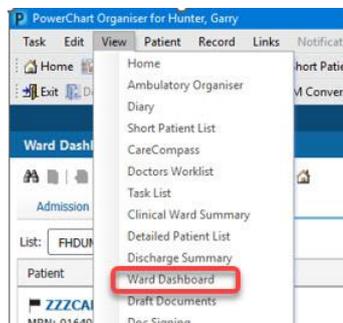


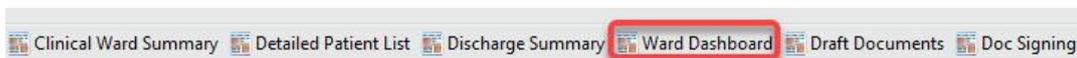
## Ward Dashboard

### How do I access Ward Dashboard?

- Click **View** then **Ward Dashboard**.

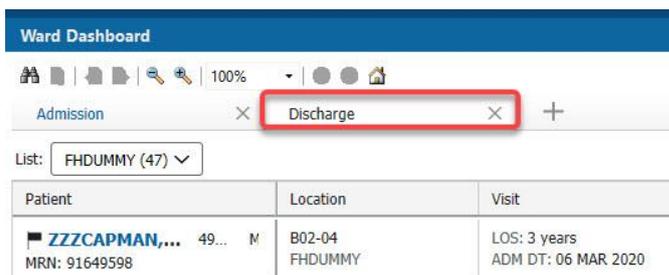


- You should also be able to see and click on **Ward Dashboard** in the rows below.



### How do I access the Discharge tab?

- Click on **Discharge**

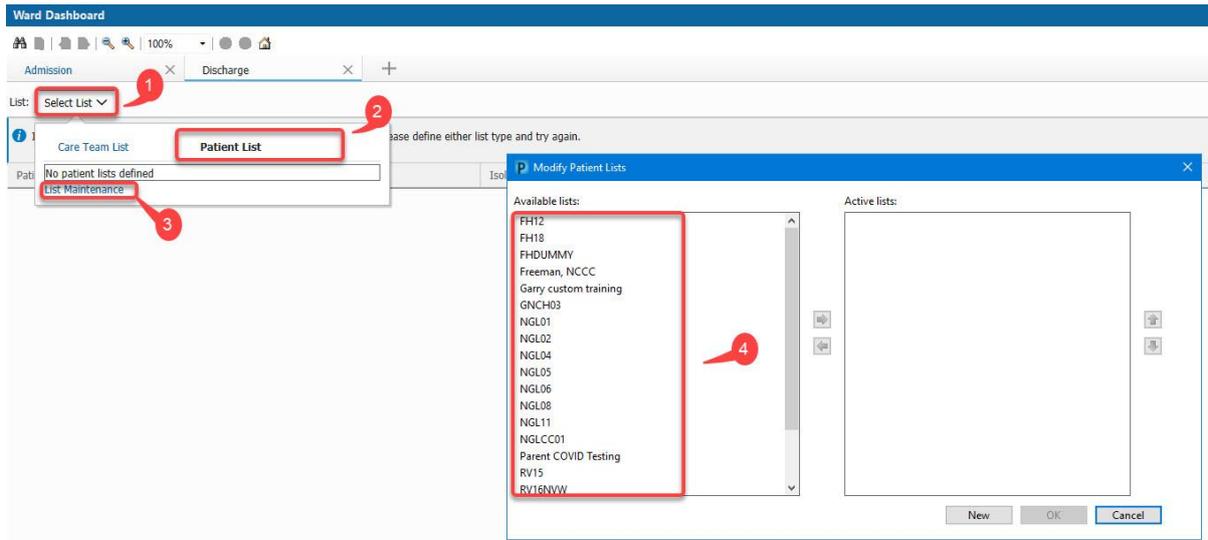


### What is the Discharge tab?

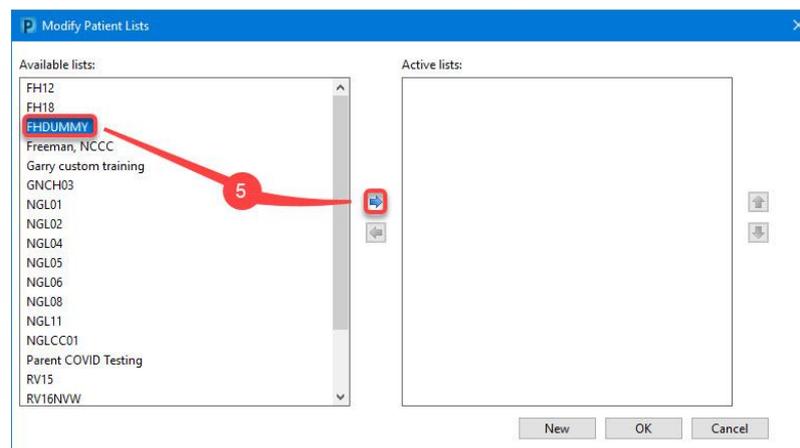
- The **Discharge Tab** allows you to set up a list that summarises the discharge plans for a group of patients.
- It is the place in eRecord to see and update information about a patient's discharge.
- The list of patients can be sorted by the expected date of discharge to see who is almost ready to be discharged on a ward.
- You can complete the new Discharge Hub Referral form from this page.

### How do I set the List up?

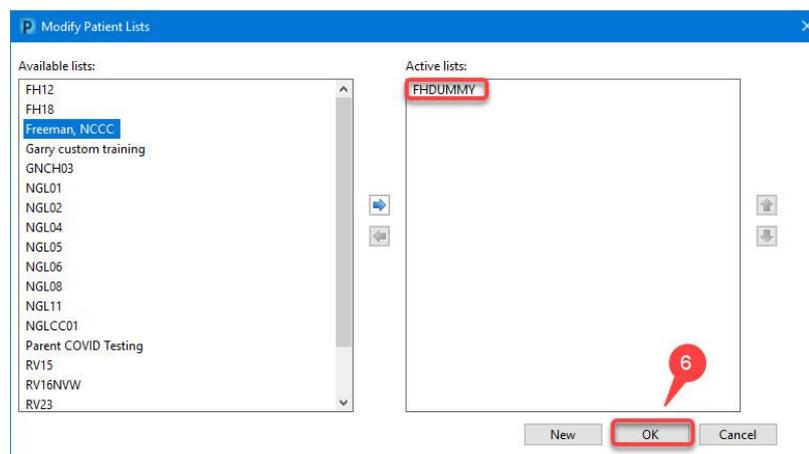
- Click **Select List**.
- Click **Patient List**.
- Click **List Maintenance**.
- In the opening Patient list window, any lists you have already set up for Care Compass will appear in the **Available lists** column.



5. Select the list you want to set up, then click the right arrow in the middle to pull it across into the **Active lists** column.



6. Click **OK**.



7. The list should now be appearing and a list of Patient's from that group will be showing.

| Ward Dashboard                     |                   |                                       |           |   |  |
|------------------------------------|-------------------|---------------------------------------|-----------|---|--|
| Admission × Discharge × +          |                   |                                       |           |   |  |
| List: FHDUMMY (47) ▾               |                   |                                       |           |   |  |
| Patient                            | Location          | Visit                                 | Isolation | Actions                                     |  |
| ■ ZZZCAPMAN, ...<br>MRN: 91649598  | B02-04<br>FHDUMMY | LOS: 3 years<br>ADM DT: 06 MAR 2020   | Isolation | Call social worker<br>Call family to update |  |
| ■ ZZZPAED, MED...<br>MRN: 91425267 | B02-02<br>FHDUMMY | LOS: 5 years<br>ADM DT: 09 AUG 2018   | Isolation | review something                            |  |
| ■ *ZZZTEST, MA...<br>MRN: 91812657 | HA-04<br>FHDUMMY  | LOS: 10 months<br>ADM DT: 07 FEB 2023 |           |   |  |

## How do I Establish Relationships?

1. Your **Patient List** will now be showing
2. Some patients may have inactive fields (boxes will appear grey).
3. Click **Establish Relationships**.

| Ward Dashboard                       |                   |  |           |   |                        |                          |                          |   |               |                 |             |                         |
|--------------------------------------|-------------------|--|-----------|---|------------------------|--------------------------|--------------------------|---|---------------|-----------------|-------------|-------------------------|
| Admission × Discharge × +            |                   |  |           |   |                        |                          |                          |   |               |                 |             |                         |
| List: FHDUMMY (47) ▾                 |                   |  |           |   |                        |                          |                          |   |               |                 |             |                         |
| Patient                              | Location          | Visit  | Isolation | Actions                                     | Pathway                | Expected Date of Di...   | Ready for Discharge      | Documentation   | Resus         | Discharge Medic | Add Patient | Establish Relationships |
| ■ ZZZCAPMAN, ...<br>MRN: 91649598    | B02-04<br>FHDUMMY | LOS: 3 years<br>ADM DT: 06 MAR 2020            | Isolation | Call social worker<br>Call family to update | Pathway 2<br>4 mos ago | 17 MAY 2023<br>4 mos ago |                          | Discharge Planning - Boa...<br>Discharge Hub Referral | Resus: DNACPR |                 |             |                         |
| ■ ZZZPAED, MED...<br>MRN: 91425267   | B02-02<br>FHDUMMY | LOS: 5 years<br>ADM DT: 09 AUG 2018            | Isolation | review something                            | Pathway 2<br>7 wks ago | 28 JUL 2023<br>4 mos ago | 22 AUG 2023<br>4 mos ago | Discharge Hub Referral<br>Discharge Planning - ...    | Resus: DNACPR |                 |             |                         |
| ■ *ZZZTEST, MA...<br>MRN: 91812657   | HA-04<br>FHDUMMY  | LOS: 10 months<br>ADM DT: 07 FEB 2023          |           |   | Pathway 3<br>3 mos ago | 25 SEP 2023<br>3 mos ago | 17 SEP 2023<br>3 mos ago | Discharge Hub Referral<br>Discharge Hub Referral      | Resus: DNACPR |                 |             |                         |
| ■ *ZZZTEST, WHI...<br>MRN: 91813150  | HA-12<br>FHDUMMY  | LOS: 3 months, 3 weeks<br>ADM DT: 11 AUG 2023  |           |   |                        |                          |                          | Discharge Hub Referral<br>Discharge Planning - Boa... | Resus: DNACPR |                 |             |                         |
| ■ ZZZ, PAULA<br>MRN: 91654694        | HA-01<br>FHDUMMY  | LOS: 10 months, 2 weeks<br>ADM DT: 21 JAN 2023 |           |   | Pathway 0<br>3 mos ago | 16 SEP 2023<br>3 mos ago | 14 SEP 2023<br>3 mos ago | Discharge Planning - Boa...<br>Discharge Hub Referral |               |                 |             |                         |
| ■ ZZZ AL THOR, R...<br>MRN: 91813722 | HA-25<br>FHDUMMY  | LOS: 8 weeks<br>ADM DT: 13 OCT 2023            |           |   |                        |                          |                          |   |               |                 |             |                         |
| ■ MEKOWULU, ZZZ...<br>MRN: 91813721  | HA-17<br>FHDUMMY  | LOS: 8 weeks<br>ADM DT: 13 OCT 2023            |           |   |                        |                          |                          |   |               |                 |             |                         |

4. Click 'select all' and then 'submit'.

| Discharge Dashboard               |                   |       |
|-----------------------------------|-------------------|-------|
| Discharge × +                     |                   |       |
| List: FHDUMMY (38) ▾              |                   |       |
| Patient                           | Location          | Visit |
| MRN: 91812051                     | FHDUMMY           | AD    |
| *ZZZTEST, ICA...<br>MRN: 91812025 | HA-11<br>FHDUMMY  | AD    |
| *ZZZTEST, IRE...<br>MRN: 91812186 | B01-03<br>FHDUMMY | AD    |
| *ZZZTEST, IRE...<br>MRN: 91812187 | B01-03<br>FHDUMMY | AD    |
| *ZZZTEST, IRE...<br>MRN: 91812188 | B02-02<br>FHDUMMY | AD    |
| *ZZZTEST, W...<br>MRN: 91813150   | HA-12<br>FHDUMMY  | AD    |
| *ZZZTESTING...<br>MRN: 91732295   | HA-18<br>FHDUMMY  | AD    |
| *ZZZTEST, IRE...<br>MRN: 91813622 | HA-21<br>FHDUMMY  | AD    |

**Establish Relationships**

\* Relationship: Clinical

\* Select Patients

Select all

ZZZTEST, WHITEBOARD4  
DOB: 01 JAN 1990 Gender: Female MRN: 91813150 FIN: 13490355

ZZZTESTING, MARK2  
DOB: 01 JAN 1980 Gender: Male MRN: 91732295 FIN: 13490570

ZZZTEST, EREC2989 INPATIENT  
DOB: 01 JAN 1980 Gender: Male MRN: 91813622 FIN: 13490608

ZZZTEST BATWO, BA  
DOB: 01 JAN 1970 Gender: Male MRN: 91654428 FIN: 13490612

ZZZTESTING, MARK  
DOB: 01 JAN 1980 Gender: Male MRN: 91732293 FIN: 13490575

ZZZTEST, EREC2989 DAYCASE  
DOB: 01 JAN 1980 Gender: Male MRN: 91813621 FIN: 13490607

ZZZTEST, EREC2989 DAYCASE

5. The page will reload, this may take a few moments.

| Patient                                 | Location          | Visit                            | I. | Actions | Pathway                 | Ready for...                 | Documentation                                  | Resus       | Discharge Medic... | Expected...                  |
|---|-------------------|----------------------------------|----|---------|-------------------------|------------------------------|--|-------------|--------------------|------------------------------|
| MRN: 91813051                           | FHDUMMY           | AD... 22 MA...                   |    |         |                         |                              |  |             |                    |                              |
| *ZZZTEST, ION... 43...<br>MRN: 91813005 | HA-11<br>FHDUMMY  | L. 4 months...<br>AD... 09 MA... |    |         |                         |                              |  | R... For... |                    |                              |
| *ZZZTEST, ERE... 3...<br>MRN: 91813186  | B01-02<br>FHDUMMY | L. 2 months...<br>AD... 19 JU... |    |         | Pathway 3<br>9 wks ago  | 14 AUG 2023<br>5 wks ago     | Discharge Hub Referral...<br>Discharge Plan... | R... DN...  |                    | 17 AUG 2023<br>5 wks ago     |
| *ZZZTEST, ERE... 4...<br>MRN: 91813187  | B01-03<br>FHDUMMY | L. 2 months...<br>AD... 19 JU... |    |         |                         |                              |  |             |                    |                              |
| *ZZZTEST, ERE... 4...<br>MRN: 91813188  | B02-03<br>FHDUMMY | L. 2 months...<br>AD... 19 JU... |    |         | Pathway 1<br>5 wks ago  | 14 AUG 2023<br>5 wks ago     | Discharge Plannin...<br>Discharge Plannin...   |             |                    | 20 AUG 2023<br>5 wks ago     |
| *ZZZTEST, W... 3...<br>MRN: 91813150    | HA-12<br>FHDUMMY  | L. 5 weeks...<br>AD... 11 AU...  |    |         |                         |                              |  | R... DN...  |                    |                              |
| *ZZZTESTING... 4...<br>MRN: 91732295    | HA-16<br>FHDUMMY  | LOS: 12 days<br>AD... 04 SE...   |    |         | Pathway 2<br>25 hrs ago | 17 SEP 2023...<br>28 hrs ago |  | R... For... |                    | 16 SEP 2023...<br>28 hrs ago |
| *ZZZTEST, ERE... 4...<br>Loading...     | HA-21<br>FHDUMMY  | LOS: 5 days<br>AD... 11 SE...    |    |         |                         |                              |  | R... For... |                    |                              |

## What does the dashboard show me and what can I do with it?

The dashboard will give you a ward overview of the discharge status of the patients on your ward.

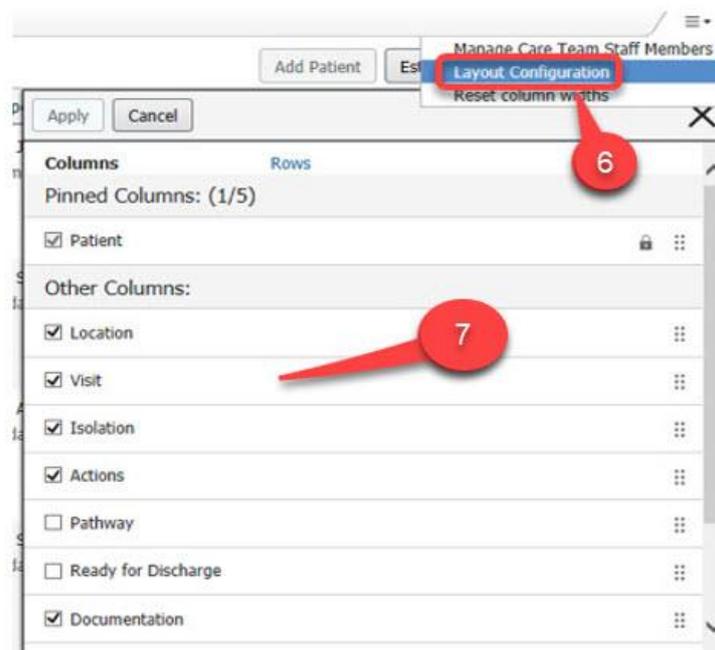
| Patient                                | Location          | Visit                         | Isolati... | Actions        | Pathw...               | Ready for Disc... | Documentation                       | Expected...               | Resus           | Discharg... |
|--|-------------------|-------------------------------|------------|----------------|------------------------|-------------------|-------------------------------------|---------------------------|-----------------|-------------|
| MRN: 91842275                          | B02-02<br>FHDUMMY | L. 2 mont...<br>AD... 19 J... |            |                |                        |                   |                                     | 9 mos ago                 | Res... For C... |             |
| *ZZZTEST, EOB... 4...<br>MRN: 91842276 | B02-03<br>FHDUMMY | L. 8 mont...<br>AD... 01 J... |            |                |                        |                   |                                     |                           | Res... For C... | Phar...     |
| *ZZZTESTIN... 4...<br>MRN: 91682378    | B02-04<br>FHDUMMY | L. 8 mont...<br>AD... 27 D... |            |                | Pathway 2<br>3 wks ago |                   | Discharge Pla...                    | 10 SEP 2023<br>3 wks ago  | Res... For C... | Phar...     |
| *ZZZFOBS, Z... 1...<br>MRN: 91816295   | B02-05<br>FHDUMMY | L. 7 mont...<br>AD... 23 J... |            |                | Pathway 3<br>3 wks ago |                   | Discharge Pla...                    | 11 SEP 2023<br>3 wks ago  | Res... For C... | Phar...     |
| *ZZZTEST... 4...<br>MRN: 91808077      | B02-06<br>FHDUMMY | L. 9 mont...<br>AD... 05 D... |            | Needs stair... | Pathway 1<br>3 wks ago |                   | Discharge Hu...<br>Discharge Pla... | 04 AUG 2023<br>3 wks ago  | Res... DNA...   | Phar...     |
| *ZZZFOBS, ZZ... 4...<br>MRN: 91837728  | HA-01<br>FHDUMMY  | L. 3 mont...<br>AD... 24 M... |            |                |                        |                   | Discharge Pla...                    | 12 SEP 2023<br>3 days ago | Res... For C... |             |
| ZZZTESTINGVERY...<br>MRN: 91132811     | HA-02<br>FHDUMMY  | L. 4 week...<br>AD... 15 A... |            |                |                        |                   |                                     |                           | Res... For C... |             |

- A. Patient** - patients name and MRN
- B. Location** - Ward number and bedspace
- C. Visit** - Admission date and length of stay
- D. Isolation** - Isolation status
- E. Actions** - This can be used as a free text box to update outstanding MDT discharge actions. E.g., 'Equipment being delivered 25<sup>th</sup> September', 'Stair assessment needed', 'District nurse referral required'. Information entered here will not pull into the patients record, clinical notes should be recorded as usual.
- F. Pathway** - Discharge pathway
- G. Ready for discharge** - Date the person no longer meets the criteria to reside.

- H. **Documentation** - Indicates if a board round form or discharge hub referral form has been completed.
- I. **Expected date of discharge** - Current expected date that the patient will be able to leave hospital. Use this field to update the board round form.
- J. **Resus** - Resuscitation status.
- K. **Discharge medications** - Progress of discharge medications within pharmacy.

### How do I customise the columns and rows?

6. Click on the drop-down arrow in the top right-hand corner of the screen and select **Layout Configuration**.
7. Select changes to customise the columns.



8. Select **Rows**.

9. Select **Row Height** to customise the rows.

