


# Care Rounds Reference Sheet

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**Steps involved for updating and saving changes from your workstation:**

- 1) Access Care Round Board on X:Drive >> Unit Rounds>> Care Round Boards>> \_\_\_\_ (site i.e., MET or Ouellette)>> \_\_\_\_ (select unit that you are updating)
- 2) Make necessary changes
- 3) Click on 'save' icon  or press (ctrl+S)
- 4) Close document

**During the Round: Save as you go**

- 1) Move sequentially around the unit or as patient need requires
- 2) Confirm the room number and name of each patient as you are rounding
- 3) Update patient information utilizing the columns of the board in sequential order (left to right) for each admitted patient as applicable
- 4) Input appropriate information on the board based upon the report(s) provided by the care team member(s)
- 5) When appropriate, use leading questions to guide discussion/updates (e.g., "Is that a barrier to transfer? Are we on track? What needs to occur today to support the patient's transfer?")

**Remember to ENABLE content (shows up as yellow ribbon on the top left hand side of the board)  
Please plug in the laptop when not in use**

Room	Patient Name	Entry Date	Days in ICU/CCU	M/F	Age	Nurse	Secondary MD	Consults	Seen By	Diagnosis	Trauma	Resp.	Neuro	Dialysis
	First 3 Letters	Enter Admit to ICU/CCU Date	Automatic	Use Drop-Down	#	Enter First Name	Enter Last Name	Enter names of other oconsults	MD/NP	Free text	Y	Vent, BIPAP, or OptiFlow	N	CCRT, HD, PD
329	Caix	Sun, Mar 25	2	M	70								N	
330														
331	ALNA	Fri, Mar 16	11	M	24		Jhavar rehab Namaan yusuff	rehab Namaan not in yet	MD	HEAD INJURY	Y	Optiflow	N	
332	MICE	Sat, Mar 24	3	M	77		nephro-bagga		MD	hypercapnic resp. failure				

See over



### Following the Round:

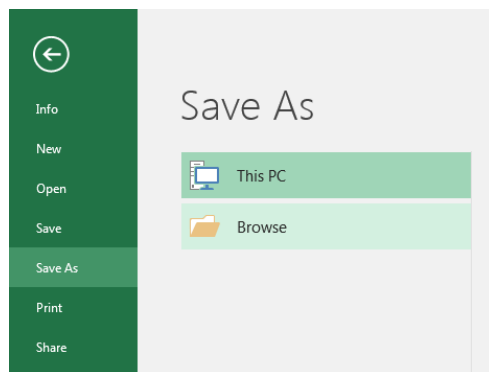
- 1) Ensure follow-up action related to discharge barriers and/or plan of care are addressed by all care team members (including nursing staff)

- 2) After Care Rounds are done, save the file.



You will now make a copy of this file to make sure that if anything happens, we don't lose all the great work you just did.

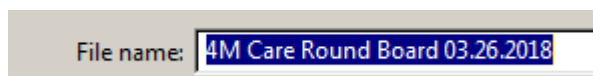
- 3) Click File, then Save As, then Browse.



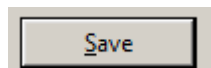
- 4) Double click on the Archive Folder



- 5) Add today's date to the end of the file name:



- 6) Click Save



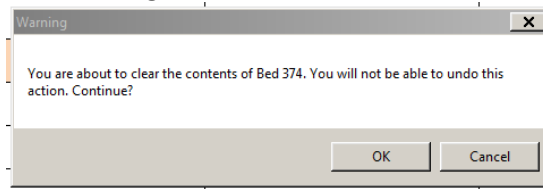
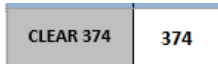
### The most important step!

1. Close this copy of the file using the X in the corner



### Discharging/ Moving patients

Discharging a patient from the unit. Press the clear button. A prompt will appear to confirm the discharge. Once the patient is discharged the content is gone.



#### 1) Moving a 1 patient from one bed to another on the same unit

Locate the tab on the bottom left side of the Care Rboard and open the **Moving Patient** tab.

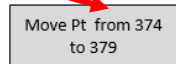


**From** - Choose the room the patient is currently in.

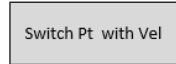
**To** – Choose the room the patient will be transferred to (the room needs to be empty)

Then click the Move PT from \_\_\_ to \_\_\_

From:	374	
To:	379	Vel



#### 2) If you are **switching 2 patients** rooms , you would do the same thing except you would click the Switch PT



### The most important step!

2. Save and close this copy of the file using the X in the



corner