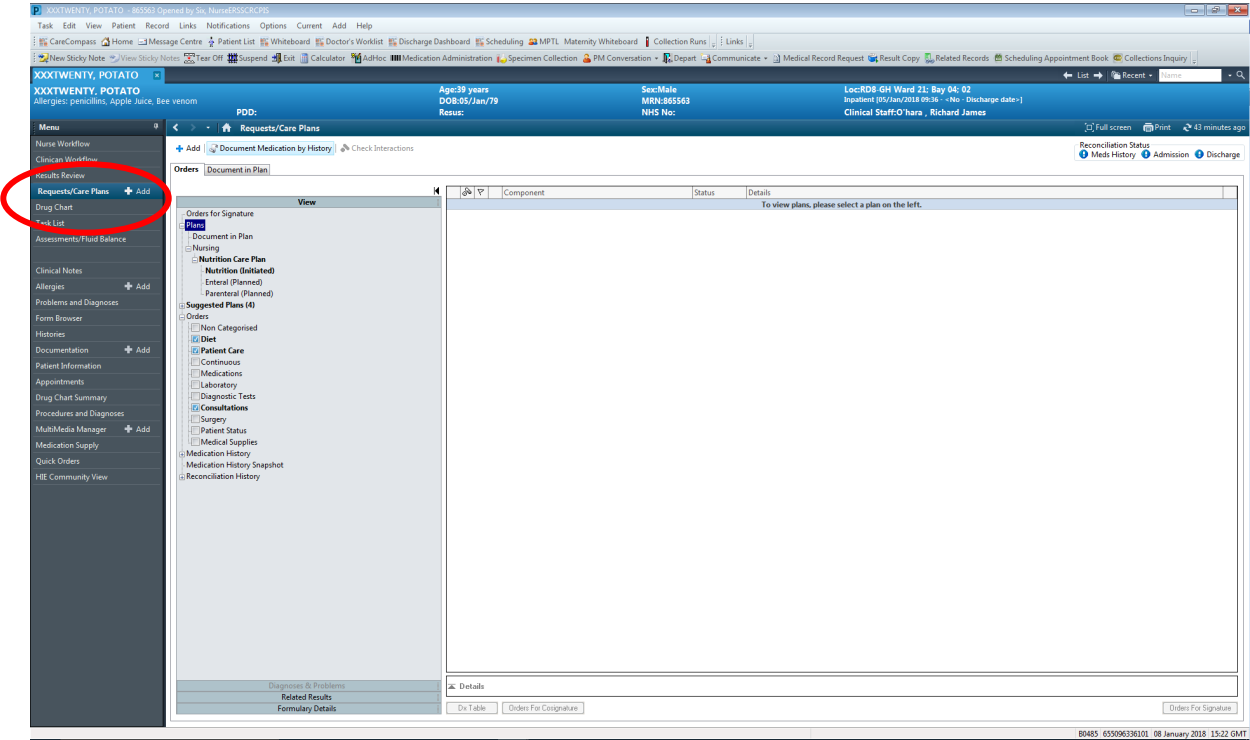
Then: (You can see that the plan now says initiated)

The screenshot shows the eCARE interface for patient XXXXTWENTY, POTATO. The "Nutrition Care Plan" is now listed as "Initiated". The plan details are visible, including outcomes and interventions. The status of the plan is updated from "Processing" to "Initiated".

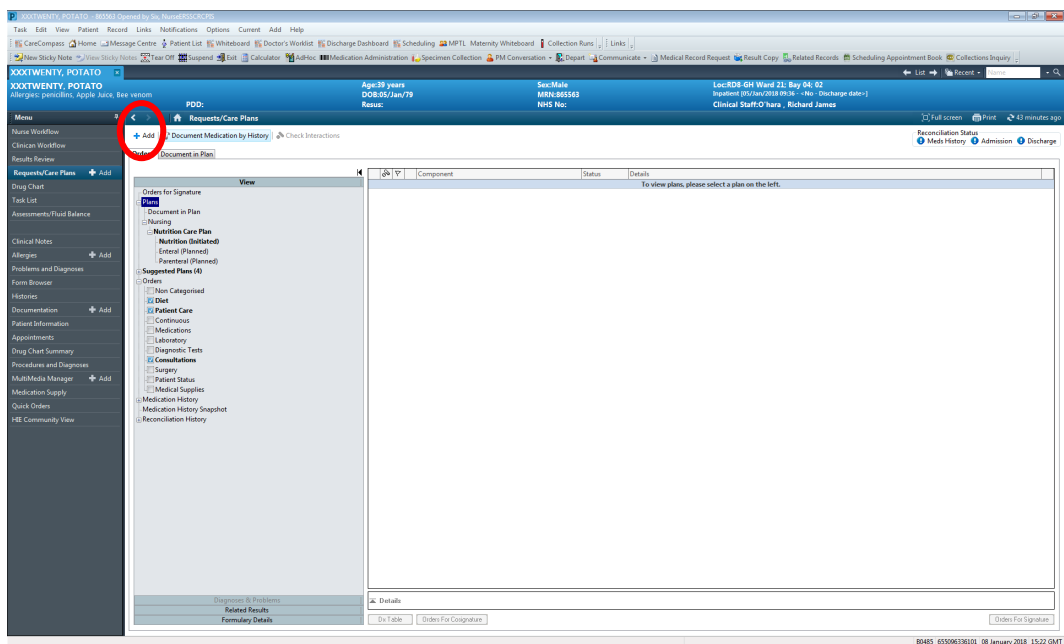
Component	Status	Details	Evaluation
Nutrition Care Plan, Nutrition (Initiated)	Initiated	Last updated on: 08/Jan/2018 13:56 GMT by: Six, NurseERSSRCPS	
Outcomes	Activated	08/Jan/2018 13:39 GMT by: Six, NurseERSSRCPS - Patient prefers the Potato mashable diet option, rather than carrot.	
Interventions	Activated	08/Jan/2018 13:43 GMT	
Food Chart	Ordered	Requested Start Date/Time 08/Jan/18 13:43:00 GMT, THREE times a day, Nutrition Care Plan	
Special diet ordered on diet form	Activated	08/Jan/2018 13:43 GMT	
Consider referring to the following services	Ordered	Communication, 08/Jan/18 13:43:00 GMT, RFR: Test, Alertness, Nutrition Care Plan, Interpreter No, Other: Nutrition Care Plan	
Nutrition Care Plan Discussed	Activated	08/Jan/2018 13:43 GMT	
Fork Mashable Diet	Ordered	08/Jan/18 13:43:00 GMT, Constant Indicator, Red tray, Red juic	


21. If you wish to add something to an already initiated plan then select the lightbulb icon: to show any option boxes that were not ticked. Alternatively, you can again click Add to Phase: and repeat steps 10-20

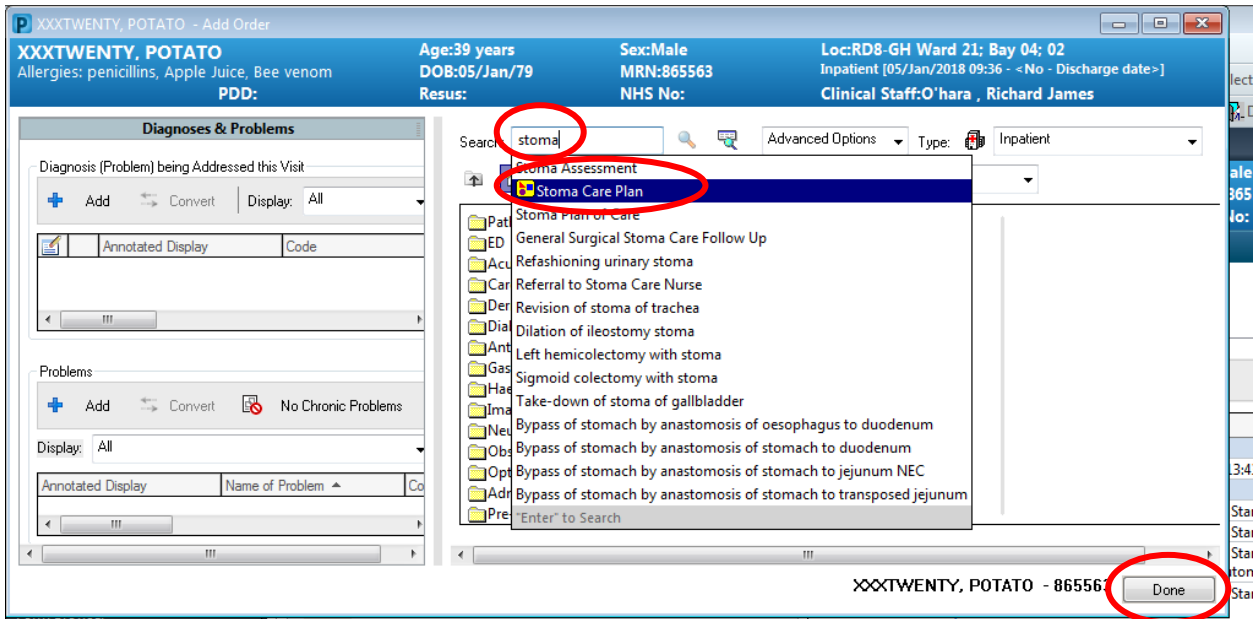
22. If your care plan has not been suggested, or you need to manually add a new care plan. Go to the Requests/Care Plans Menu:



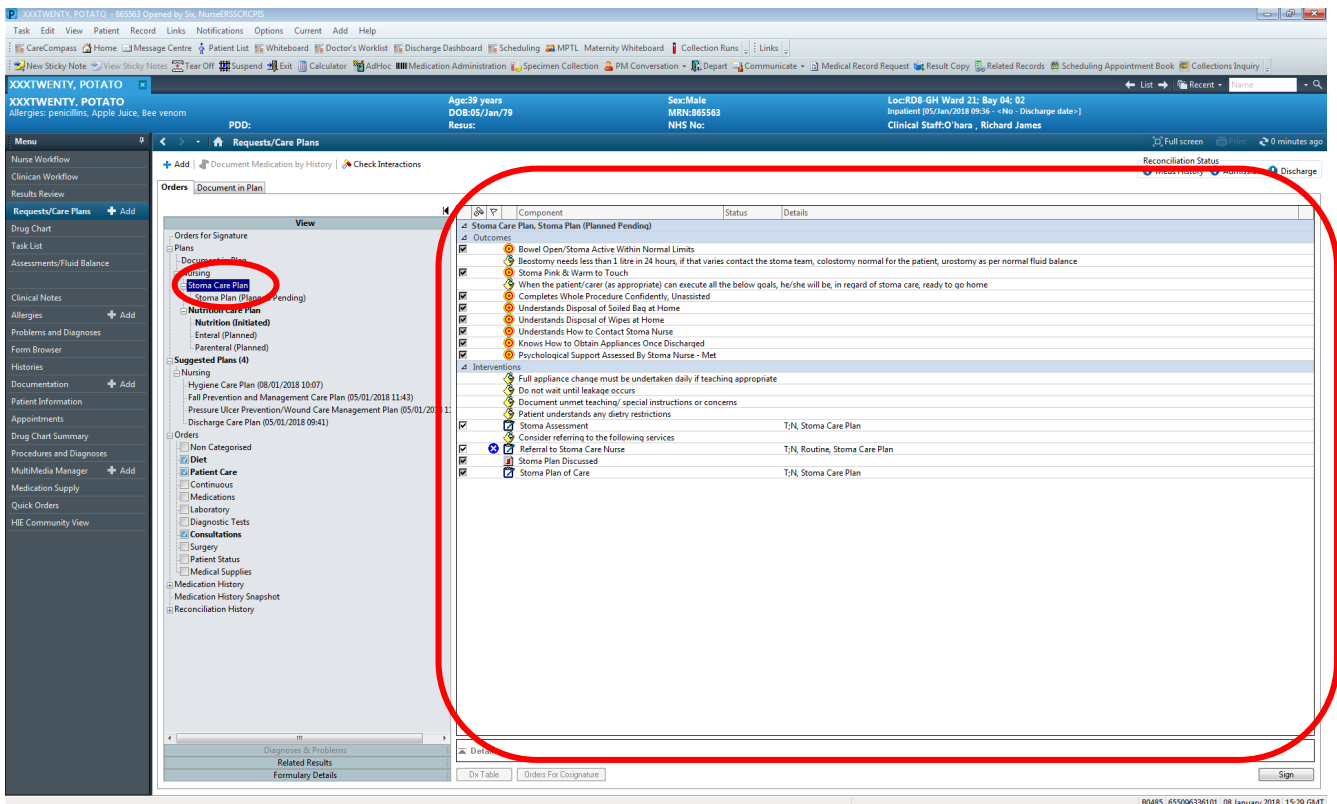
23. Select the Add Icon: and a new window will appear:



24. Start to type the name of your care plan in the search box and you will start to see results appear based on your text: When choosing a care plan, look for the 'Pizza' symbol:  this is the correct plan to choose. Once you have found your care plan, click it and then click done.



25. You will now find your manually added care plan in your view and are able to select it as per the suggested plans:



26. Now complete and follow steps 6-20 completing the relevant information to demonstrate how to use the manually created care plan:

MANAGEMENT OF SUGGESTED CARE PLANS

27. You can see that the action now has a strike through and status has updated to discontinue. From here you will now need to select Orders for signature and then Sign:

The screenshot shows the 'Nutrition Care Plan' interface. The 'Orders' section is expanded to show 'Orders For Signature'. A red circle highlights the 'Discontinue' action for the 'Nutrition Care Plan' order. Another red circle highlights the 'Orders For Signature' button at the bottom right of the screen.

28. To update the plan, select the Document in Plan tab:

The screenshot shows the 'Nutrition Care Plan' interface with the 'Document in Plan' tab selected in the 'Orders' section. The 'Document in Plan' tab is circled in red. The main content area shows a list of orders, including 'Nutrition Care Plan, Nutrition (Initiated)', 'To meet nutritional and fluid requirements', 'Overall Risk of Malnutrition - Equal 0', 'Special diet ordered on diet form', 'Extra snacks ordered on diet form', and 'Nutrition Care Plan Discussed'. The 'Document in Plan' tab is highlighted in red.

29. To update a particular task, click that task and you will see a new menu pop up on the right hand side. Enter the relevant information into this menu:

The screenshot shows the eCARE interface for patient XXXI TWENTY, POTATO. The 'Orders' section is active, displaying a list of tasks. The task 'Special diet ordered on diet form' is selected, and a pop-up menu is visible on the right. This menu is highlighted with a red border and contains the following fields:


- target Complete Date & Time: 08/01/2018 1430 GMT
- Intervention Description: Special diet ordered on diet form
- Evaluation Date & Time: 08/01/2018 1430 GMT
- Outcome Note: (empty field)

At the bottom of the menu, there is a 'Sign Documentation' button.

30. Click Sign Documentation and you can see that the middle column has now changed to show completed including a time and date stamp:

The screenshot shows the eCARE interface after clicking 'Sign Documentation'. The task list in the 'Orders' section has been updated. The task 'Special diet ordered on diet form' is now marked as completed with a green checkmark and a timestamp of '08/Jan/2018 14:30 GMT'. A red circle highlights the 'Sign Documentation' button in the bottom right corner of the interface.

31.

You can also click the green arrow tick:  to automatically confirm task has been met and date and time as the current time: click sign documentation to update the plan:

The screenshot shows the 'Document in Plan' table with the following data:

Description	Last Evaluated	Target	Status
Nutrition Care Plan, Nutrition (Initiated) 08/Jan/2018 13:43 GMT			
To meet nutritional and fluid requirements			
Overall Risk of Malnutrition - Equal 0	05/Jan/2018 11:40 GMT	08/Jan/2018 13:43 GMT	
Overall Risk of Malnutrition - Equal 0			
Special diet ordered on diet form			
Extra snacks ordered on diet form	08/Jan/2018 14:30 GMT	08/Jan/2018 14:30 GMT	recorded
Nutrition Care Plan Discussed			

The 'Sign Documentation' button is circled in red at the bottom right of the interface.

32.

Selecting a goal will ask you whether you have met or not met the goal. Along with the usual date and time stamps. Complete the information as required and click sign documentation:

The screenshot shows the 'Document in Plan' table with the following data:

Description	Last Evaluated	Target	Status
Nutrition Care Plan, Nutrition (Initiated) 08/Jan/2018 13:43 GMT			
To meet nutritional and fluid requirements			
Overall Risk of Malnutrition - Equal 0	05/Jan/2018 11:40 GMT	08/Jan/2018 13:43 GMT	
Overall Risk of Malnutrition - Equal 0			
Special diet ordered on diet form	08/Jan/2018 14:30 GMT	08/Jan/2018 14:30 GMT	recorded
Extra snacks ordered on diet form	08/Jan/2018 14:33 GMT		
Nutrition Care Plan Discussed			

The dialog box for selecting 'Met' or 'Not Met' is circled in red, along with the 'Sign Documentation' button at the bottom right.

33. We also will need to look at the task menu, for any outstanding tasks required for the plan: You will find this in the main menu:

The screenshot shows the eCARE interface for patient XXXIXTWEITY, POTATO. The left-hand navigation menu has 'Task List' highlighted with a red circle. The main area displays a table of tasks under the heading 'Task retrieval completed'.

Scheduled Date and Time	Task Status	Task Description	Order Details	Charted By
05/Jan/2018 11:31 GMT	Overdue	Sepsis screening		
05/Jan/2018 14:03 GMT	Overdue	Sepsis screening	Requested Start Date/Time 05/Jan/18 22:00:00 GMT Ordered automatically on admission.	
05/Jan/2018 22:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 06/Jan/18 10:00:00 GMT Ordered automatically on admission.	
06/Jan/2018 10:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 06/Jan/18 22:00:00 GMT Ordered automatically on admission.	
06/Jan/2018 22:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 07/Jan/18 10:00:00 GMT Ordered automatically on admission.	
07/Jan/2018 10:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 07/Jan/18 22:00:00 GMT Ordered automatically on admission.	
07/Jan/2018 22:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 08/Jan/18 14:00:00 GMT, Nutrition Care Plan	
08/Jan/2018 10:07 GMT	Overdue	Sepsis screening	Requested Start Date/Time 08/Jan/18 10:00:00 GMT Ordered automatically on admission.	
08/Jan/2018 14:00 GMT	Overdue	Food Chart	Requested Start Date/Time 08/Jan/18 22:00:00 GMT Ordered automatically on admission.	
08/Jan/2018 10:00 GMT	Pending	Environmental Safety	Requested Start Date/Time 08/Jan/18 22:00:00 GMT Ordered automatically on admission.	
08/Jan/2018 22:00 GMT	Pending	Food Chart	Requested Start Date/Time 08/Jan/18 22:00:00 GMT, Nutrition Care Plan	

34. Select the outstanding task(s) require and complete them by double clicking. Once completed return to the task list and you should see a green tick next to the task. This will affirm its completion:

The screenshot shows the same eCARE interface. The 'Task List' table now shows the 'Food Chart' task from the previous screenshot as 'Complete' with a green tick in the 'Task Status' column. This row is circled in red.

Scheduled Date and Time	Task Status	Task Description	Order Details	Charted By
05/Jan/2018 11:31 GMT	Overdue	Sepsis screening		
05/Jan/2018 14:03 GMT	Overdue	Sepsis screening	Requested Start Date/Time 05/Jan/18 22:00:00 GMT Ordered automatically on admission.	
05/Jan/2018 22:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 06/Jan/18 10:00:00 GMT Ordered automatically on admission.	
06/Jan/2018 10:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 06/Jan/18 22:00:00 GMT Ordered automatically on admission.	
06/Jan/2018 22:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 06/Jan/18 22:00:00 GMT Ordered automatically on admission.	
07/Jan/2018 10:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 07/Jan/18 10:00:00 GMT Ordered automatically on admission.	
07/Jan/2018 22:00 GMT	Overdue	Environmental Safety	Requested Start Date/Time 07/Jan/18 22:00:00 GMT Ordered automatically on admission.	
08/Jan/2018 10:07 GMT	Overdue	Sepsis screening	Requested Start Date/Time 08/Jan/18 14:00:00 GMT, Nutrition Care Plan	
08/Jan/2018 14:00 GMT	Overdue	Food Chart	Requested Start Date/Time 08/Jan/18 10:00:00 GMT Ordered automatically on admission.	
08/Jan/2018 10:00 GMT	Pending	Environmental Safety	Requested Start Date/Time 08/Jan/18 22:00:00 GMT Ordered automatically on admission.	
08/Jan/2018 22:00 GMT	Pending	Food Chart	Requested Start Date/Time 08/Jan/18 22:00:00 GMT, Nutrition Care Plan	
08/Jan/2018 14:43 GMT	Complete	Food Chart	Requested Start Date/Time 08/Jan/18 22:00:00 GMT, Nutrition Care Plan	

35.

Refresh the task list by clicking the refresh icon: 1 hours 46 minutes ago and you will notice that the task disappears from your task list.

36.

Alternatively you can right click on the task which brings up a menu and you can click 'Not Done'

NOTE: Clicking 'Not Done' will remove the task from your list of tasks so **ONLY** chose this if the task cannot or does not need completing.

37.

You may need to discontinue or cancel certain parts of the care plan

Right click what you want to change to see the options: (for this example we will cancel/DC)