


CARE4 MODULE NAME: PCS










Managing Clocks on the Worklist


When a frequency is added to an intervention or order it will appear on your worklist with a clock icon  and the time is it due (i.e., Q1HR, Q4HR, QSHIFTB etc.). This is a visual reminder of when these assessments/orders need to be documented and how frequently. Some assessments/orders only have one column with a clock and will disappear once documented while others have many columns with clocks as they are due more frequently (Q1HR, Q4HR). You can manage the clocks on your worklist by documenting on the assessment/order and they will disappear automatically (as they are completed) or by documenting them as “not done” with the rationale (patient on a LOA etc.).

Note – ensure you are clearing the clocks on your worklist via documentation and only using the “not done” function when appropriate. Documentation should be completed as close to the time/clock as possible.

Documenting a clock or multiple as not done:

1. Select clocks on the worklist you wish to complete as “not done” by clicking on the clock icon. A black checkmark will appear.

	Care Item		Last Done	Status/ Due	Tue 14 Sep 04:00	Tue 14 Sep 06:00	Tue 14 Sep 07:51	Tue 14 Sep 08:00
A	Nausea and Vomiting Assessment	Q4HR		-37h	 ✓			 ✓
A	Pain Assessment Acute	Q4HR	14d	-37h	 ✓			 ✓
A	RASS Assessment	Q4HR		-37h	 ✓			 ✓
A	Vital Signs	Q4HR		-37h	 ✓			 ✓
A	IO Intake and Output	QSHIFTE	14d	-35h		 ✓		

2. Click  icon at bottom. A text box will appear with reasons for not being able to document on your patient and clearing the clocks (Downtime, LOA, Patient Declined etc.).

Downtime Processes in Effect (see paper record)

Go Live Transition

Incorrect Note Category

Incorrect Patient

Patient Asleep

Patient Declined

Patient Not Available

Patient on LOA

Wrong Date/Time

<FREE TEXT>

3. When you select your reason and then press the refresh (bottom left), the columns with the time due and clock will disappear.