paperlite

NHS
The Newcastle upon Tyne Hospitals
NHS Foundation Trust

Capacity Management (Outpatients)

eRecord

Pocket Guide

Healthcare at its best
with people at our heart

#LetsGetDigital

This guide is designed to help you get the most out of the *paperlite* system through quick reference guides for common tasks in *eRecord*

Use this handy checklist to help you on your first day using the CapMan:

- ☐ Set up my views and preferences
- ☐ How to request an Infectious clean (Rapid Response Team)
- ☐ How to request a piece of equipment or patient escort

If you need any help with any of these take a look at the Paperlite website http://*paperlite* or call the service desk on 21000.

How to access CapMan

The CapMan icon will be available on your desktop > eRecord icon > Login > CapMgmt

Configuring views and favourites

Set your location – at the top of the screen, select the Hospital icon. Pick your location from the list.
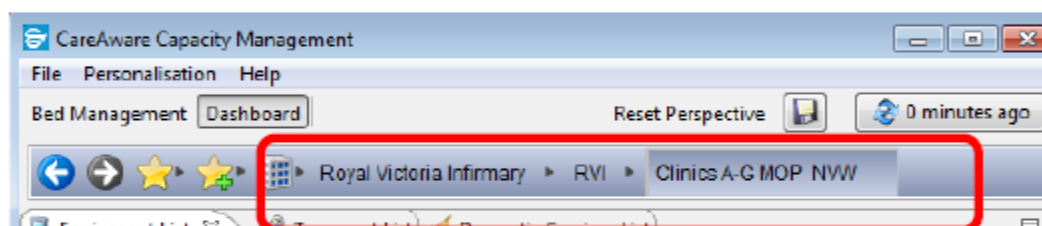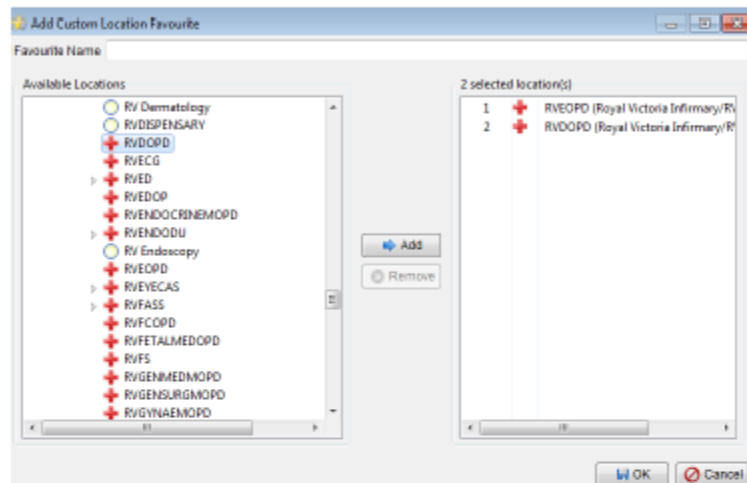

It is possible to view multiple locations by customising your view. Next to the Hospital icon select 'add to favourites' - the gold star with a green cross - and click Add Custom Location Favourite.
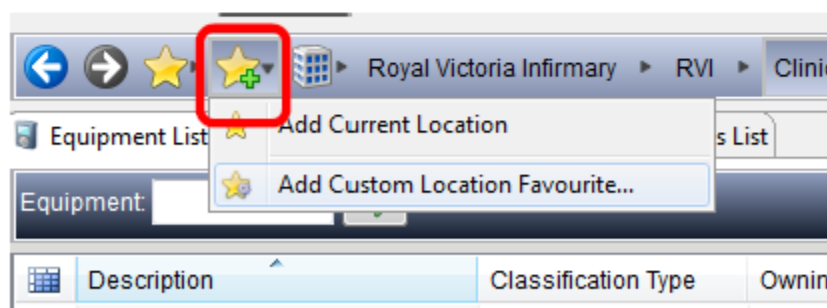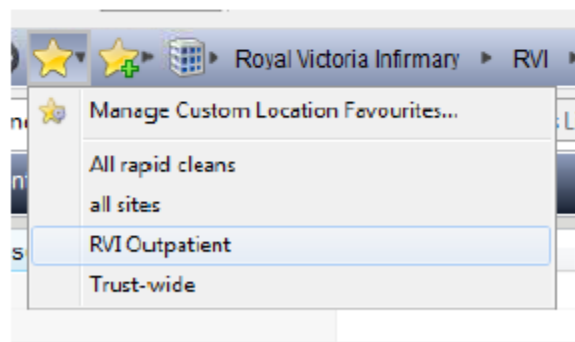
Name your favourite and select the locations you wish to view.
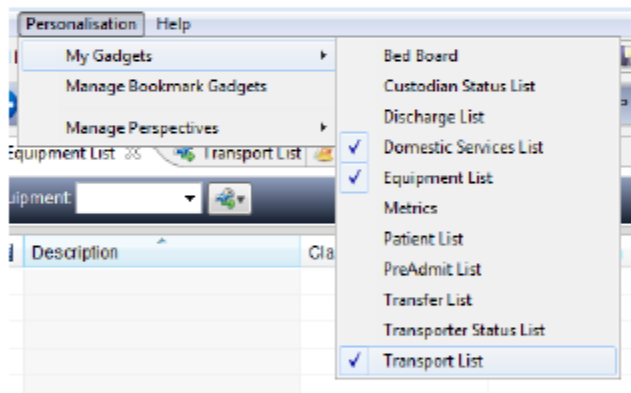
Select 'OK'

To view this setting click on the first gold star (*favourites*) and select your view.

You may require one of the lists below but cannot see it in CapMan.

- **Transport List** - *list of Porter/Orderly jobs*
- **Equipment List** - *used to request equipment*
- **Domestic Services List** - *used to request Infectious Cleans (rapid response)*

Select Personalisation, click My Gadgets and ensure that the relevant lists have a tick next to them.

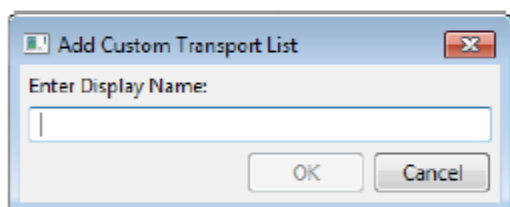Once ticked these 'tabs' will appear as below.
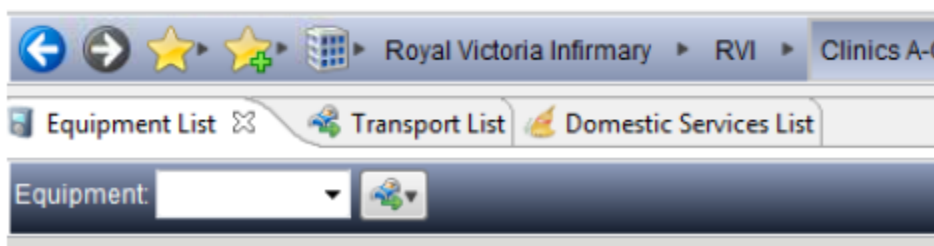
Filtering lists

All of the list columns can be filtered—helpful if you only wish to view Porter requests or Infectious Cleans.
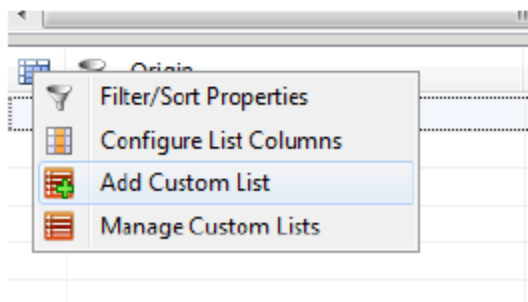
To create a customised list, Select the Blue and White grid and click Add Custom List.
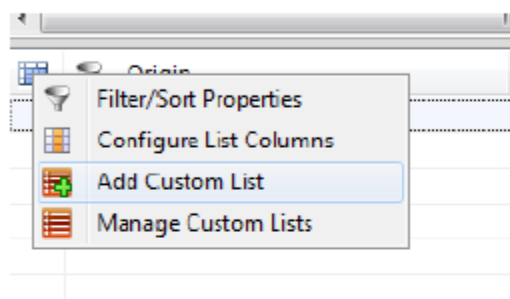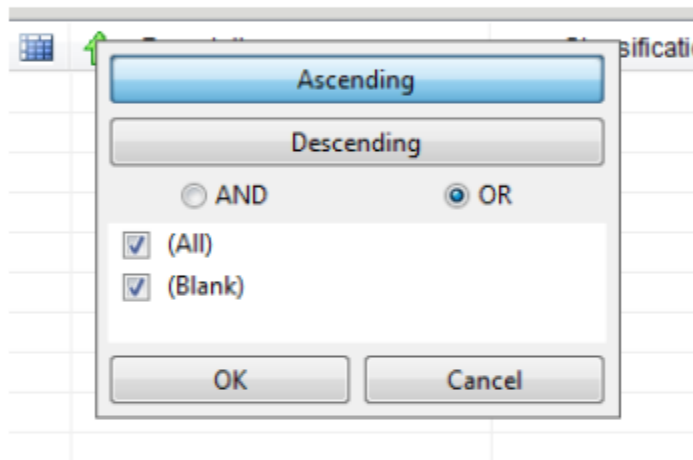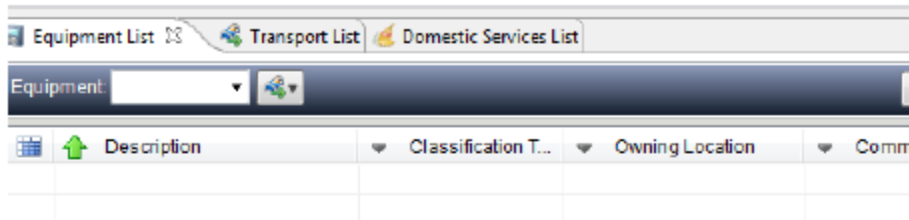
You will be prompted to select a name for this list. Enter your chosen name and click OK.

Select the Blue and White grid (*this is in the corner of each list*) and select Filter/Sort Properties.

A green arrow will appear which indicates filtering is on.

It is possible to filter all lists to your own requirements.

How to request an Infectious clean (Rapid Response Team)

In the Domestic Services List view, click on the brush icon and click Request Adhoc Clean.

(note: If you do not have this view it can be added by using personalisation option - see guide 'configure views and favourites')
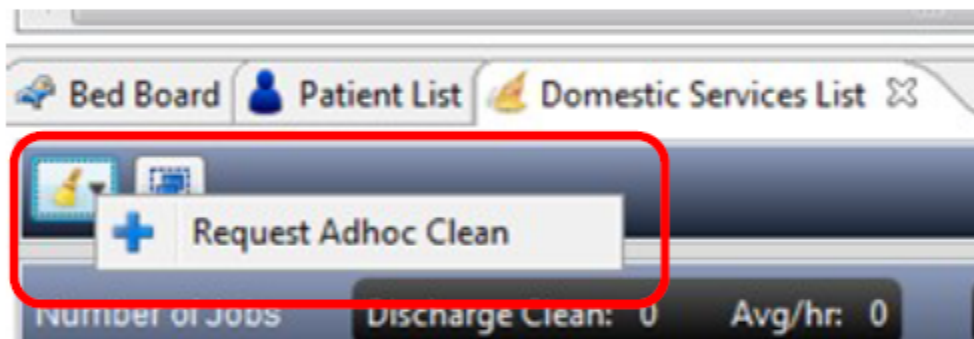
In Location, click on the ellipsis [...] to search for your location
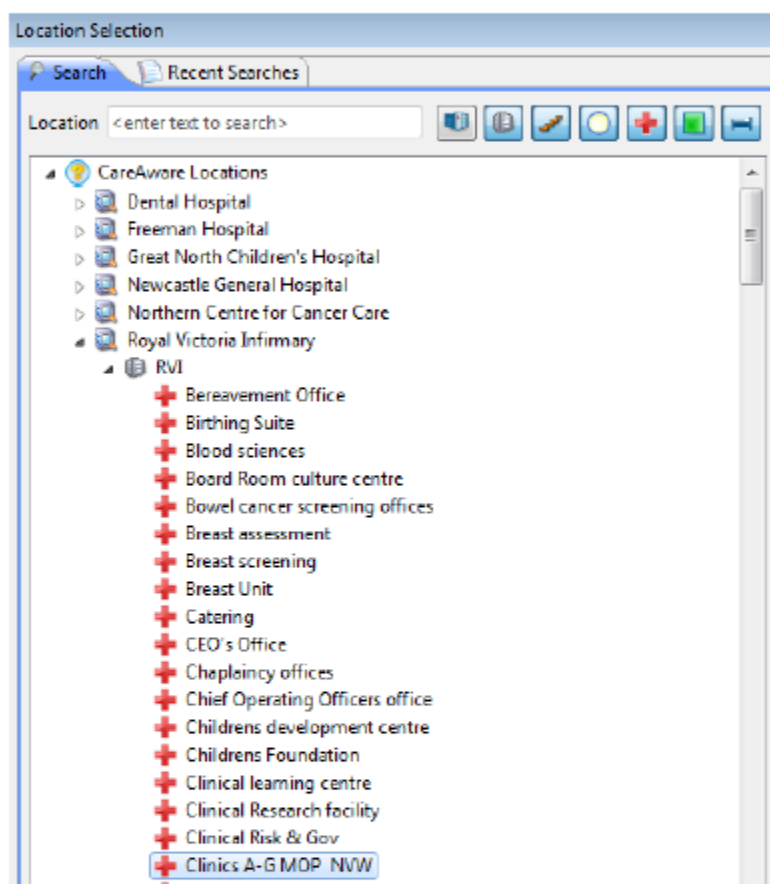
Your location will now be populated in the Location box

In Priority, click the downward arrow and select the clean required.

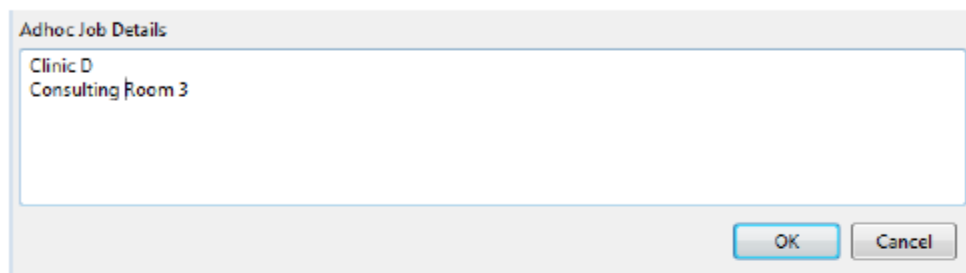In Scheduled Date and Time a clean can be scheduled for a time in the future.

Click on the *hour:minutes:seconds* and use the up/down arrow to select desired time *NB this time slot cannot be guaranteed*

In the Adhoc Job Details box type the details of the location, i.e. Clinic number and Room number.

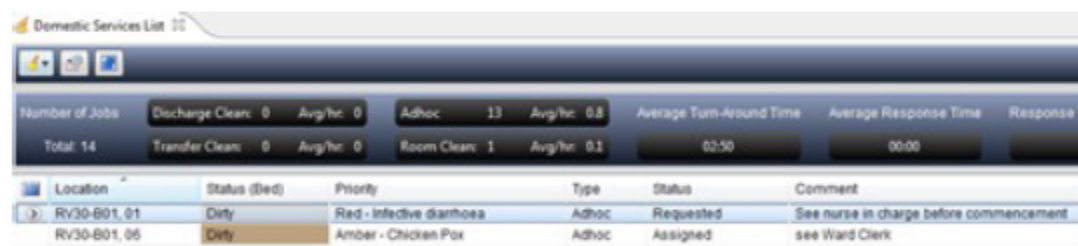This information will be relayed via the iPod to the Rapid Response Team.

Click OK to request your clean

In the Domestic Services List you can monitor the status of your clean.

Your request will drop off the Domestic Services List when it has been completed.

How to Request Equipment

In the Equipment List view, click on Global Search *(this is located at the right of the screen)*

(note: If you do not have this view it can be added by using personalisation option—see guide 'configuring views and favourites')
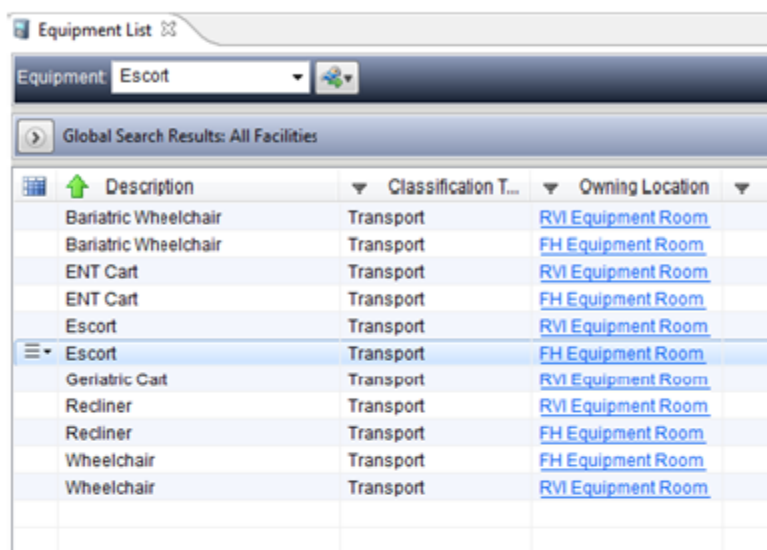

In Description, enter what you are looking for.

In Classification Type select the downward arrow and highlight the equipment you require, click Search.

For a patient escort select 'transport'

Highlight the equipment you require. Ensure you select the correct site, Freeman or RVI. Click on the menu icon in the first column
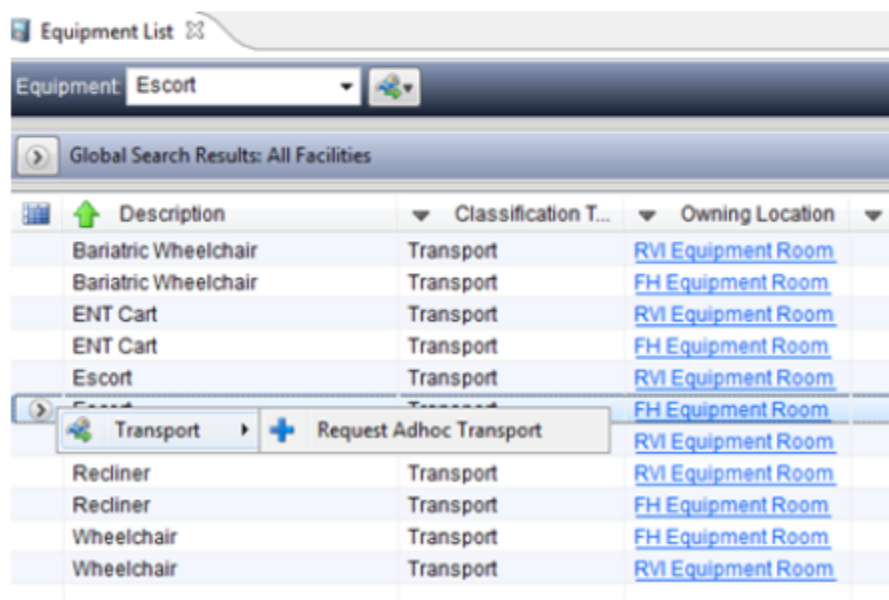

Select Transport then Request Adhoc Transport

The current date and time is automatically populated.

(*You can change the time by highlighting the hour:minutes:seconds using the up arrow at the side of the box*)

The From box is automatically populated with the selection you have chosen.

In the To box, click on the ellipsis to bring up Location List and click on the required location.

For Loan Library equipment continue to request by telephone.

Click on your Site then ward / clinic and click OK
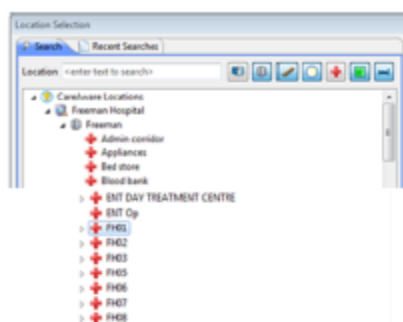
Your location will be in Recent Searches once you have selected your site and ward / clinic once

Select the priority of the delivery in the Priority box and type in any information you wish to communicate to the porters in the Transport Details box. Click OK.

An available Porter will receive details of the job electronically via an iPod.

Status update can be found on the 'Transport List' tab.

Need more support?

For more information and additional support go to the Paperlite website **https://paperlite** where you will find:

- Video Guides

- Quick Reference Guides

- Additional Training Sessions

Remember if you need help, our service desk is available 24/7, Call us on 21000

The Irony of a paper guide for a paperlite EPR is not lost on us ;-) but we think this small piece of paper is worth it to help you get the most out of the system

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