MyWai – Seclusion Workflow

Business Rules

When the Seclusion Programme is Activated for this Person, the MHS Seclusion form is to be Submitted to record the authorisation of the Seclusion event, and for EVERY 2 hours the Person is in Seclusion, authorisation and reasons are to be documented in the appropriate Seclusion form.

Additionally, a Progress Note is to be completed EVERY 15 mins while the Person is in Seclusion.

Seclusion Process

A. Activate the Seclusion programme

To record that a Person is in **Seclusion**, use the **+** in the **Active Worklist** to add them to the Seclusion Programme from the drop-down list of Programmes, then complete the Consent and **Submit**.

1. Display **Active Worklist**, **My Caseload** OR **Person Dashboard** (**Service** view)

2. Click **+** to Add the **Seclusion** Programme

3. Complete **Consent** and **Submit**

4. Open Seclusion programme
5. **Activate** Seclusion

B. Begin the Seclusion form

6. From the Programme layer timeline, an orange **Seclusion** form is triggered, to fully record Seclusion. Complete the **Seclusion Initiation** page, click to the end of the form, and **Submit** (form turns blue).

C. Complete a Seclusion form every 2 hours

After each 2 hours an orange form is triggered, to record authorisation and reasons for continued Seclusion, then after 8 hours of Seclusion, an orange **Seclusion over 8 hours** form is triggered, ready for completion. Once completed, forms turn blue.

If the forms are being completed **retrospectively**, the editable date and time fields are to record when the assessment was completed.

Form was completed on:
17 Mar 2025, 06:24 pm

Date and time of assessment and review
6 May 2025, 06:17 pm

Te Tai Tokerau:
101. MyWai MH Seclusion Workflow QRC

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Te Whatu Ora
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D. Discharge person from Seclusion

7. When the Person is no longer in Seclusion and the MHS Seclusion form is completed for both the starting AND ending of Seclusion, click the **Discharge** button from the **Seclusion Dashboard**.

    This is the ONLY way to stop the Seclusion forms from being automatically generated.
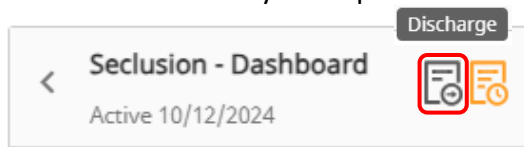
E. End Seclusion in the Seclusion form

8. When **Seclusion is ended**, in the timeline, return to the **first Seclusion form** and use the pencil to **Edit**, and complete the **End Seclusion** page, then **Submit** again.

Inpatient > Whiteboard

In Inpatient Whiteboard, in Person Details, an orange document symbol indicates an unfilled seclusion form.

Programme Worklist

The Programme Worklist is the best worklist to manage the Seclusion records in Tumanako

Click the **Seclusion** icon in the Person row to <u>jump straight</u> to the Seclusion filtered workspace

OR click the Person's name to open the Person Dashboard

Progress Notes

- While a Person is in Seclusion, a note is to be recorded **EVERY 15 mins**
- From the **Programme Worklist**, click the **Seclusion** icon, add an Event, then use the link to add a **Note**
- Add the content of the note and click **Submit**

From the **Whiteboard Worklist**, click the **Person Details** link, then **All Clinical Records**, click **Add** to add a **Note**