Care Rounds
Reference Sheet

Steps involved for updating and saving changes from your workstation:
1) **Access Care Round Board on X:Drive >> Unit Rounds>> Care Round Boards>> _____ (site 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)

| Room	Patient Name	Admit Date	Readmit w/in	M/F	Age	Days in Hospital	EDD	Nurse	MRP	Working Diagnosis	Comorbidities	MH Act Forms
	First 3 Letters	Enter Admit Date	Use Drop-Down	Use Drop-Down	#	Automatic	Estimated Date of Discharge	Enter First Name	Enter Last Name	Type in or select from drop-down	(i.e. SA, pneumonia, diabetes)	
374												
376												
377												
378												
379												
380												
381												
383												

Following the Round:

1) Ensure follow-up action related to discharge/ transfer 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.
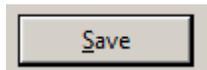
3) Click File, then Save As, then Browse.

Save As

This PC

Browse
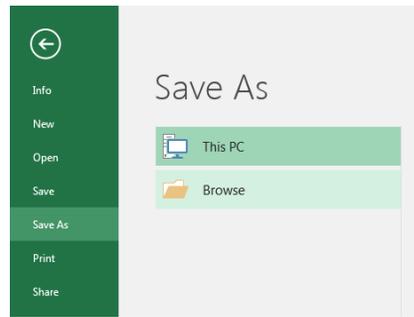
4) Double click on the Archive Folder

Archive

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

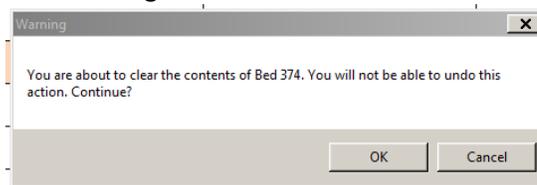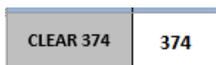File name: 4M Care Round Board 03.26.2018

6) Click Save

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.

Warning

You are about to clear the contents of Bed 374. You will not be able to undo this action. Continue?

OK   Cancel

CLEAR 374   374

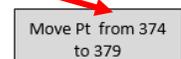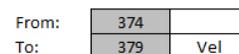1) **Moving a 1 patient** from one bed to another on the same unit
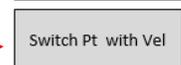Locate the tab on the bottom left side of the Care Rboard and open the **Moving Patient** tab.

PICU   MovingPatient

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

Move Pt from 374 to 379

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

Switch Pt with Vel