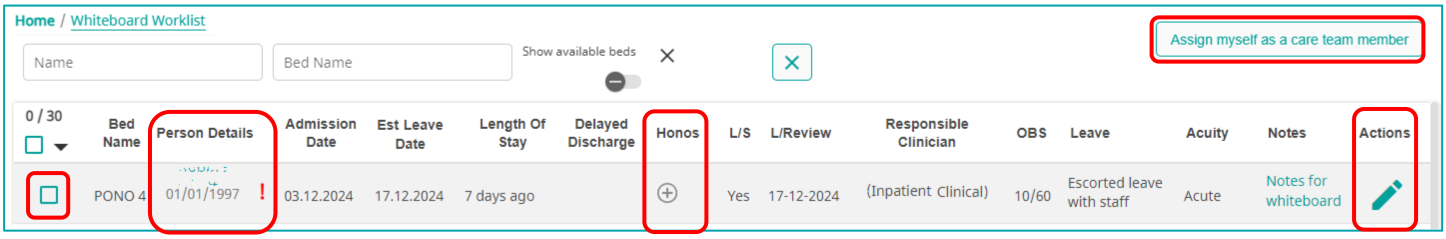
MyWai – Inpatient and Residential Beds

Inpatient > Whiteboard

Add yourself to the Care Team

At the beginning of your shift, use the Whiteboard to check and add yourself to Care Teams

1. From **Inpatient**, select **Whiteboard**, then tick on the left those who are new to you
2. Click **Assign myself as a care team member**, select **Full Access** and click **Submit**/Save



Whiteboard Actions

In the **Whiteboard Actions** column, click to edit the Inpatient Service form – record changes to Discharge Dates, and add notes to the Whiteboard

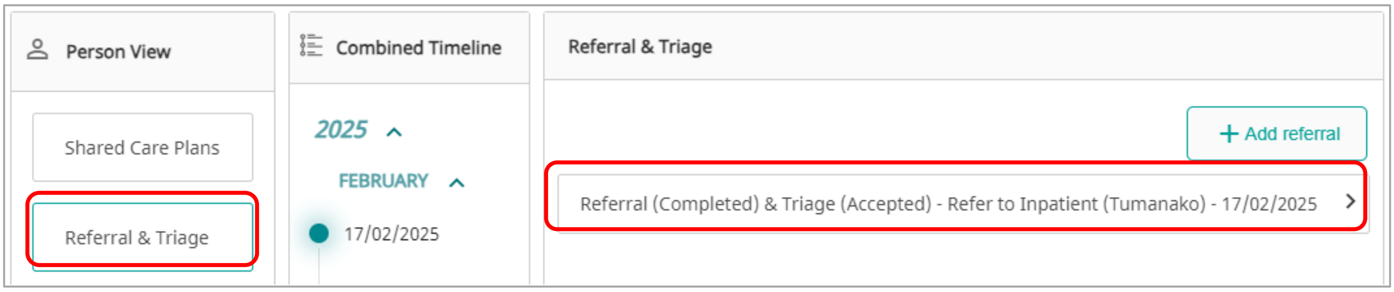
Complete HONOS

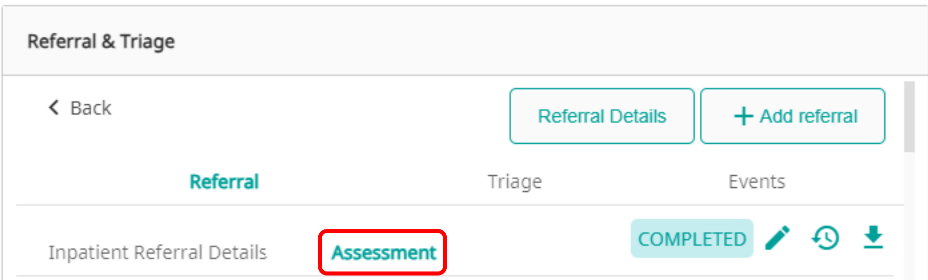
Use the HONOS column to check the HONOS completion. If a HONOS is required, click the + to add an age appropriate HONOS form.

Tumanako: Inpatient Admission Assessment

Click the Person's name (green link) in any worklist to open the **Person Dashboard**

Inpatient Admission Assessment (Tumanako) is a living document available for viewing/ updating in the Person Dashboard, in Referrals and Triage. Open the Inpatient Referral to see Admission Assessment





Other QRCs to check for more info

MH Mental Health Act QRC

Person Dashboard QRC

Add Clinical Records QRC

Worklists for Workflow QRC

Seclusion QRC

Active Worklist

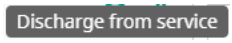
All those who are allocated a bed will be listed in the **Active Worklist**. This is best for accessing the Service workspace for creating Service Events and adding Notes.

Click the Service shortcut to jump to the Service workspace, click Events and Appointments and **Add an Event.**

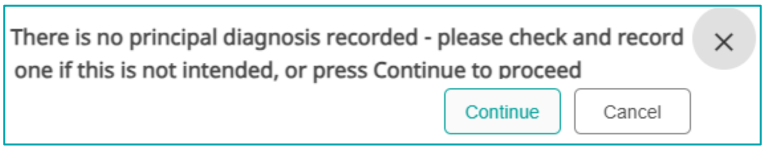
See **Add Clinical Records QRC** for more details

Discharge Process

1. From **Active Worklist**, in **Actions**, select **Discharge from Service**



2. If no Principal Diagnosis is recorded, a prompt appears



3. Complete **Summary of Care** form and click **Submit**
4. **Remove** Care Providers from the **Care Team** as required by your Service process.

Three-step Discharge Process (used in Detox and Inpatient)

1. Initial discharge when Person is leaving

- If the day nurse is discharging the Person from the Service, the **Summary of Care** can be left empty for the Night Nurse to complete. So, in that case, leave the Summary of Care empty and click **Submit.**
- When prompted to remove Care Providers from the Care Team, remove everyone in Detox EXCEPT whoever will complete the Discharge Summary AND whoever prints and posts/emails the Summary.

2. Completion of the Discharge Summary)

- From the **Active Worklist**, move the **Discharged** slider and search for the Person who requires a Discharge Summary.
- If you're NOT in the Care Team, click on the Service and click **Add myself to the Care Team**.
- In **Clinical Records**, find the **Discharge Summary**, then click the pencil (Edit), complete the Discharge Summary and **Submit**.
- To remove yourself from the Care Team, in the Service workspace, click **Care Team**, find your name and click the red bin to remove yourself – **Submit.**

3. Whoever prints/posts?

- From the **Active Worklist**, move the **Discharged** slider and search for the Person who requires a Discharge Summary to be sent.
- If you're NOT in the Care Team, click on the Service and click **Add myself to the Care Team**.
- In **Clinical Records**, find the **Discharge Summary**, click the download button to download and print or save and email as required.
- To remove yourself from the Care Team, in the Service workspace, click Care Team, find your name and click the red bin to remove yourself – **Submit.**

Notifications: to be advised

Inpatient Movement of People Between Beds

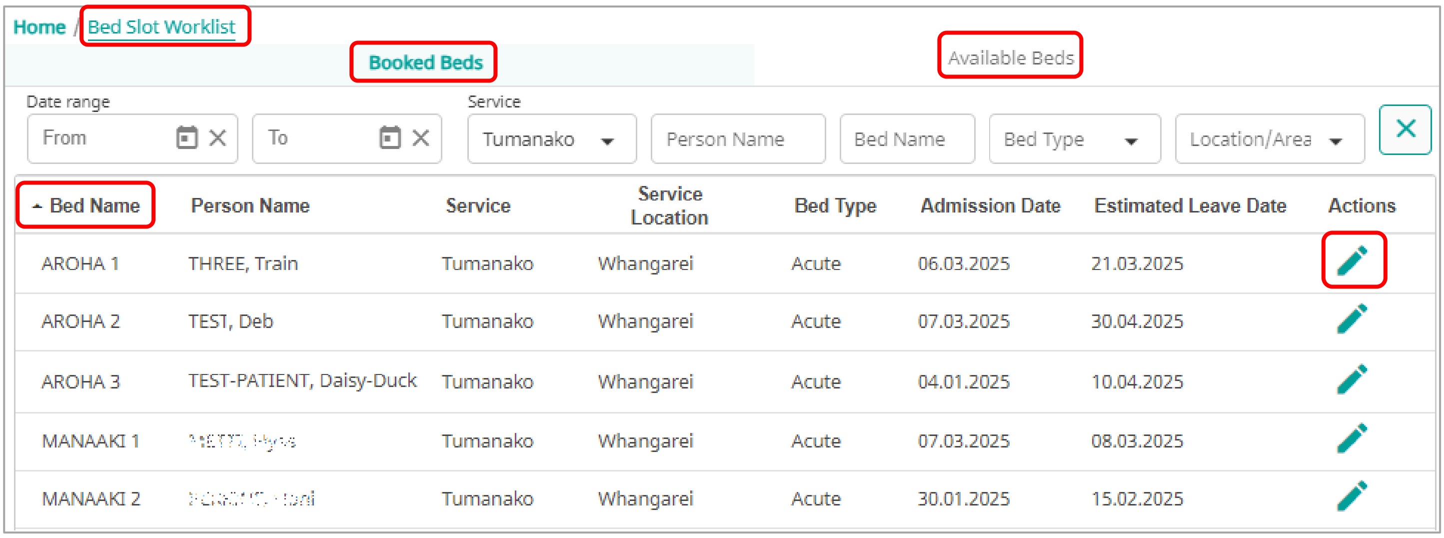
From the Inpatient menu item, select Bed Slot Worklist to manage movement of people between beds

When you admit a person into MyWai (via the referral process) you'll place them into a bed. Tumanako and the sub-acute units have HOLDING beds for when the bed required isn't available at point of admission. Timatanga Hou has Admission beds for this same purpose.

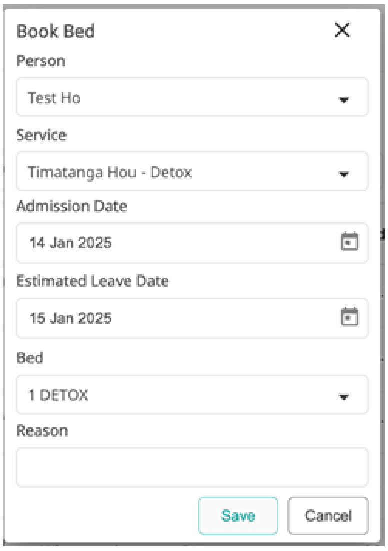
Once they are placed in a bed on the ward (which could be a labelled bed, or a holding/admission bed), they are visible on the Whiteboard Worklist, which enables notes to be written and records to be created in that record as needed.

When bed movement is needed for a person, the Bed Slot Worklist contains the functionality required.

- Click the Bed Name column header to sort bed names alphabetically
- Any **Leave**, **Holding**, or **Admission** beds will show at the bottom.
- This worklist ONLY shows people allocated to a bed - to see available beds, click **Available Beds** at the top.
- To move a person to another bed, click the edit button (pencil) in the **Actions** column and select a bed



- Information is auto populated. Select the required bed from the list of available beds, then click **Save**. This updates the allocated bed and displays it in the Whiteboard Worklist.

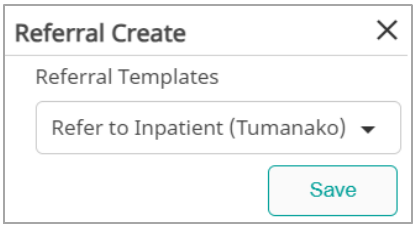


Please don't change the person, service, or admission date/estimated leave date in this window, as this causes issues with data quality.

To move a person into a bed which is allocated to someone else, move the person currently in the target bed elsewhere before making the change. Use the Holding/Admission bed as a free space to move a person while completing the swap.

If the number of holding/admissions beds you have is too few, log a ticket with the MyWai team to increase the number.

Request for a bed



A Referral for Inpatient Facility care starts the process, which is generally initiated by a community team. The referral form is customised, depending on the requested facility.

Part of the Tumanako Referral form is the **Inpatient Admission Assessment**

The community team Submits and Completes the **Referral**, as well as the **Triage** process, along with inpatient admission documents and Mental Health Act documents.

Referral

If a referral needs to be transferred into MyWai (from email?), start from the **Referral** worklist, click **Create**, find an appropriate referral form (Refer to Inpatient (Tumanako) OR Refer to Sub-acute or Detox) and **Submit**. Find the referral in the **Referral** worklist, open to view, then when checked, click **Complete** to send to Triage.

Triage: Inpatient > Waitlist

Triage (Waitlist)

Completed referrals ready for triage are available from **Inpatient** > **Waitlist**

Open a referral from the **Waitlist** and complete the 4 parts of the Triage process.

1. Select a **Priority**
2. Edit the **Triage** form, and **Submit** when complete
3. Select from the Actions available (click **Accept** if and when ready to allocate a bed)
4. Once the Referral is Accepted, click **Add Collaborative Care Team** OR **Add to your Service Waitlist**

Allocate a bed

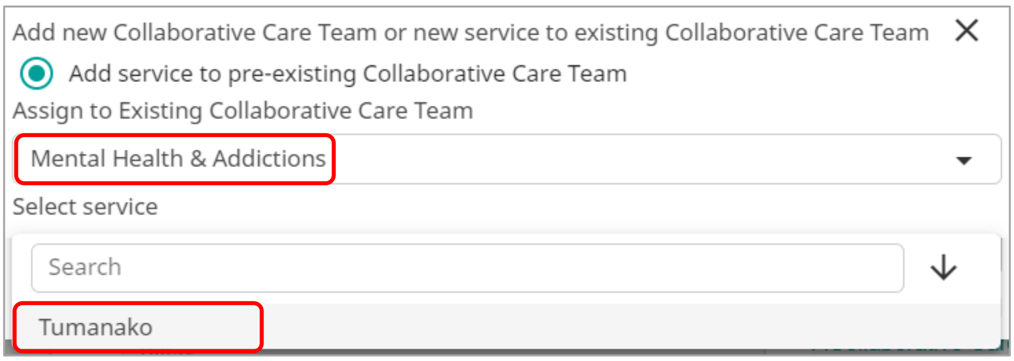
Collaborative Care Team

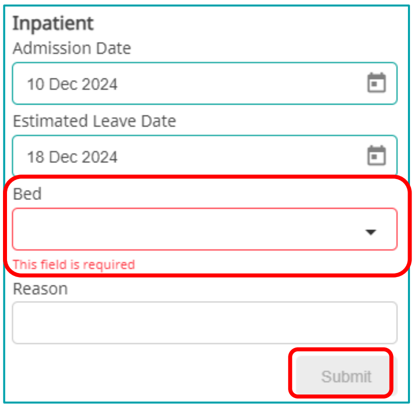
A Care Team can only be created when an Inpatient facility has a bed available for the Person.

If the Person is waiting for a bed, use the **Service Waitlist** to keep track of those waiting.

Generally, the Inpatient Service will be added to an existing Care Team (**Mental Health and Addictions**) where the Community Mental Health team will already be involved in the care of this Person.

In the process of joining a Care Team, a Facility/Service is selected, and in the same form, the Bed allocation is a required field – a Care Team cannot be created unless a bed is allocated.





This action adds the Person to the **Active Worklist** AND to **Inpatient** > **Whiteboard**