# Task List Tab:

# Single-Patient Task List

- It is divided into two sub tabs
  - "Patient Care"
  - "Specimen Collection"



# **Patient Care:**

Three ways that a task appears on the Task List:

- 1. Patient has been admitted (Admission Assessment)
- 2. Orders are entered and action is required (Insert foley)
- 3. Power form is saved (not signed) (Expiration record)

Sections of Patient Care:

**Task Status:** Displays current status (pending, overdue, in process) **Scheduled Dt/tm:** Displays date and time task due

**Task Description:** Displays name of task (Admission Assessment, dressing change)

Order details: Displays order requirements

ient Ca	re Specime	n Collection Task	Status column	(no t	time frame defined)
sk retrie	val completed				
	Task Status	Scheduled Dt/Tm	Task Description		Order Details
	InProcess	2016-Dec-22 09:33	Adult Admission Assessment		
•	InProcess	2017-Jan-06 07:52	Adult Activities of Daily Living		
•	InProcess	2017-Jan-06 09:27	Adult Activities of Daily Livin		
1 🔚	Overdue	2017-Jan-05 18:12	Apply Urinary Leg Bag		Start: 2017-Jan-05 18:12
È 💼	Overdue	2017-Jan-06 09:00	TLR Mobility Record		2017-Jan-05 18:12, Stop Date 2017-Jan-05 18:12
	Pending	2017-Jan-06 18:00	Post Procedure Assessment		Start: 2017-Jan-06 18:00, Notify Physician if temperature greater than 38.5 C.
	Pending	2017-Jan-06 18:12	Conley Fall Risk Assessment	Name of required	2017-Jan-06 18:12, Stop Date 2017-Jan-06 18:12
	Pending	2017-Jan-06 🔽:00	Post Procedure Assessment	task	Start: 2017-Jan-06 22:00, Notify Physician if temperature greater than 38.5 C.
	Pending	Continuous	Discharge Planning Assessment	line	2017-Jan-05 09:24 Order entered secondary to patient admission.

### Task Icons:



Time Frame (Clinical Range):

Must be set at "No Timeframe Defined"

#### **DO NOT** adjust clinical timeframe.

If a defined timeframe (date and time) is displayed in the clinical range bar, clinician must call the Service Centre to have the Task List time frame reset.

#### **Task Statuses:**

There are four status options

- Pending Awaiting completion
- In Progress Has been initiated but not completed
- Completed Has been completed, remains until screen is refreshed
- Overdue Past the acceptable time frame set for the specific task

[ask	retr	ieval comple	ted		
		Task Status	Scheduled Dt	/T St	atus Types
r:		InProcess	2016 Dec-22	17.05	History
		Pending	2016-Dec-22	17:09	Adult Admission Assessment
~		Complete	2016-Dec-22	17:09	Braden Assessment
		Pending	2016-Dec-22	17:09	TLR Mobility Record
	60	Pending	Continuous		Discharge Planning Assessment

#### Task options/Functions:

- 1. Select a task.
- 2. Right click and select a charting function

			[no time frame defined]	
	v Care	Sparinger Collection		
Task	antimud or	resident		
_	Lark	Stature Scheduled DI/Tax	Lask Description	Mount
2	HPX	1000 2011-Dec-08 08:25	Vital Signo	
1	000	Chart Done	full Admission History	Adminian History Adult
H	65° 0ve	Chart Done (Date/Time)	Suit Admission Assessment	Adminion Assessment Adult
14	00 010	Quick Chart	stubles and Belongings	Valuables and Belongings
29	66° 0ve	ghart Details Unchart	suit Activities of Daily Living	Activities of Dially Living Adult
29	00 010	Ad Hoc Charting	aden Assessment	Braden-Assessment
H	65 0.0	Beschedule This Task	al Risk Assessment	Conley Fall Risk Assessment
27	05 0.0	Fred	aden Azzezoneri	Braden Azzessment
H	65° Dve	Order Info Order Constent	al Risk Assessment	Conley Fall Risk Assessment
r	de' Pan	Create Admin Note	.R Hobility Record	TUR
	AC Day		D Mohille Decord	TIP

### **Chart Not Done**

- Document that a task was not done.
- Reason required (select from dropdown menu)

< O   % B			_	
*Performed on:	2011-Dec-09	1325		By: Test, F
Reason Not Done:				
Comment:				

# **Chart Details**

• Will open the document associated with the task

# **Viewing Additional Information**

To view additional information about a task

- Right click on the task
- Select one of the options listed below.
- If options are dithered, functionality is not be available.

Order Information: Displays order details.

**Order Comment:** Comments attached to the order will display.

Task Information: Displays clinicians who have actioned the task



Patient Snapshot: Displays patient information (diagnoses and allergies).



# Specimen Collection Task List:

# **Functionality:**

• Displays specimens ordered as a "Nurse Collect".

10	010			
				(no time frame defi
Patient	Care Specimen Coll	ection		
Task re	trieval completed			
	Scheduled Dt/Tm	Task Description	Task Status	
•	2023-Mar-09 10:15	Need to Collect: 1 EDTA Volume 3.00 mL, Accession # 23-068-00744 A 1 Sodium Citrate Volume 2.70 mL, Accession # 23-068-00744 B	Pending	
	2022-Mar-00 10-16	Need to Collect: 1 Steril Cun Volume 50.00 ml. Accession # 23-068-00748.4	Pending	

• Hover to discover order details

			(no time frame defined)	
tient Care Specimen Colle	ection			
sk retrieval completed				
Scheduled Dt/Tm	Task Description		Task Status	
• 2023-Mar-09 10:15	Need to Collect: 1 EDTA Volume 3.00 mL, Accession # 23-068-007 Sodium Citrate Volume 2.70 mL, Accession # 23-068-00744 B	744 A 1	Order Details Grouped by Order	
2023-Mar-09 10:16	Need to Collect: 1 Steril C Hover to discover	0748 A	CIC W DIff: Blood, Stat. BT: Routine, 202: Mar. 99 16:14, 2023 Mar. 99 16:15. Nurs: color: Pint Laber YAN, OL DFAULT; FOM / FOM, ASAP Laber pints on order. Results are NON URGENT; Ordered: Dispatched EDIA. Accession 82:066:0704. V JOILm 23: Om. 15 Pending PI Panet Blood, ASAP, RT: Routine, 2023 Mar. 99 16:14, 2023 Mar. 99 16:15. Nurs: color: Pint Laber YAN, OL DFAULT; FOM/ FOM, ASAP Laber pints on order. Results are NON URGENT; Ordered: Dispatched Sodium: Clarka Accession 22:36:20748. V JOILm 27: 0m. 517.	^
	-		Container View	~

- Sign off task when completed
  - Click on yellow task box
  - Confirm details
  - Click "OK"

ner Geschler Geschler Geschler Geschler All, Göl - 27 TEVL Roller - History X Karling All Starting - 29 Sector - Start Start, Sta
NARY Localitation (Localitation) (Lo
Nila Adad be completed with the action Nila A, Barmi 423-086-00148, B, 27 mL
0204A, 130ml 925-966-0034B, 2.7 ml
20 10 10 20 10 10 10 10 10 10 10 10 10 10 10 10 10