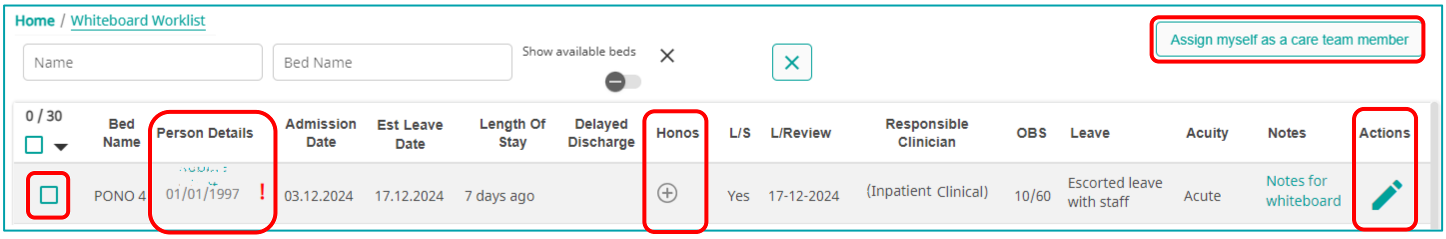
Inpatient > Whiteboard

This worklist shows a list of allocated beds in your organisation, i.e. Inpatient, sub-acute, detox, residential.

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**, add your role, select date (tomorrow for removal at the end of your shift) and click **Save**



Whiteboard Actions

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

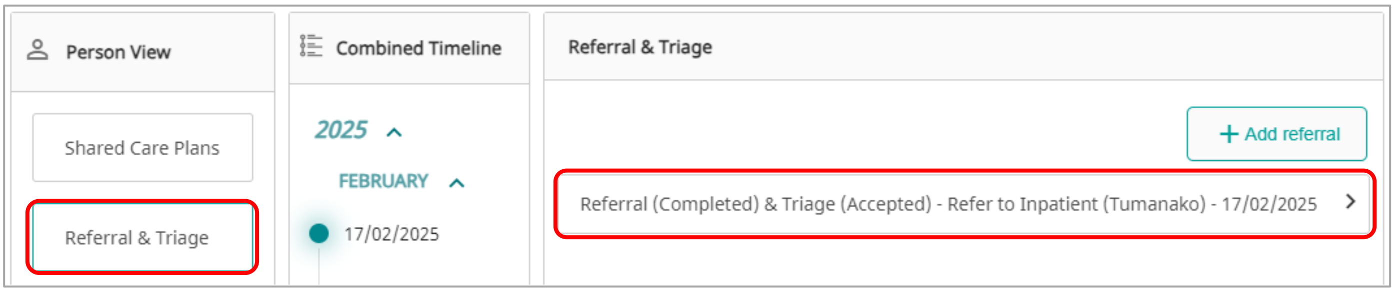
Complete HONOS

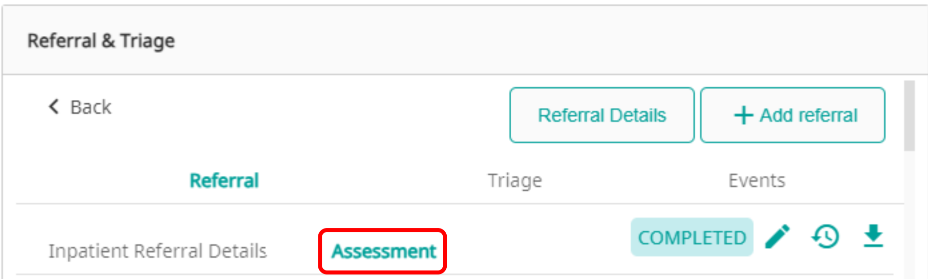
Use the HONOS column to check the HONOS completion. If a HONOS is required, click the + to add an age appropriate HONOS form.

Tumanako: Inpatient Admission Assessment

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

Inpatient Admission Assessment (Tumanako) is 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 (Tumanako)

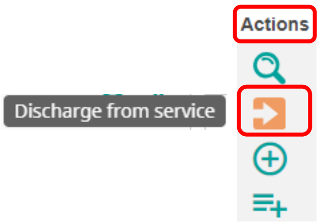
Active Worklist and My Caseload

All those allocated a bed will be listed in the **Active Worklist**. **My Caseload** lists your Care Team records. These worklists provide access to the Service workspace for creating Service Events and/or adding Notes.

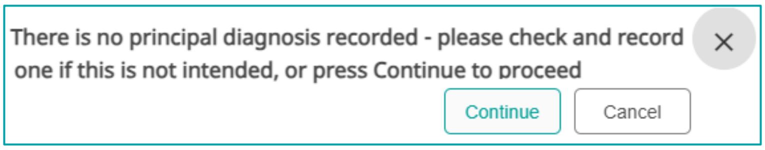
Click the Service shortcut to jump to the Service workspace, click Events and Appointments and **Add an Event.**

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

Movement of People Between Beds

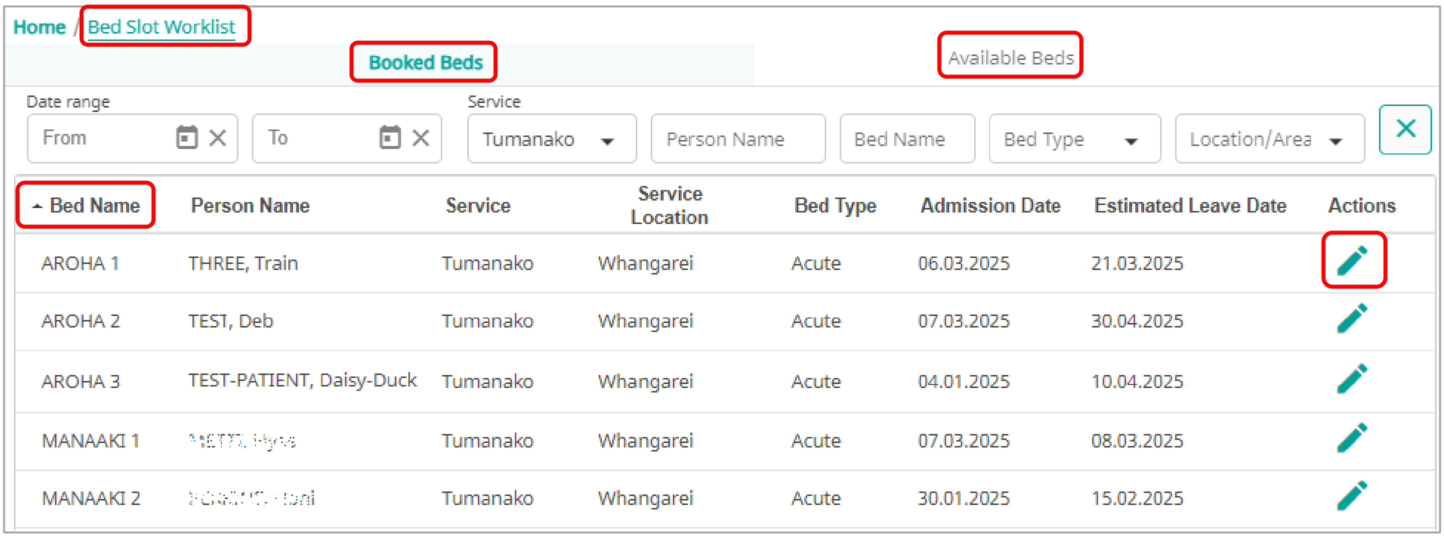
From the **Inpatient** menu item, select **Bed Slot Worklist** to manage movement of people between beds

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 placed in a bed (which could be a labelled bed, or a holding/admission bed), the record is visible on the **Whiteboard** worklist, which enables notes to be written and records to be created in that record as needed.

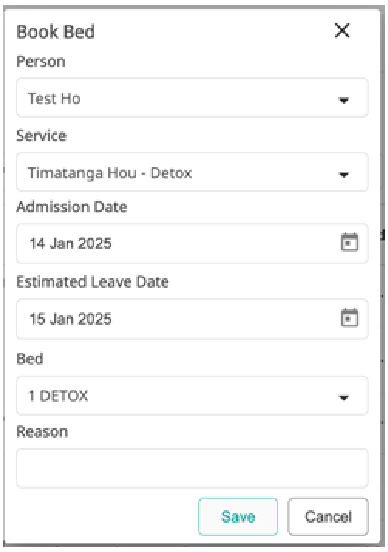
When bed movement is needed for a person, the **Bed Slot Worklist** contains the functionality required.

- 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



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	[illegible]	Tumanako	Whangarei	Acute	07.03.2025	08.03.2025	
MANAAKI 2	[illegible]	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.

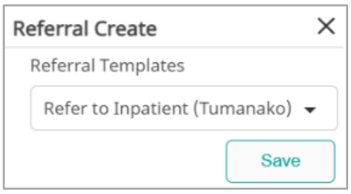


Please don't change the person, service, or admission date/estimated leave date in this window, as this causes issues with data quality.

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.

Request for a bed using the appropriate Referral form for the Bed type required

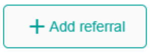


A Referral for any facility with care beds, starts the process, which may be initiated by a community team. The referral form is customised, depending on the requested facility.

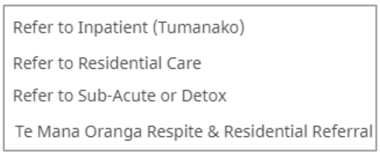
[Part of the Tumanako Referral form is the **Inpatient Admission Assessment.** The community team completes/submits the **Referral** and the inpatient admission.]

Each facility referral form is customised for that facility type, so please make sure you select appropriately.

Referral



From the **Person View** in the **Person Dashboard**, click **Referrals & Triage** and click **Add Referral**. Complete an appropriate referral form (see options right) and **Submit**.



From **Referrals & Triage**, select the Referral, then click **Referral Details** and click **Complete** to send this referral to the **Inpatient Triage** worklist.

Triage

From the **Triage** worklist, complete 4 triage steps to allocate a bed **OR** add to a Service Waitlist

Open a referral from the **Triage** and follow the 4 Triage steps:

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

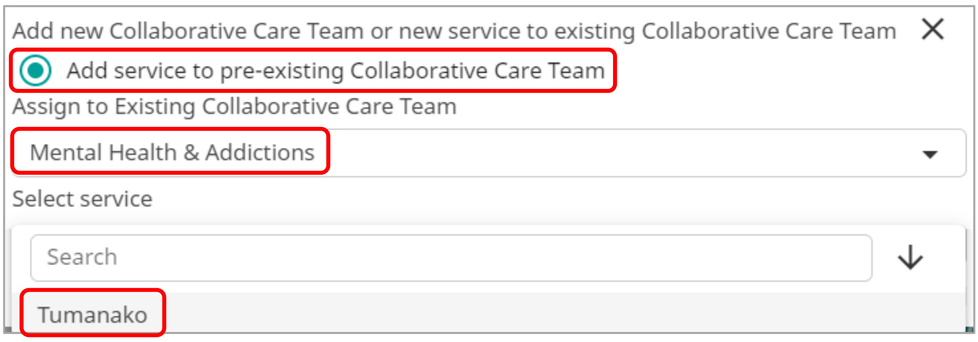
Add Collaborative Care Team OR Add to your Service Waitlist

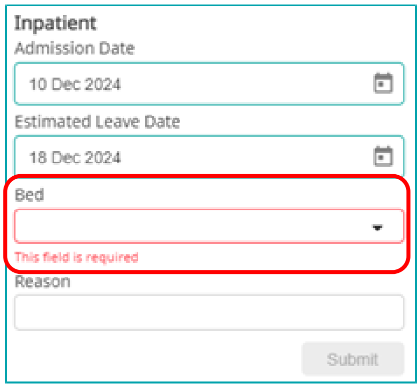
Add Collaborative Care Team

If a bed is available for the person, click **Add Collaborative Care Team**

Use a **pre-existing** Collaborative Care Team, and add the facility Service, before adding Care Team members.

In the last section of the Care Team screen, add an **Admission Date**, **Estimated Leave Date** and finally, select the allocated **Bed** from the drop-down list. Note: A Care Team cannot be created unless a bed is available.





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

Add Services to Waitlist

If the Person is waiting for a bed, click **Add Services to Waitlist.**

Once added, use the **Service Waitlist** OR **Inpatient** > **Waitlist.**

To allocate a Care Team (and a bed) from the **Service Waitlist**, click **Create Service and Add Care Team** from the **Actions** column.