NHS
The Newcastle upon Tyne Hospitals
NHS Foundation Trust

Managing Hub referrals – Task List

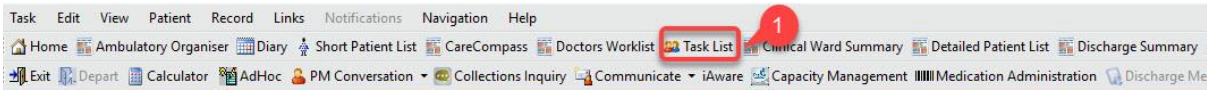
What is it?

- Task list is where the Discharge hub team will find all completed hub referral forms that need to be reviewed.
- Follow-up reviews can also be accessed from the list.

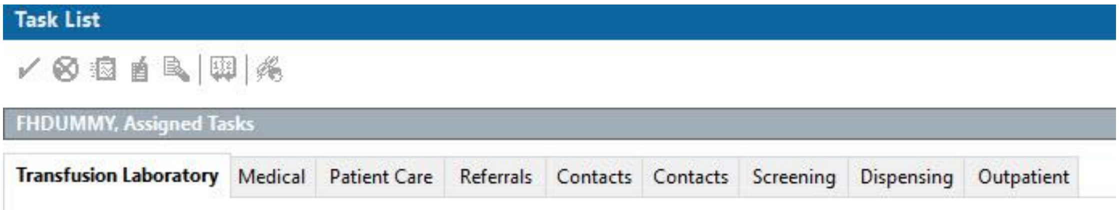
Setting Task List up

In Powerchart

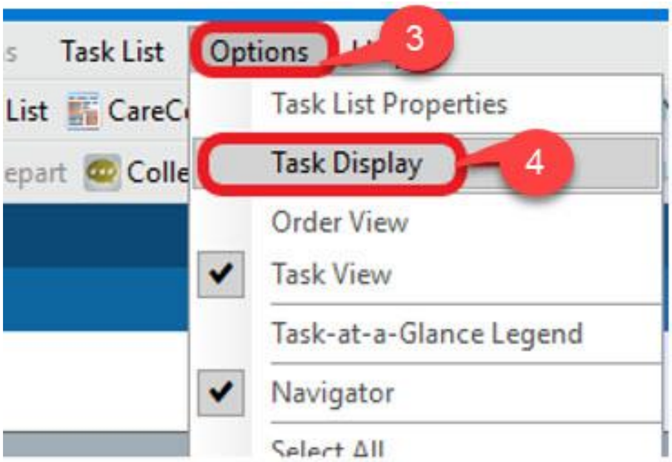
1. Select **Task List**.



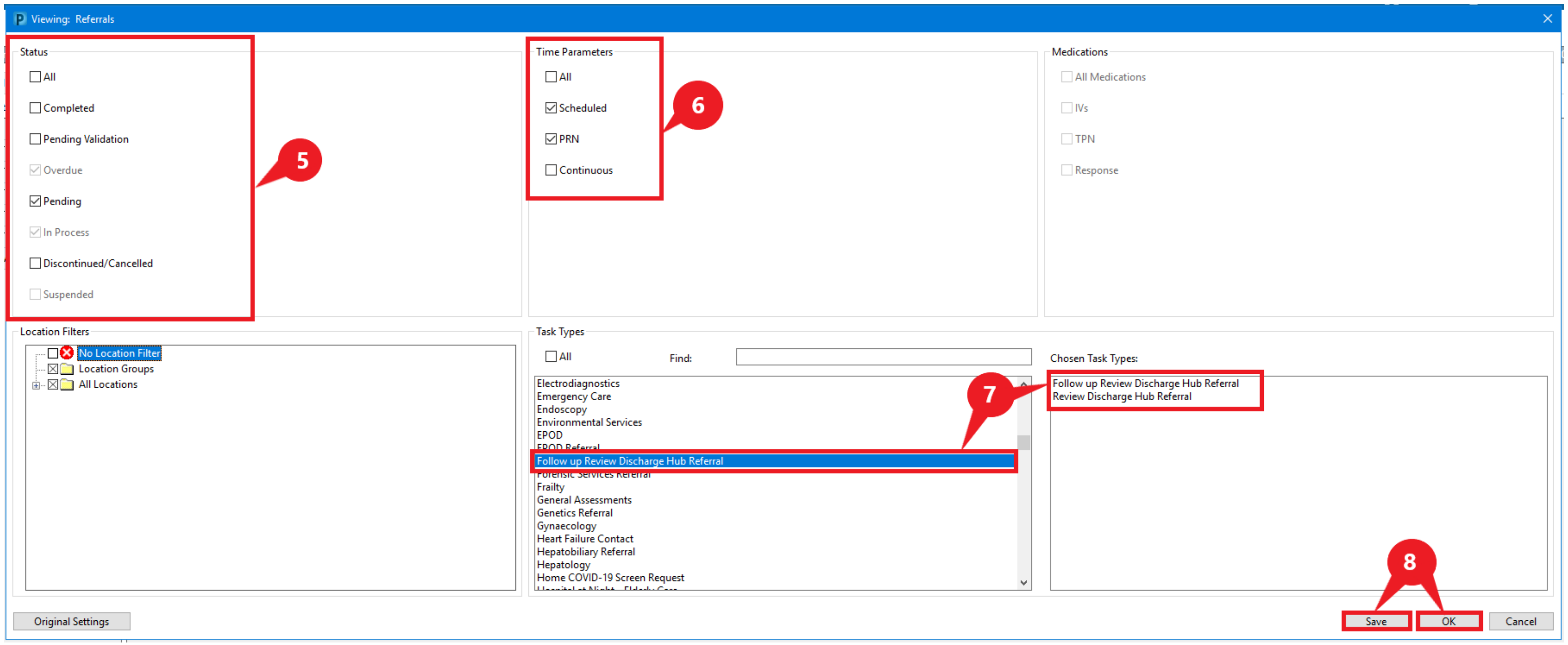
2. In Task List your settings will decide which tabs you see, each tab can be configured for a different purpose. Select a tab you want to set up ideally **Referrals**.



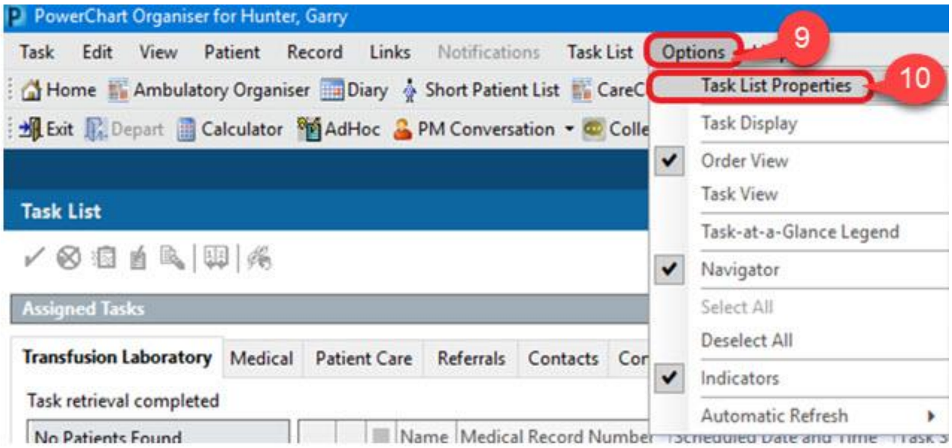
3. Select **Options**.
4. Select **Task Display**.



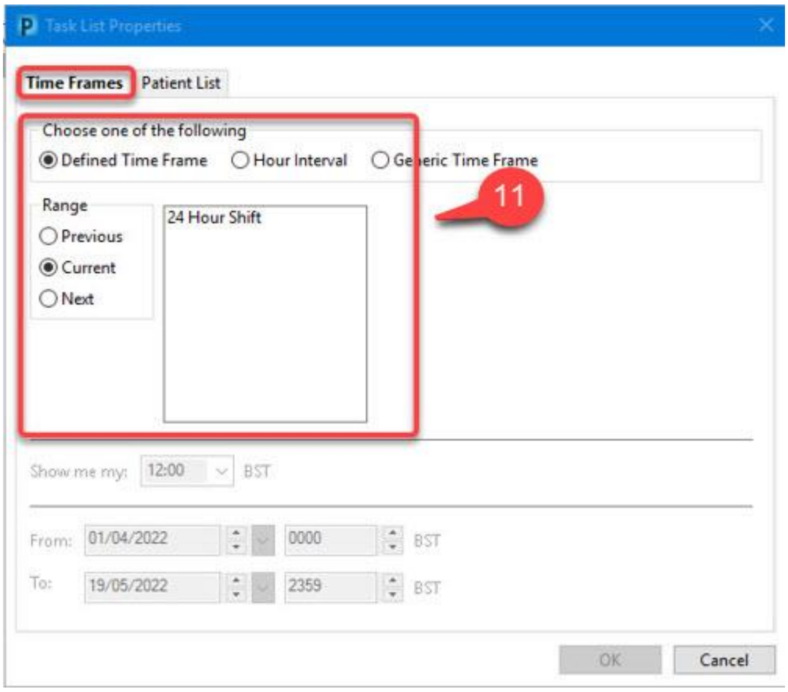
5. In the opening window, in the **Status** column, place a tick in the **Pending** box.
6. In the **Time Parameters** column, ensure a tick is placed in the **Scheduled** and **PRN** boxes.
7. In the **Task Types** box ensure you have the following highlighted blue and they are showing in the **Chosen Task Types** box:
   - Follow up Review Discharge Hub Referral
   - Review Discharge Hub Referral
   - Remove any previous selected Task types showing in the Chosen Task Types box which are not the above two, by clicking on them in the **Task Types** box.
8. Click **Save** then **OK**.


Viewing: Referrals
Status
All
Completed
Pending Validation
Overdue
Pending
In Process
Discontinued/Cancelled
Suspended
5
Time Parameters
All
Scheduled
PRN
Continuous
6
Medications
All Medications
IVs
TPN
Response
Location Filters
No Location Filter
Location Groups
All Locations
Task Types
All
Find:
Electrodiagnostics
Emergency Care
Endoscopy
Environmental Services
EPOD
EPOD Referral
Follow up Review Discharge Hub Referral
Forensic Services Referral
Frailty
General Assessments
Genetics Referral
Gynaecology
Heart Failure Contact
Hepatobiliary Referral
Hepatology
Home COVID-19 Screen Request
7
Chosen Task Types:
Follow up Review Discharge Hub Referral
Review Discharge Hub Referral
8
Original Settings
Save
OK
Cancel

9. Select Options.
10. Select Task List Properties.

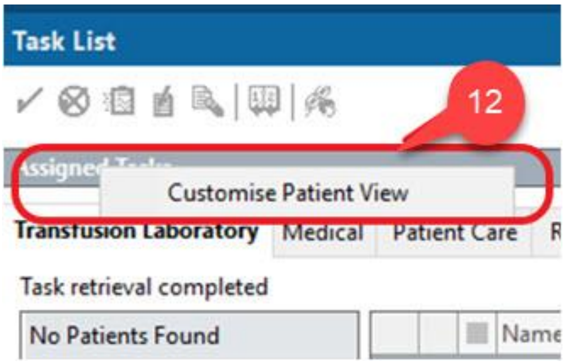


11. **Time Frames** is the default tab in the opening Task List properties window, from here you can set your preferred time frame:
   - Recommended default is the Defined Time Frame and the Current 24-Hour Shift - Overdue tasks will still appear in this view.
   - Selecting a Generic Time Frame allows a specific date range to be selected if looking for a missing task or performing audits.

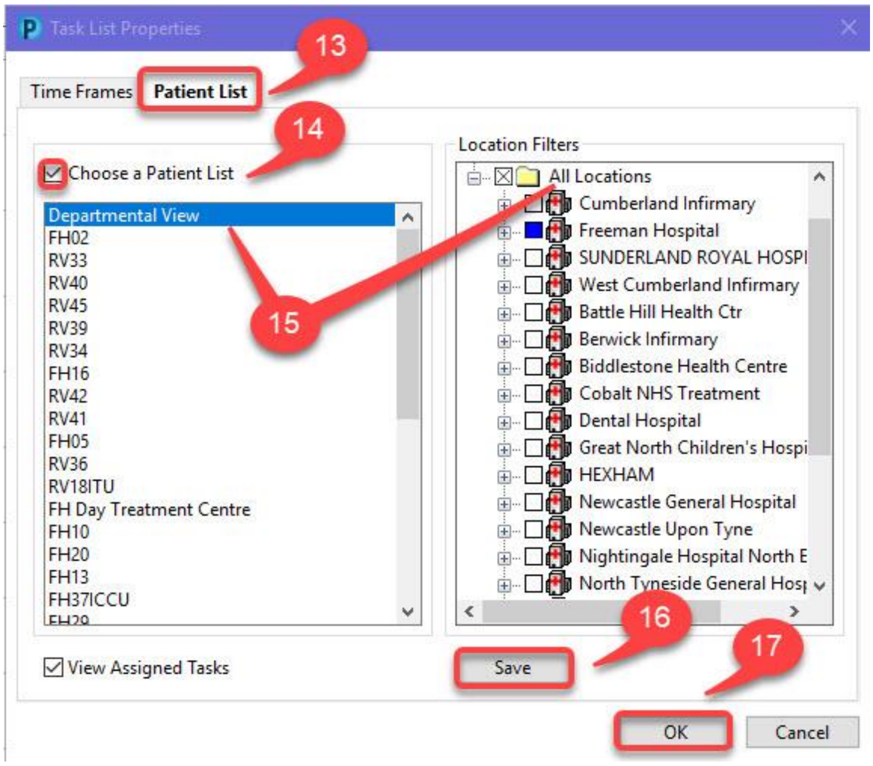


Note – Your selected options will now be saved the next time you open Task List.

12. Right click on **Assigned Tasks** and select **Customise Patient View**.



13. Click on **Patient List** tab.
14. Place a tick in the **Choose a Patient List** box.
15. Select **Departmental View** from the options:
    - This will let you see all tasks within the chosen timeframe and may load faster.
    - You can add location filters to only look for referrals from the Freeman (inc NCCC) or RVI.
    - You can also create specific focussed patient lists for the Freeman (inc NCCC) or RVI which will help you find specific referrals for either of the two hospitals – see **How to add location filters for Freeman, NCCC and RVI guide.**
16. Click **Save**.
17. Click **OK** to see the referrals pull through.



18. Open the **Review Hub Referral form** guide to complete a review of the form.

Note –

- Right clicking on a task allows Admin notes to be added to the task.
- These do not form part of the patient record but can be used to confirm useful details to help manage the tasks.
- This could be used to assign the task to a member of the team or to confirm if the referral has been added to the team's spreadsheet.