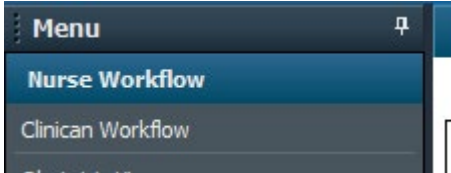
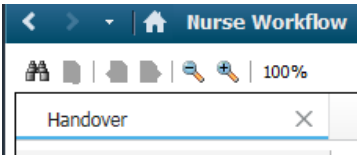
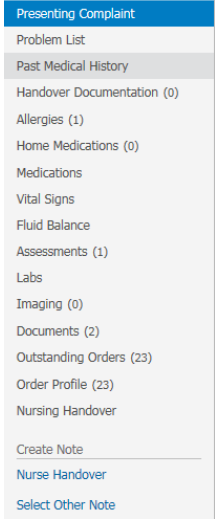

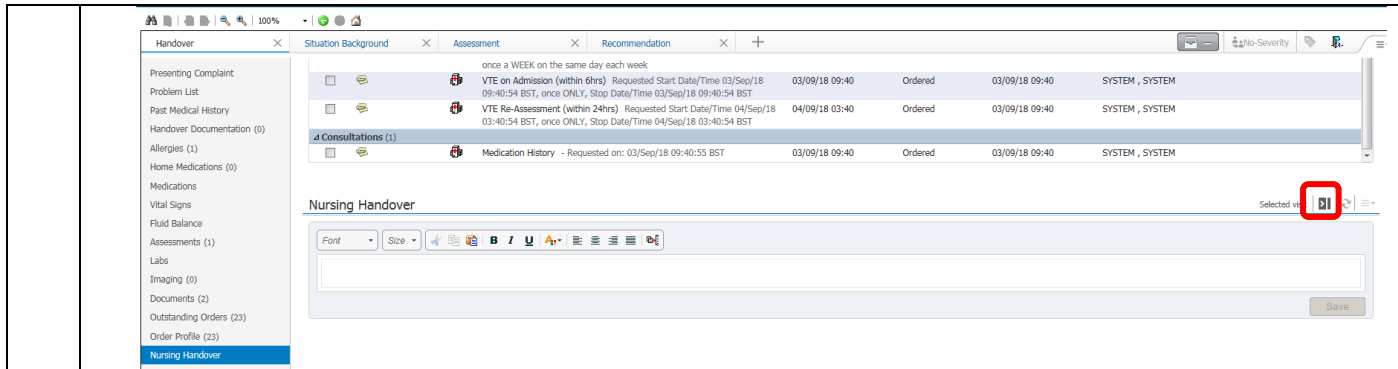
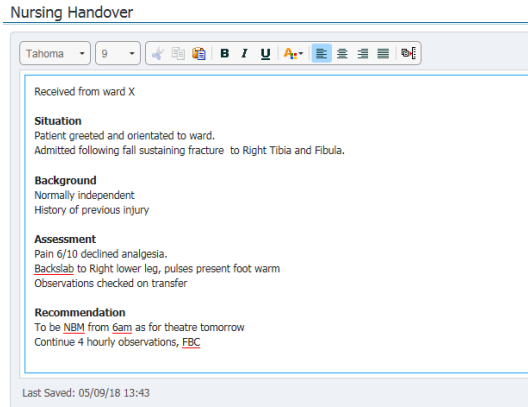


USING THE NURSING HANDOVER DOCUMENT

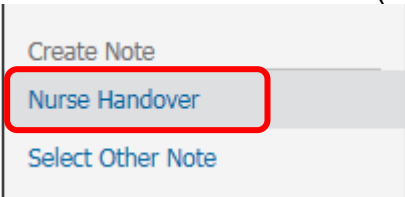
1.	<p>Open the patient record from Care Compass (or another patient list).</p>
2.	<p>Within the Menu ensure Nurse Workflow is selected.</p> 
3.	<p>Select the Handover tab.</p> 
4.	<p>Handover page opens showing an overview of patient details.</p> 
5.	<p>To document the nursing update click on the Nursing Handover section (under Order Profile). This will open a freetext box.</p>  <p>Note: To support viewing of the record whilst documenting actions you can click the small arrow to the right of the screen. This will split the screen and allow you to scroll and view other sections</p>



6. Free text update into the Nursing Handover section.

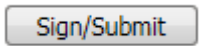


7. To create the record select Nurse Handover (under Create Note).



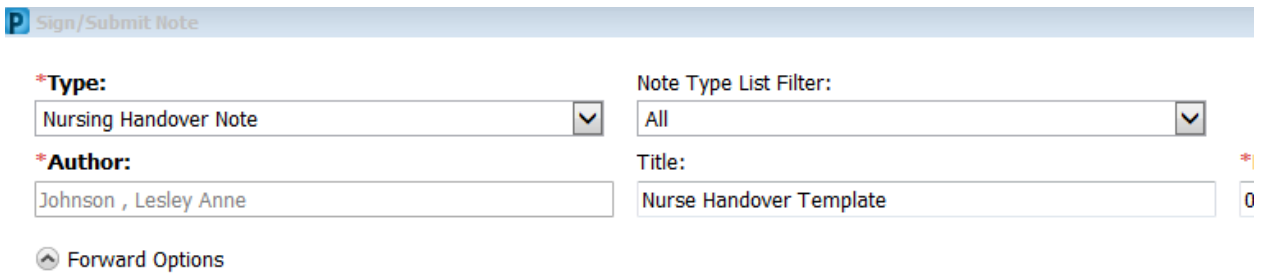
8. This opens the document to review the information entered.

9. Click Sign/Submit.



10. Type is pre selected as Nursing Handover Note.

11. Title should be changed to:
 a. 'Handover' for shift handovers
 b. 'Transfer Ward.. to Ward..' for handover on transfer from one ward to another



12.	<p data-bbox="517 230 1353 271">Click Sign to enter Handover document into patient record.</p> <p data-bbox="887 293 995 338"><input type="button" value="Sign"/></p>