



January 2012

REPORTS INTERPRETATION

Staff Rostered Shift Report – This report displays the selected staff member's rostered shift for the selected period. This report can be printed for each staff member.

Staff Rostered Shifts Report (Posted Only)

Printed: 16/11/2011 10:30:24 AM

Staff Member: **ADAMS, Clare**
 Position: **RN L1 G2**
 Payroll Number: **5309393837**
 Period: **2/01/2012 to 15/01/2012**

Shift Date	Assigned Ward/Department	Roster Code	Start Time	Activity	Hours	Comment
2/01/2012 Mon	Medical/Surgical Ward	L	14:45	Clinical In Department	8:00	Team Leader
3/01/2012 Tue	Medical/Surgical Ward	L	14:45	Clinical In Department	8:00	
4/01/2012 Wed	Medical/Surgical Ward	TR8	7:00	Training	8:00	TrendCare Workshop
5/01/2012 Thu	Pre admission	D	7:00	Clinical In Department	8:00	
6/01/2012 Fri	Medical/Surgical Ward	D	7:00	Clinical In Department	8:00	
7/01/2012 Sat	Medical/Surgical Ward	OFF	7:00	-----		
8/01/2012 Sun	Medical/Surgical Ward	OFF	7:00	-----		
9/01/2012 Mon	Medical/Surgical Ward	NUM	8:00	Clinical Administration	8:00	
10/01/2012 Tue	Medical/Surgical Ward	NUM	8:00	Clinical Administration	8:00	
11/01/2012 Wed	Medical/Surgical Ward	N	22:45	Clinical In Department	8:00	
12/01/2012 Thu	Medical/Surgical Ward	N	22:45	Clinical In Department	8:00	Fire Warden
13/01/2012 Fri	Medical/Surgical Ward	OFF	7:00	-----		
14/01/2012 Sat	Medical/Surgical Ward	OFF	7:00	-----		
15/01/2012 Sun		ANL		Annual Leave		

HANDY HINTS

Remember to post your roster prior to pulling Get Roster to provide you with a legal copy of the roster at time of release.

FREQUENTLY ASKED QUESTIONS

I have a staff member who when she logs into TrendCare her home page (allocate staff screen) is a surgical ward and not the post natal ward where she works. I have checked the staff maintenance and she has post natal ward as her home ward.

The default ward is determined by the PC's default settings, not the user's home ward. To change the default ward/s for a PC locally, you can click on Session Properties in the top right-hand corner of the LaunchPad. Click Select Ward/s and select / deselect wards until the appropriate array of wards are set as default for the PC. Click Finished - the order of default wards can be changed using the up and down arrows. Remember that changes made will affect all users who logon to that PC.

This query is about the ability to print part of the roster by fortnight even though the roster is done in a 4 week period. Eg: Four week roster, print only first fortnight.

It is possible to print any range of pages from a roster by using the Print Adv. Button in either the View Roster screen or when the roster is viewed in the Print Roster report. This button displays a dialogue box allowing the ability to manipulate the printout (no. of copies, pages to print etc.)

USEFUL HANDOVERS

Report - Ward Medical Handover

Printed: 16/01/2012 11:08:30 AM

Shift: **Day Shift - 9/01/2012** By Priority

Selected Wards
Medical/Surgical Ward

Patient	Patient Number	Situation	Act	Action (Assessment Recommendation)	Priority	Wards	Beds	Status	Doctor
Thomas, Freda	62062	Severe symptoms (ix Epilepsy)		Review Neuro Obs	N	Medical/Surgical Ward	20		Bright, Matthew
				Review Pathology	N				
Font, Christine	272727	Chest pain (ix of Angina)	Y	Review	M	Medical/Surgical Ward	18		Dales, Tim
				ECG	M	2:4			
				Enzymes	M	3:L			
Samaul, Helen	985939	Post operative pain		Commence PCA	N	Medical/Surgical Ward	17		Dales, Tim
				Request additional PRN meds	N				
Overton, James	985959	Admission (Fall from ladder)	Y	Assess Mental State	M	Medical/Surgical Ward	10		Dr amy jones
			Y	Head CT	M				
			Y	Review Neuro Obs	M				
Andrew, Pamela	048494	Post operative bleeding (RTW 2300 post Hip Replacement)	Y	Review	N	Medical/Surgical Ward	12		Furnival, Gavin
Davidson, Harold	728216	Post operative pain (RTW 1020 post Knee Replacement)	Y	Commence PCA	N	Medical/Surgical Ward	16		Hartley, John
Poulidge, David	986609	Alcohol withdrawal symptoms	Y	Review	A	2:4	Medical/Surgical Ward	5	Cooke, Leslie
			Y	Assess Mental State	A	3:L			
Brown, James	248810	Admission	Y	ECG	M	2:4	Medical/Surgical Ward	4	Dr Jones
			Y	Review	M	2:4			
			Y	CR	M	3:L			
Sampson, Jillian	717171	Discharge	Y	Discharge medications	N	3:L	Medical/Surgical Ward	7	Furnival, Gavin
			Y	Review	N	3:L			

NOTES: This report identifies all patients in the selected Wards who have a Medical Handover assigned for the selected shift, or who have an uncompleted Action from a previous shift.
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The Ward Medical Handover identifies patients who have a medical review assigned for the selected day and shift or have an incomplete action from a previous shift. The handover identifies the person requesting the review (Medical / Nurse / Allied Health), the priority rating for the action (High / Medium / Low) and if the Action has been achieved.

USEFUL LISTS

Never forget a birthday !! This list can be printed for each month to show staff birthdays.

List Staff Birthdays (Ward 4 Bee) - February

Printed: 24/01/2012 10:52:14 AM

In Use?	Staff Member Name	Home Ward	Birthday	Staff Title
Yes	EAVES, HELEN	Ward 4 Bee	16/02	Registered Nurse
Yes	GIBSON, Cathy	Ward 4 Bee	07/02	Registered Nurse

GLOSSARY OF TERMS

Clinical In Department Hours: All time spent providing care to inpatients and day only patients in the department. This includes Doctor's rounds, phone calls to Doctors regarding patient issues and other activities directly related to patient care. NB: When ward managers or team leaders complete patient care e.g. documentation, doctors' rounds, meal relief for clinical staff, medication administration, discharge planning and other clinical care, the time taken to complete these clinical activities should be recorded as Clinical in Department hours and not as Clinical Administration or Shift Coordination.

Other Clinical Hours: All time spent doing clinical activities other than inpatient care in the department. Eg: discharge follow-up.

Where in the world is TC?



Word has it... This little guy was spotted in many hospital wards around Christmas bringing smiles and joy to all !!