



Inpatient > Whiteboard

Add yourself to the Care Team

Assign myself as a care team member

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**

Home / Whiteboard Worklist

Name Bed Name Show available beds

Assign myself as a care team member

0 / 30	Bed Name	Person Details	Admission Date	Est Leave Date	Length Of Stay	Delayed Discharge	Honos	L/S	L/Review	Responsible Clinician	OBS	Leave	Acuity	Notes	Actions
<input type="checkbox"/>	PONO 4	01/01/1997	03.12.2024	17.12.2024	7 days ago		+	Yes	17-12-2024	(Inpatient Clinical)	10/60	Escorted leave with staff	Acute	Notes for whiteboard	

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

Person View | Combined Timeline | Referral & Triage

Shared Care Plans

Referral & Triage

2025

FEBRUARY

17/02/2025

+ Add referral

Referral (Completed) & Triage (Accepted) - Refer to Inpatient (Tumanako) - 17/02/2025

Referral & Triage

< Back

Referral Details | + Add referral

Referral | Triage | Events

Inpatient Referral Details | **Assessment** | COMPLETED | | |

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.

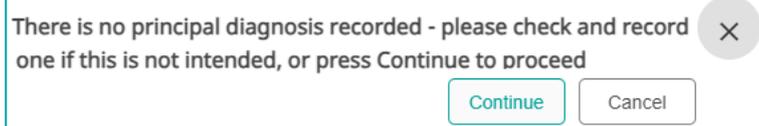
Click the Service shortcut to jump to the Service workspace, click Events and Appointments and **Add an Event**. See [Add Clinical Records QRC](#) for more details

Discharge Process

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

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**.

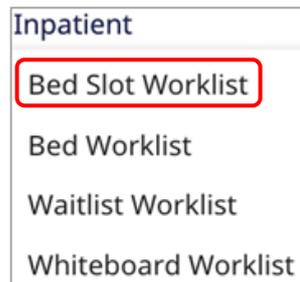
3. Whoever prints/posts?

- 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

The screenshot shows the 'Bed Slot Worklist' interface. At the top, there are tabs for 'Home', 'Bed Slot Worklist', 'Booked Beds', and 'Available Beds'. Below the tabs are filters for 'Date range' (From, To), 'Service' (Tumanako), 'Person Name', 'Bed Name', 'Bed Type', and 'Location/Area'. The main table has columns: '- Bed Name', 'Person Name', 'Service', 'Service Location', 'Bed Type', 'Admission Date', 'Estimated Leave Date', and 'Actions'. The first row is highlighted, and the pencil icon in the 'Actions' column is circled in red.

- Bed Name	Person Name	Service	Service Location	Bed Type	Admission Date	Estimated Leave Date	Actions
AROHA 1	THREE, Train	Tumanako	Whangarei	Acute	06.03.2025	21.03.2025	
AROHA 2	TEST, Deb	Tumanako	Whangarei	Acute	07.03.2025	30.04.2025	
AROHA 3	TEST-PATIENT, Daisy-Duck	Tumanako	Whangarei	Acute	04.01.2025	10.04.2025	
MANAAKI 1	TEST, Hys	Tumanako	Whangarei	Acute	07.03.2025	08.03.2025	
MANAAKI 2	PERSON, Hys	Tumanako	Whangarei	Acute	30.01.2025	15.02.2025	

- 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.

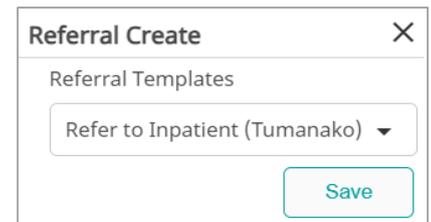
If the number of holding/admissions beds you have is too few, log a ticket with the MyWai team to increase the number.

The 'Book Bed' modal form contains the following fields: 'Person' (Test Ho), 'Service' (Timatanga Hou - Detox), 'Admission Date' (14 Jan 2025), 'Estimated Leave Date' (15 Jan 2025), 'Bed' (1 DETOX), and 'Reason'. There are 'Save' and 'Cancel' buttons at the bottom.

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

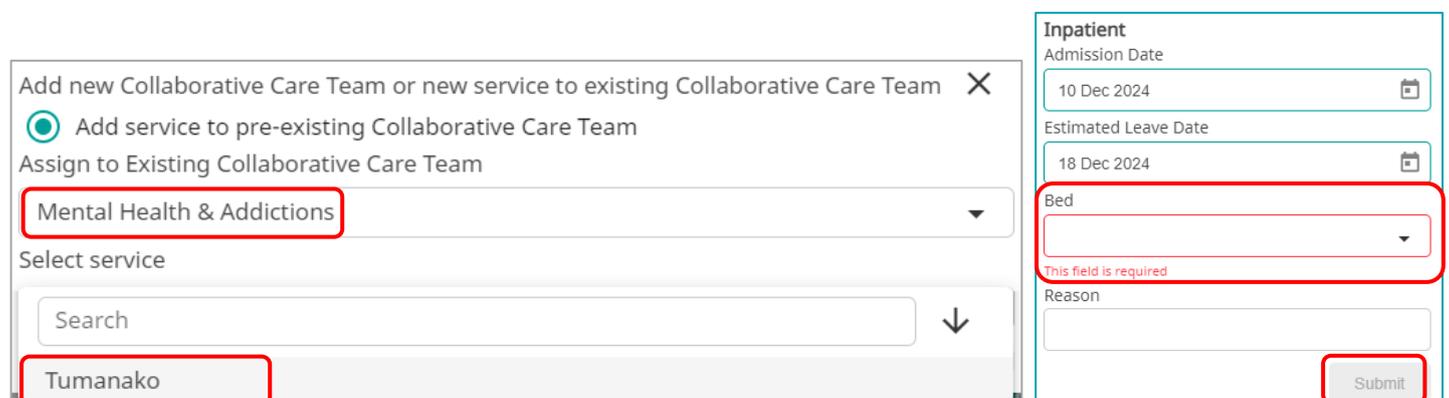
[Add Collaborative Care Team](#)

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**