



Crisis Management Worklist

Add yourself to the care team of a Person who will work with on this shift

Tick the box(es) from the left of the Person row, then click **Assign myself as a care team member**

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Assign myself as a care team member

Print

Name: Person: Location/Area: Whangarei

Print a record for one Person

Tick the box to the left of the Person’s name, then click **Print** to see a printout of the Crisis Management information



Update details displayed on the worklist using Actions

Under **Actions** click to add or remove items on the worklist from here. Shift notes added here are displayed on the worklist.

Under **Actions**, use to add a **Task** that displays on the worklist – tasks can be left unassigned for team responsibility

Under **Actions**, use to add a **Note** to the Clinical Record for the Crisis/Acute Care service

Rest your mouse here to see full text

0 / 6	Alerts	Full Name	Collaborative Care Team	Status	Service	Service Location	Date Service Engaged	Responsible Clinician	Contact Address & Phone	Family & Whānau	Presenting Issues	L/S	Plan	Shift Notes	Tasks	Appointments	Actions
<input type="checkbox"/>		PANDY, Andy 08/01/1991 (34) ZAA5603	Mental Health & Addictions		train 11 (TR11 Acute CATT Team)	Whangarei	24.01.2025 10:01		Address: 160 Grafton Road, Grafton , Auckland , 1010 Phone:		Diagnostics: Schizop... Social Issues: Poor s... Risks: Vulnerable	INF	Plan details here	Shift notes here	<div style="border: 1px solid red; padding: 5px;"> Note: med cert Due date: 22.02.2025 06:50 </div>	+	<div style="border: 1px solid red; padding: 5px;"> </div>

Active Worklist

From the **Active Worklist**, use the shortcut to jump to the **Service**, then click **Core Documents** to read living documents available from elsewhere in MH.

From the Service, click **Events and Appointments**, **Add an Event**, then add a **Note** via the link. See [Person Dashboard QRC](#) and [Worklists for Workflow QRC](#)

Refer to Inpatient

In **Referrals**, click **Create** and complete **Refer to Inpatient** (see [Inpatient and Residential Beds QRC](#)) – this referral includes the **Inpatient Admission Assessment**

Mental Health Act

In **Referrals**, click **Create** and complete **Mental Health Act referral** (see [Mental Health Act QRC](#)) – this referral indicates the MHA Section for starting the process