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User Guide: KI-2231



# Responder<sup>®</sup> 5

## Staff Assignment User Guide



**Rauland-Borg Corporation**

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1

# 1: Overview

Staff Assignment is one of three (3) user modules that comprise the Responder 5 Application Suite (Staff Assignment, My Profile, and PC Console). It allows you to pre-assign caregivers to patient rooms, expediting the staff sign-in process from any LAN-enabled PC.

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## Scope of this Document



You'll notice that this *Guide* is divided into two (2) main sections. The first of these major sections answers the question, “what will I see when I navigate through the Staff Assignment program?”; the second of these sections answers the question, “how do I use the Staff Assignment program?” Once you've taken the tour, you'll likely never have to return to the first section. The second section will, however, serve as a constant reference.

Read this document if your duties include maintaining or using the Staff Assignment application.

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## Alerts, Precautions, and Limitations



- ✓ The arrival of any call in your designated coverage area will cause any non-Staff Assignment windows (Word Processing window, Browser Window, etc.) to fade into the background.
- ✓ Should you be using a touchscreen display, you can “tap” where instructions require you to “click” and “double tap” where they require you to “double click.”

# Logging In/Out

In order to use any of the modules that comprise the Responder 5 Application Suite, a desktop shortcut must be installed on your PC, and you must have permission to Log In to the system. You may only log in to one Responder 5 Application at a time.

## To Log In

- 1 Double click on the desktop shortcut:



Figure 1: Desktop Shortcut

- The Log In screen will appear:

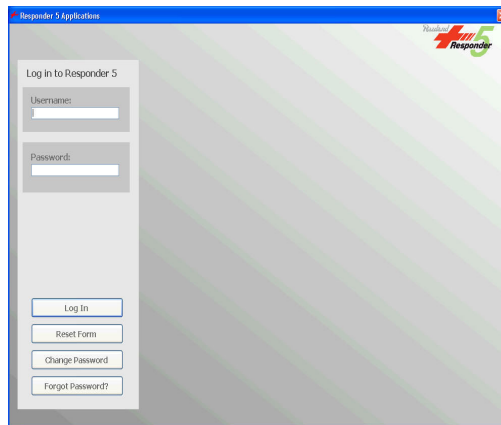
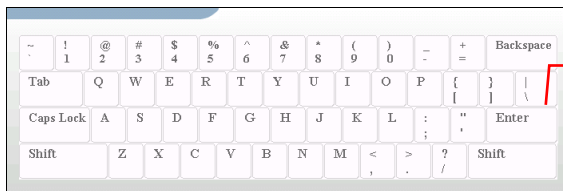


Figure 2: Log In

- 2 Scan or enter your name and password.
  - If you do not know your Username or Password, consult your system administrator.
  - If you are using a touchscreen display, you may use the on-screen keyboard to make your entry:



Click after you've entered your Username and Password.

Figure 3: Touchscreen Keyboard

- 3 Click on the Log In or Enter button to continue.

**Default Screen & Module Selection**

After Logging In, you may find yourself viewing one of the other Responder 5 modules. If so, you can use the dropdown Module Selector to access any Responder 5 module. Which modules are available is determined by your system administrator. You'll find more information about how to switch modules below.

**To Log Out**

- 1 Click on the Log Out entry in the module selector menu...

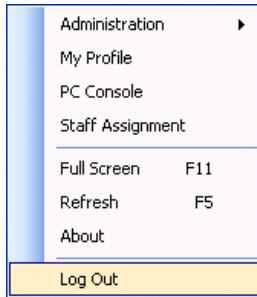


Figure 4: Log Out (Menu Item)

or the Log Out icon:



Figure 5: Log Out Icon

- The Login screen will reappear.

## 2

## 2: Taking the Tour

Like all other Responder system software modules, Staff Assignment is displayed on a multi-tabbed, multi-paned desktop. When launched for the first time, you'll see two (2) tabbed Views (Assign Beds and Add Notes). Each of these offers access to tab-specific panes and activities. What you see and how it is presented is determined by your system administrator.

### Module Selector

Regardless of where you have navigated, you can always access any of the Responder 5 PC-based suite modules (Staff Assignment, PC Console, or My Profile) from the desktop.



Figure 6: Module Selection Control

### Staff Assignment Desktop

In addition to various selectors, controls, and toolbars, the desktop presents Views, Panes, Lists, and Objects.

#### Views

You'll likely have access to two (2) Views from the desktop: Assign Beds and Add Patient Notes. Each is associated with a tab.



Figure 7: View Tabs

#### Panes

Each of the Views contains two (2) panes, bearing related and sortable information.



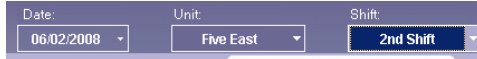
Panes provide information (Objects) related only to a specific Unit (Surgical, Cardiac, Pediatric, etc.).

## Objects

Each pane contains basic objects. Some panes contain basic **and** detailed (expandable) Objects.

### Date, Unit/Team, and Shift Selectors

The Date, Shift, and Unit/Team Selectors appear in the upper-right corner of the desktop. These selections determine what you view in any given pane:



**Figure 8: Date, Unit/Team, and Shift Selectors**

The screenshot displays the Staff Assignment Desktop interface. At the top, there is a blue header bar containing several navigation and control elements. On the left, the 'Module Selector' shows 'Responder 5 Applications' and 'Staff Assignment'. The 'View Tabs' section includes 'Assign Beds', 'Reject', and 'Accept'. The 'Date Selector' shows the date '11/14/2008' and '1st Shift'. The 'Unit/Team Selector' is set to 'ED'. The 'Shift Selector' is also set to '1st Shift'. The main area is divided into two panes: the 'Left Pane' and the 'Right Pane'. The 'Left Pane' lists staff members under 'Staff: ED', including Aid... Aira K, Aid... Alita M, Unit... Allison C, Nur... Amanda K, Aid... Beelen H, Nur... Christine C, RN:... Christopher S, Nur... C.J.V, RN:... Colin O, and RN:... Daan S. The 'Right Pane' shows a grid of beds, with columns for '1' and '2'. The beds listed include Bay 10-1, Bay 11-1, Bay 12-1, Bay 13-1, Bay 14-1, Bay 15-1, Bay 16-1, Bay 17-1, Bay 18-1, Bay 19-1, Bay 20-1, Bay 21-1, Bay 22-1, Bay 23-1, Bay 24-1, Bay 25-1, Bay 26-1, Bay 27-1, Bay 28-1, and Bay 29-1. The 'System Status Bar' at the bottom indicates 'No Connection' and 'Last Service'.

Module Selector

View Tabs

Date Selector

Unit/Team Selector

Shift Selector

Staff: ED

Staff: ED

Bay 10-1

Bay 11-1

Bay 12-1

Bay 13-1

Bay 14-1

Bay 15-1

Bay 16-1

Bay 17-1

Bay 18-1

Bay 19-1

Bay 20-1

Bay 21-1

Bay 22-1

Bay 23-1

Bay 24-1

Bay 25-1

Bay 26-1

Bay 27-1

Bay 28-1

Bay 29-1

Left Pane

Right Pane

System Status Bar

Pane-Specific Status Bar

Figure 9: Staff Assignment Desktop (At-a-Glance, Initial View)

## Assign Beds View

Assign Beds is the first of the two (2) available views and is comprised of two (2) panes: the Staff Directory Pane and the Beds Pane. It is used to assign call stops to staff (or staff to call stops) for the upcoming shift—or to any specific shift within the number of days set by your administrator, between none and seven (7). Staff may be selected from any appearing in the Directory.

The screenshot displays the Responder 5 Staff Assignment application. At the top, it shows 'Responder 5 Applications' and 'Staff Assignment' with a welcome message for Peter Deering. The interface is divided into two main panes: a 'Staff: ED' pane on the left and a 'Beds' pane on the right. The 'Staff: ED' pane lists staff members with their names and roles, such as 'Aid... Aira K' and 'RN... Christopher S'. The 'Beds' pane shows a grid of beds (e.g., Bay 01-1, Bay 02-1) with assigned staff members. A 'Global Call Stop Assignment Control' button is located at the top right. A 'Beds Pane' label points to the right pane, and a 'Staff Directory Pane' label points to the left pane.

Unity/Team-specific Staff members

Global Call Stop Assignment Control

Staff: ED

Beds

Staff Directory Pane

Beds Pane

Figure 10: Assign Beds View At-a-Glance

## Staff Directory Pane (Assign Beds View)

The pane furthest to the left is the Staff Directory Pane. It contains a Staff Directory list. These are the staff that have been given access to the selected Unit/Team by the system administrator. Contact that administrator if you cannot see a staff member you expect to see.

### Staff Directory List Object

The basic Staff Directory List object can bear any of the following data:



Data	Indicator	Description
Staff Level	RN, LPN, PCT, Aide, etc.	Shows the staff member's typical "title" within a facility.
Staff Name	Text	Shows the staff member's name (Last, First).
Service Type	Text plus icon: Service Calls Urgent	Indicates whether the staff member is scheduled to perform services, respond to calls, or set to respond to urgent events.
Workload	Icon + Numerals:    	Summarizes a staff member's responsibility (by order of coverage [call stop] assignments and number/type of patients). Patient assigned and present; requires special care. Patient assigned and present; no special care required. Patient assigned but not yet present. After the tenth patient is added, a single icon followed by numerals appear.
Notes	Text	Provides a space for staff specific notes, such as a special skill set an employee might have.

Table 1: Basic Staff Directory List Object

The expanded Staff Directory List Object can bear any of the following additional data (what appears exactly is based on availability and configuration):

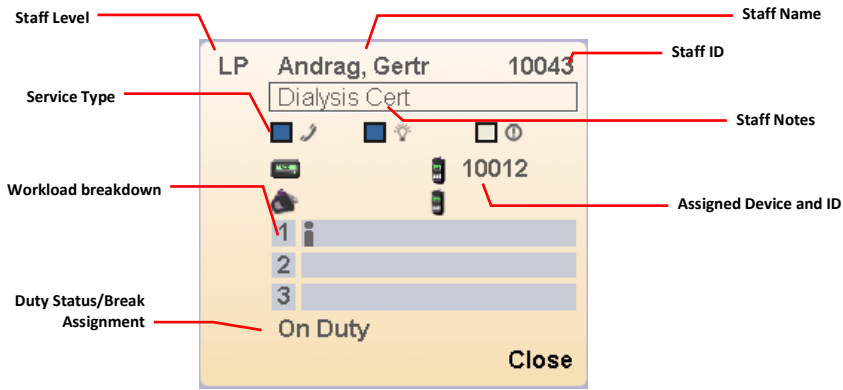


Figure 11: Expanded Staff Directory List Object

Data	Indicator	Description
Device Type and ID	Icon and/or Text:	Shows any device associated with the staff member:
		Pager
		Location Badge
		Wireless Phone (shown above with Device extension number)
		Additional Device (such as an additional pager or cell phone)
Notes	Text	Provides a space for staff specific notes, such as a special skill set an employee might have.
Break Assignment	Text	Shows the staff member who is slated to cover during breaks

Table 2: Expanded Staff Directory List Object Details

### Global Level Assignment Control

The Global Level Assignment Control appears at the bottom of the Staff Directory Pane and allows you to assign staff of a particular level to a Call Stop (see the Important Terms Glossary, page 39) position for all beds in the pane.



Figure 12: Global Level Assignment Controls

## Beds Pane (Assign Beds View)

The pane furthest to the right is the Beds Pane. The Beds Pane provides a visual summary of assignments for the selected Unit/Team via Beds Objects. You can view a Beds Object in its basic or expanded form.

### Basic Beds Pane Objects

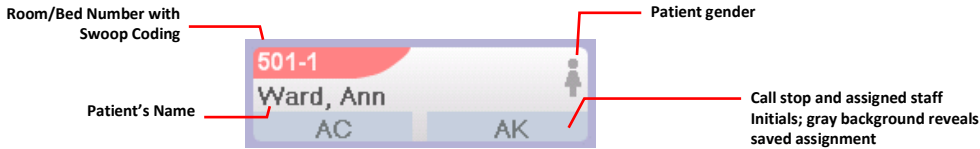


Figure 13: Basic Beds Pane Object (Assign Beds View)

“Multi” indicates the call stop has been assigned to more than one staff member

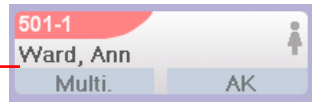


Figure 14: Basic Beds Pane Object (Assign Beds View), Multiple Staff

Each basic Beds Object can bear any of the following data:

Data	Indicator	Description
Room/Bed		Provides room number and bed designation, when applicable, and is framed by a color-coded “swoop.” (See “Room/Bed Swoop” for details.)
Gender		Provides quick-recognition gender indication.
Patient Name	McDuff, J.	Shows the patient’s name.
Patient Notes	Text	Provides detail (when available) about a patient or room; an ellipsis indicates more detail is present in the full record view.
Call Stops		Shows the initials of caregivers, in the order of their responsibility. Should an entire level of staff be assigned, that abbreviation will appear. “Multi” indicates more than one caregiver is assigned to that call stop.

Figure 15: Basic Bed Object Data

### Room/Bed Swoop

In addition, each Beds Pane object is associated and labeled with a “swoop” in the left-hand corner. (The swoop type/color are either fed by your facility’s registration system—if one is in use—and/or entered manually on the Patient Details and/or Clinical Details tabs of the PC Console module.) This color coding is one more way to quickly determine a patient’s condition. Each patient may be associated with one or more swoops:

**Comment [JS1]:** The Room/Bed Swoop material is now based on similar material in the PC Console Module Guide... Requires review.

Swoop Name	Priority	Swoop Color
Acuity	5	Yellow
Allergy	3	Light Blue
Diet	4	Green
DNR	1	Purple
Fall Risk	2	Red
Isolation	6	Orange
Telemetry	7	Dark Red
STAT	8	Grey
Diagnosis	10	Pink
Ambulatory	9	Dark Green

**Table 3: Default Swoop Names/Colors**

Swoop color is linked to what appears in any of the patient Details or Clinical Tab fields (PC Console Module). If you see the default purple swoop, you'll know that neither the system nor one of your colleagues has made an entry.

Default (Purple) Swoop



**Figure 16: Default Swoop Callout**

If you see a swoop other than the default purple, you'll know that either the registration system and/or one of your colleagues made an entry in one of the following (PC Console Module) Patient Details or Clinical Tab entry fields:

Tab	Manual or Automatic Entry Fields
Patient Details	Diet
	Allergy
Clinical	Ambulatory
	Acuity
	DNR
	Fall Risk
	Isolation
	Telemetry

**Table 4: Entry Fields Associated with Room/Bed Swoop**

In the first example, you'll notice that only the Diagnosis field bears an entry ("Non-osseous tumors"); therefore, the Call Object bears the pink swoop. (The Diagnosis field and pink swoop color were paired by a system administrator—a facility-specific pairing; your field/color pairing may be different.)

### Example 1: “Diagnosis” Swoop

Active Call  
501-1  
Ward, Ann  
LPN OT  
Requires special  
00:42

Admit Date: 5/30/2008  
Expected Disch. Date:  
Age:  
Diet:  
Patient Type:  
Medical Rec. #: A10061  
Account #: A10061

Figure 17: Patient Details Tab (No Swoop Entries)

Active Call  
501-1  
Ward, Ann  
LPN OT  
Requires special  
00:54

Allergy:  
Diagnosis: Non-osseous tumours  
Ambulatory:  
Acuity:  
DNR:  
Fall Risk:  
Admit Reason:

Figure 18: Clinical Tab (Diagnosis Swoop Entry)

In the second example, you’ll notice that both the Diagnosis and DNR fields bear entries. When multiple entries are present, the system uses the swoop color that’s paired with the entry field assigned the highest priority by the system administrator. In this case, DNR holds the higher priority; therefore, the purple swoop appears:

### Example 2: “DNR” (Multiple) Swoop

Active Call  
501-1  
Ward, Ann  
LPN OT  
Requires special  
00:40

Admit Date: 5/30/2008  
Expected Disch. Date:  
Age:  
Diet:  
Patient Type:  
Medical Rec. #: A10061  
Account #: A10061

Figure 19: Patient Details Tab (No Swoop Entries)

Active Call  
501-1  
Ward, Ann  
LPN OT  
Requires special  
00:52

Allergy:  
Diagnosis: Non-osseous tumours  
Ambulatory:  
Fall Risk:  
Isolation:  
Telemetry:  
Admit Reason:

Figure 20: Clinical Tab (Multiple Swoop Entries)

### Expanded Beds Pane Object

In addition to the data found on the basic Beds Object, the expanded Beds Pane Object bears more detailed information regarding the caregiver:

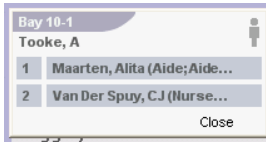
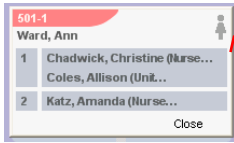


Figure 21: Expanded Bed Pane Object (Single Call Stop Assignments)



Multiple staff can be assigned to any call stop.

Figure 22: Expanded Bed Pane Object (Multiple [“Multi”] Call Stop Assignment)

## Global Call Stop Assignment Control

The Global Call Stop Assignment Control appears at the top right corner of the Beds Pane and allows you to assign selected staff to a Call Stop position for all beds in the pane:



Figure 23: Global Call Stop Assignment Controls

## Add Notes View

Add Patient Notes is the second of the two (2) available views and is comprised of two (2) panes: the Staff Directory Pane and the Beds Pane. It is used to record optional notes regarding each patient. When notes are added to a Bed Object, the associated workload icon darkens.

Responder 5 Applications

Welcome, Dearing, Peter

11/14/2008 ED 1st Shift

Assign Beds Add Notes X Reject ✓ Accept

**Staff: ED**

- Aid... Alira K
- Aid... Alita M
- Unit... Allison C EMT Cert
- Nur... Amanda K
- Aid... Beelen H
- Nur... Christine C
- RN... Christopher S
- Nur... CJ V
- RN... Colin O
- RN... Cynthia H

**Beds**

501	Bay 15-1 Rosenthal,...
501-1	Bay 16-1 Brown, Ingrid
Bay 01-1	Bay 17-1 Lee, B
Bay 02-1	Bay 18-1 Moseley,...
Bay 03-1	Bay 19-1 Schmidt, Nicky
Bay 04-1	Bay 20-1
Bay 05-1	Bay 21-1
Bay 06-1	Bay 22-1 Wood, Bridget

No Connection Last Call Last Service 10:50 AM - 11/14/2008

Figure 24: Add Notes View

## Staff Directory Pane (Add Notes View)

The Staff Directory Pane appears on the left side of the desktop. As it does in the Assign Beds view, it provides either basic or detailed information regarding staff already assigned to a shift.

## Beds Pane (Add Notes View)

In the Add Patient Notes view, the Beds Pane appears on the right side of the desktop. Each Beds Object provides the following information regarding Rooms/Beds:




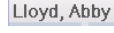
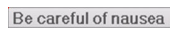
Data	Indicator	Description
Room/Bed		Provides room number and bed designation, when applicable, and is framed by a color-coded “swoop” (see “Room/Bed Swoop” for details).
Gender/Need	 No note; no special need.	Provides quick-recognition gender and special need indications. Darker icons indicate the presence of a patient note—and special needs.
	 Note present; special need.	
Patient Name		Shows the patient’s name.
Patient Notes Box		Provides telling detail about a patient or room. Notes can help you make more appropriate staff assignments. Only the first four (4) letters appear when Patient Notes are viewed outside of the Assign Notebox. Any entry here causes the Gender/Need icon to change shade.

Figure 25: Bed List Legend (Add Notes View)

## Beds Pane Objects (Add Notes View)



Figure 26: Basic Beds Pane Object (Add Notes View)

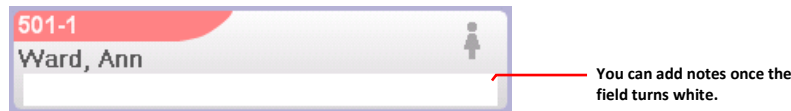


Figure 27: Basic Beds Pane Object (Add Notes View), Open Note Field

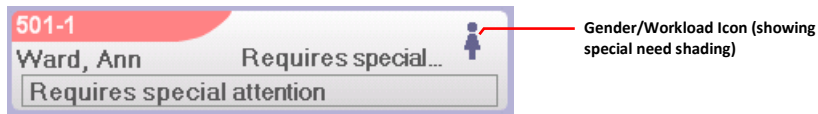
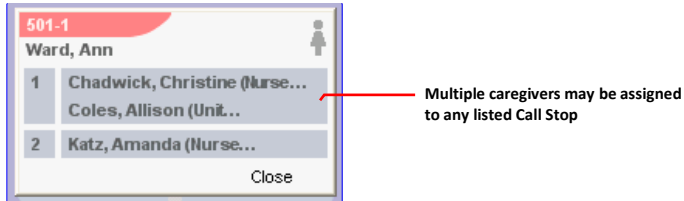


Figure 28: Beds Pane Object (Add Notes View), Saved Note



**Comment [JS2]:** Thought this is what you were calling for; please review...

Figure 29: Expanded Beds Pane Object (Add Notes View)

## 3

## 3: Using the Software

In this chapter, you'll learn how to use the Staff Assignment module.

### Common Views and Controls

The Staff Assignment module is quite intuitive. You'll be comfortable using it if you have experience with other Windows applications.

#### Status Bar

The Status Bar appears at the bottom of various views. It provides information regarding the connection, the last Call, the last Service Request, and the system time and date.



Figure 30: Status Bar

#### Touchscreen Keyboard

If you are using a touchscreen computer display and/or your system administrator has chosen to enable it, you may see and use the on-screen keyboard to enter Log In information.

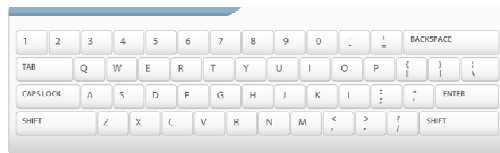


Figure 31: Touchscreen Keyboard

#### Hovering

If you position your cursor over a field that is truncated because a field is too small to show all information, the “hidden” portion will appear. You'll know a field has been shortened if an ellipsis (...) appears:

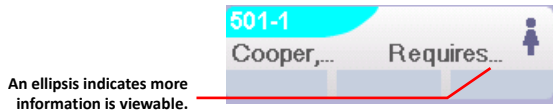


Figure 32: Without Hover

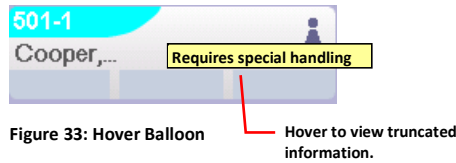


Figure 33: Hover Balloon

## Selecting an Object

Generally speaking, when you click on a screen object (Call, Staff, Service, Calendar date) once, it is highlighted in some manner:

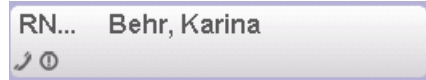


Figure 34: Staff Object (Normal View)



Figure 35: Staff Object (Selected View)

## Expanding an Object

Generally speaking, when you double click on a screen object, it will expand to reveal more details:

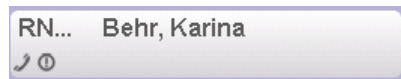


Figure 36: Staff Object (Normal View)

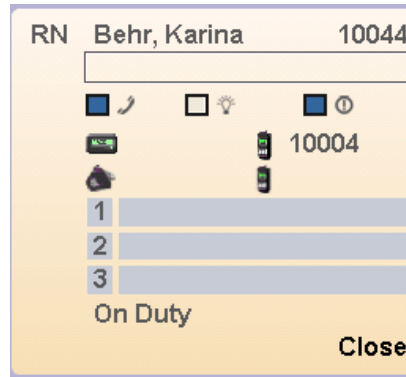


Figure 37: Staff Object (Expanded View)

## Scrolling

If a scroll (with up/down arrows) appears on a screen, you can use it to view additional information:

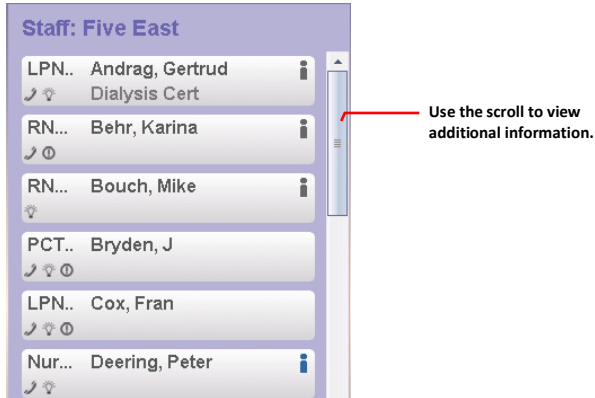


Figure 38: Scroll

## Editing a Field

You can click on and then enter notes in the Patient notebook:

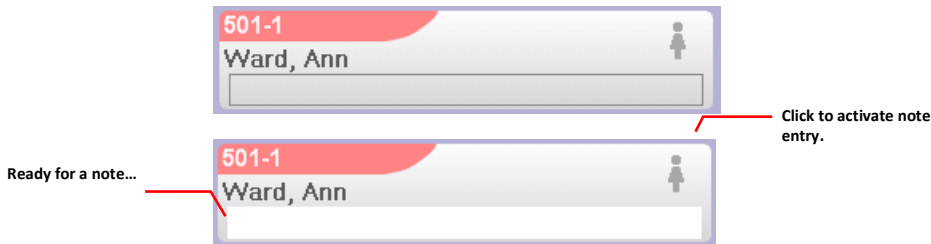


Figure 39: Editable Field

## Closing a Window

Clicking on a “close” button will return an expanded object to its original (basic) state.

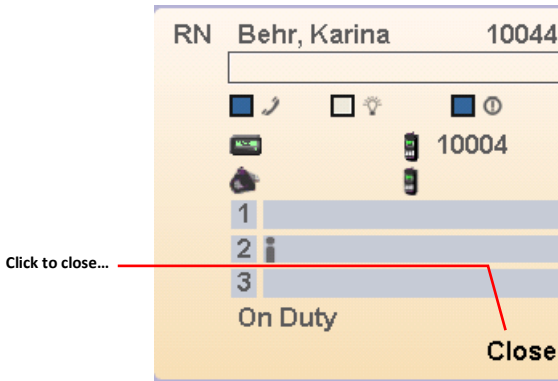


Figure 40: Close Expanded Staff Object

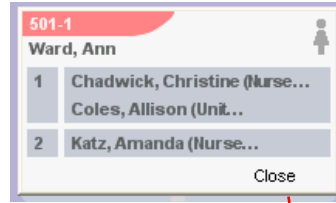


Figure 41: Close Expanded Beds Object

## Saving Changes

How you save your changes is screen-specific. You may see an “Update” button, a “Accept/Accept All” button, a “Save” button, or a Confirmation dialog. If you do not update, accept/accept all, or save, as necessary, your changes will not be recorded.

## 4

## 4: How-To

In the following chapter, you'll learn how to use the Staff Assignment module to get things done.

## Assigning a Staff Member to Call Stops

You can assign staff to one or more call stops from the Assign Beds view. Assigned (and accepted) call stops bear the initials of assigned staff on a gray background.

### To Assign Individual Staff to Call Stops

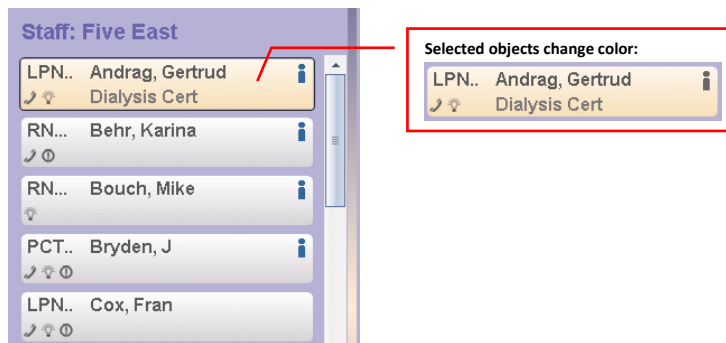
- 1 Click on the Assign Beds tab:



- 2 Bring the appropriate Shift List into view.
  - ▶ If necessary, use the Unit/Team, Date, and Shift controls at the top of the desktop page to select the appropriate shift:

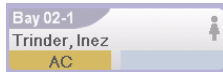


- 3 Click on a staff entry in the Staff Directory Pane:



- 4 Click on one or more call stops in the Beds Pane:

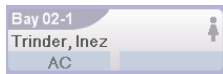
- The staff member’s initials will appear in the selected call stop, and the initials and field will turn brown. The brown color indicates an assignment has been initiated, but not accepted (saved to the system):



- 5 Repeat for all intended assignments.
- 6 Click on the “Accept” button you have completed all assignments.



- All accepted assignments will appear in shades of gray:



- Clicking on the “Reject” button will remove any assignments you did not update.

## Assigning Call Stops to a Staff Member

You can assign staff to a call stop from the Assign Beds view. Assigned (and accepted) call stops bear the initials of assigned staff on a gray background.

### To Assign Individual Staff to Call Stops

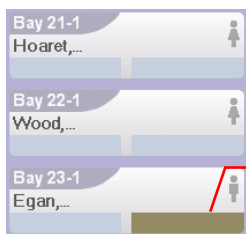
- 1 Click on the Assign Beds tab:



- 2 Bring the appropriate Staff Directory List into view.
  - By default, the Staff Directory List (shown in the Directory pane) is associated with the upcoming shift.
  - If necessary, use the Unit/Team, Date, and Shift controls at the top of the desktop page to select the appropriate shift:

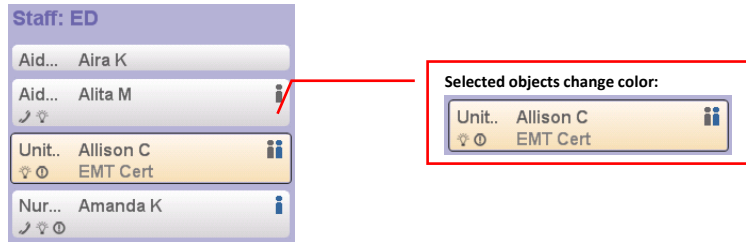


- 3 Click on any single call stop in the Beds Pane:



Selected—though unassigned—objects appear brown without caregiver initials:

- Click on a staff object in the Staff Directory Pane:



- The staff member's initials will appear in the selected call stop, and the initials and field will turn brown. The brown color indicates an assignment has been initiated, but not accepted (saved to the system):



- Click on the "Accept" button:



- All accepted assignments will appear in shades of gray:



- Clicking on the "Reject" button will remove any assignments you have not accepted.

## Assigning a Staff Member to a Designated Call Stop Position Across an Entire Shift

You can assign a designated call stop across an entire shift to any single staff member in the Staff Directory Pane. Beds assigned in this manner will bear the initials of the selected staff in the designated call stop position. By default, the previous day's assignments are shown for each call stop.



The number of call stops associated with each bed is determined by your system administrator.

### To Assign a Designated Call Stop to Individual Staff

- Click on the Assign Beds tab:



- Bring the appropriate Staff Directory List into view.

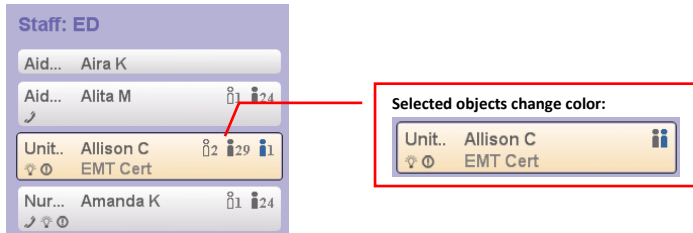
- By default, the Staff Directory List (shown in the Directory pane) is associated with the upcoming shift.
- If necessary, use the Unit/Team, Date, and Shift controls at the top of the desktop page to select the appropriate shift:



- 3 Click on one of the call stops in the Select All Beds Buttons bar.



- 4 Click on one or more staff objects in the Staff Directory Pane:



- The initials of the selected staff will appear in that call stop position across the entire Unit/Team. “Multi” (multiple) will appear if you’ve selected and assigned more than one staff member to a call stop:

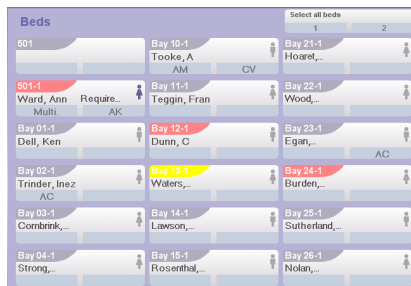


Figure 42: Before Assignments

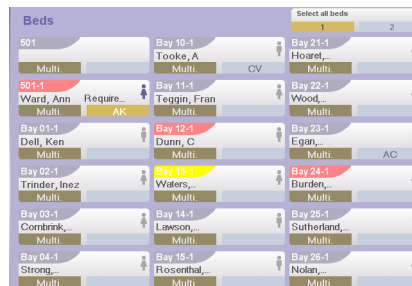


Figure 43: After Assignments (Multiple Staff)

- 5 Click on the “Update” button:



- All accepted assignments will appear in a shade of gray or in dark blue—if you make a group assignment (such as “All RN”):

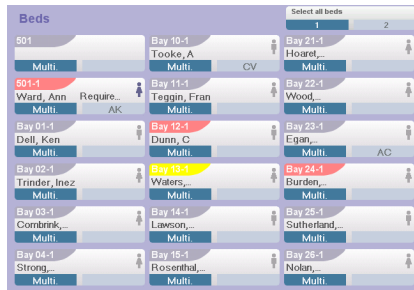


Figure 44: Accepted Assignments (Individual Staff)

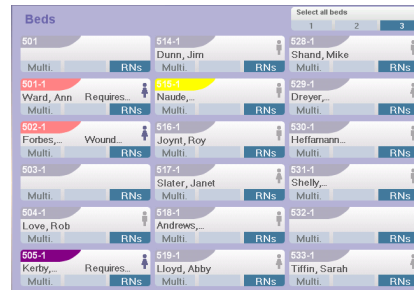


Figure 45: Accepted Assignment (RN Group Example)

- Clicking on the “Reject” button will remove any assignments you have not accepted.

## Assigning a Designated Call Stop Position to a Staff Member Across an Entire Shift

You can assign a designated call stop across an entire Unit/Team to any single staff member in the Staff Directory Pane. Beds assigned in this manner will bear the initials of the selected staff in the designated call stop position. By default, the previous day’s assignments are shown for each call stop.



The number of call stops associated with each bed is determined by your system administrator.

### To Assign a Designated Call Stop Position to a Staff Member

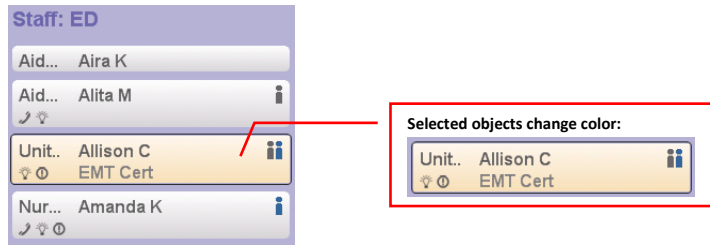
- 1 Click on the Assign Beds tab:



- 2 Bring the appropriate Staff Directory List into view.
  - By default, the Staff Directory List (shown in the Directory pane) is associated with the upcoming shift.
  - If necessary, use the Unit/Team, Date, and Shift controls at the top of the desktop page to select the appropriate shift:



- 3 Click on one staff object in the Staff Directory Pane:



- 4 Click on one of the call stops in the Select All Beds Buttons bar:



- ▶ The initials of the selected staff will appear in that call stop position across the entire Unit/Team:



- 5 Click on the “Update” button:



- ▶ All accepted assignments will appear in a shade of gray or in dark blue—if you make a group assignment (such as “All RN”):



Figure 46: Accepted Assignments (Individual Staff)



Figure 47: Accepted Assignments (LPN Group Example)

- ▶ Clicking on the “Reject” button will remove any assignments you have not accepted.

## Assigning a Designated Call Stop to Staff of a Particular Level

You can assign all staff members of a particular level (RNs, LPNs, PCTs, etc.) to a designated call stop from the Assign Beds view. Beds assigned in this manner will bear an abbreviation of the selected level in one of the call stop positions. (If a prior assignment existed for the selected call stop, the “Multi” abbreviation will appear.) Every staff member of the assigned level with a wireless device will receive the call. By default, the previous day’s assignments are shown for each call stop.



All globally assigned levels remain in place until manually removed—making daily rescheduling unnecessary.

**Comment [JS3]:** Added. Please review...

### To Assign a Designated Call Stop to Individual Staff

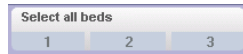
- 1 Click on the Assign Beds tab:



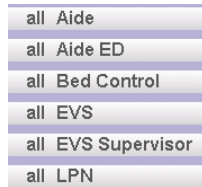
- 2 Bring the appropriate Staff Directory List into view.
  - ▶ By default, the Staff Directory List (shown in the Directory pane) is associated with the upcoming shift.
  - ▶ If necessary, use the Unit, Date, and Shift controls at the top of the desktop page to select the appropriate shift:



- 3 Click on one of the call stops in the Select All Beds Buttons bar:



- 4 Click on any of the global assignment buttons (located at the very bottom of the Directory pane):



- ▶ Globally assigned call stops bear an abbreviated form of the selected staff level:

Staff Level Abbreviation

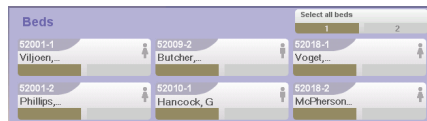
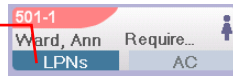


Figure 48: Before Assignment

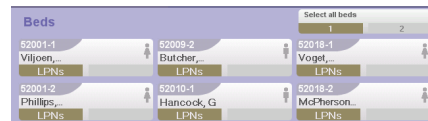
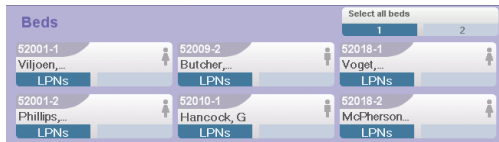


Figure 49: After Assignment

- 5 Click on the “Accept” button:



- ▶ All accepted assignments of a “particular level” will appear in dark blue:



- All globally assigned levels remain in place until manually removed—making daily rescheduling unnecessary.
- Clicking on the “Reject” button will remove any assignments you have not accepted.

## Clearing a Single Call Stop Assignment

You can clear any single call stop assignment from any Beds Object in Assign Beds View.

### To Clear a Call Stop Assignment

- 1 Locate the Beds Object in the Beds Pane:



- 2 Double click on the call stop assignment you wish to clear.
  - The call stop position will clear:



## Clearing Multiple Assigned Call Stops

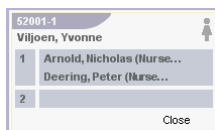
You can clear one or more assignments from a call stop bearing the “Multi” abbreviation—or bearing any globally assigned call stops (RNs, LPNs, etc.). A reminder: “Multi” indicates more than one staff is assigned the call stop.

### To Clear One or More Staff from a Call Stop

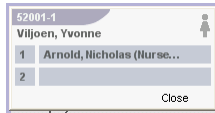
- 1 Locate the Beds Object bearing the “Multi” assignment in the Beds Pane:



- 2 Double click on the call stop assignment you wish to manage.
  - The expanded object will appear:



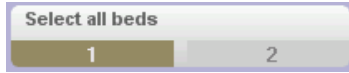
- 3 Double click on any entries you wish to clear:



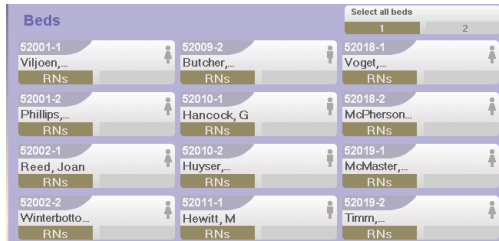
- 4 Click on the “Close” button when you are satisfied with the assignment.

**To Clear All Call Stop Assignments**

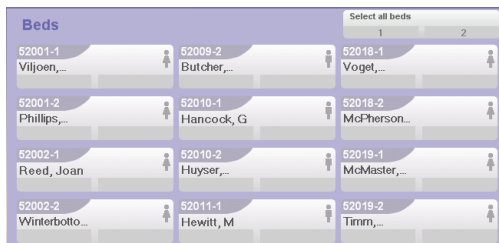
- 1 Click on the call stop you wish to clear:



- All of the selected call stops will be highlighted in brown:



- 2 Press the delete key on your keyboard.
  - All of the names/levels associated with the call stop will disappear:



## Keeping (Accepting) All Assignments

Because the system automatically carries assignments over from the prior day’s shifts, what you see the first time you view the Beds Pane on any given day are “yesterday’s” call stop assignments. You may make changes, as necessary, or use the “Accept All” feature. The “Accept All” feature only pertains to “today” and “tomorrow.” You cannot use it to keep any later assignments.

**To Keep All Assignments**

- 1 Click on the Assign Beds tab:



- 2 Bring the appropriate Staff Directory List into view.

- By default, the Staff Directory List (shown in the Directory pane) is associated with the upcoming shift.
- If necessary, use the Unit, Date, and Shift controls at the top of the desktop page to select the appropriate shift:



- 3 Click on the “Accept All” button.



## Viewing Past Assignments

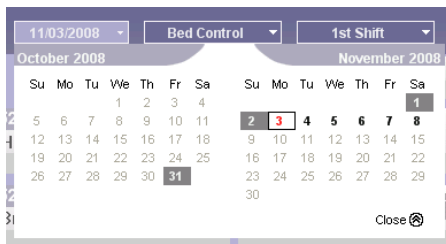
You can view, but not modify, past call stop assignments from the Assign Beds View.

### To View Past Assignments

- 1 Click on the Assign Beds tab:



- 2 Select a past Unit/Team, date, and shift combination using the Shift Selection controls:



- The Shift, Beds, and Staff lists for the selected Unit/Team, date, and shift combination will appear.

**Comment [JS4]:** Changed. Please confirm.

## Adding Patient Notes

You can add Patient Notes to any items in the Beds Pane while in Add Notes view. Patient notes cannot exceed 50 characters. Adding a patient note causes the workload icon to grow darker:



No note; no special need.



Note present; special need.

### To Add Patient Notes

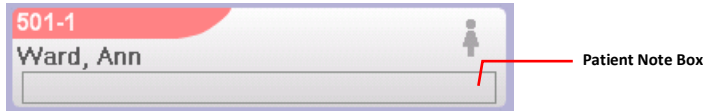
- 1 Click on the Add Notes tab:



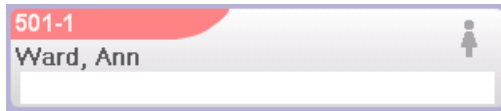
- 2 Use the dropdown selector to select a Unit/Team:



- Beds in the Unit/Team will appear in the Beds Pane, bearing editable Patient noteboxes:



- 3 Click on any notebox.
  - The notebox will turn white, indicating you may enter text:



- 4 Use your keyboard to enter a maximum of 50 characters.
- 5 Repeat, as desired, for other patients.
- 6 Click on the "Update" button:



- Patient notes remain in place until manually removed or until the patient is discharged.
- Clicking on the "Reject" button will remove any assignments you have not accepted.

## Viewing Additional Patient Assignment Details

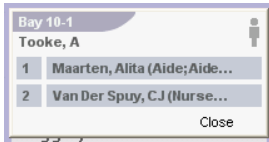
You can view additional patient assignment details on the Beds Pane:

### To View Additional Patient Assignment Details

- 1 Click on the Assign Beds tab:



- 2 Locate and double click on any Beds Pane Object.
  - The expanded Beds Pane Object shows the full name of the assigned staff member plus other available detail:



- 3 Click on the “Close” button to return the Beds Pane Object to its basic state.

## Viewing Additional Staff Details

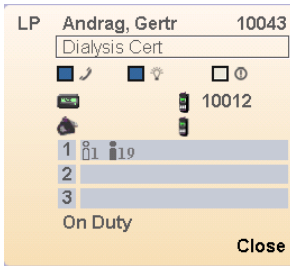
You can get additional information regarding staff from any Staff Assignment module page containing staff objects.

### To View Staff Details

- 1 Click on the Assign Beds tab:



- 2 Locate and double click on any staff object in the Directory pane:
  - The expanded staff object will appear:



- 3 Click on the “Close” button to return the object to its basic state.

**Comment [JS5]:** Just added. Requires review.

## Creating/Printing a Beds Report

You can use the Print icon to create and then print a Beds report while in Assign Beds view. The report will contain the following details:

- ✓ Bed
- ✓ Patient Name (Last, First)
- ✓ Call Stop Coverage (Staff Member Name, Staff Member’s Unit/Team Affiliation)
- ✓ Report’s “Author” (Staff Name—Last, First)

### To Create/Print a Beds Report

- 1 Click on the Assign Beds tab:



- 2 Click on the Print icon:



- 3 Select a printer from the dropdown list.
  - If a PDF (or similar printer driver-based) file application is installed, you may create a viewable/savable report:

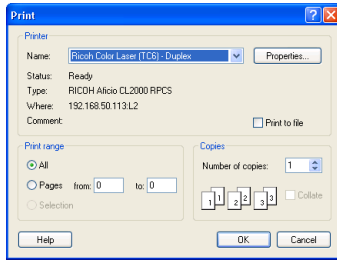


Figure 50: Standard Print Option

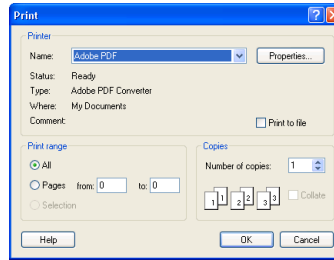


Figure 51: Adobe PDF Option

- 4 Complete your print selections.
  - The report will print or appear on screen:

Five East 1st Shift, 11/05/2008				
Bed	Patient Name	Call Stop 1	Call Stop 2	Call Stop 3
501		Bromley, Brad (RN; RN 5 East)		RNs
501-1	Ward, Ann			RNs
502-1	Forbes, Lorraine			RNs
503-1				RNs
504-1	Love, Rob			RNs
505-1	Kerby, Louise			RNs
506-1	Wimerbottom, Cara			RNs
507-1				RNs
508-1	Barber, Peter			RNs
509-1				RNs
510-1	Kimble, Lynne			RNs
511-1	Crews, R			RNs
512-1	Cood, June			RNs
513-1	Dresner, J			RNs
514-1	Dunn, Jim	Pamitke, Brigitte (RN; RN 5 East)		RNs
515-1	Naude, Anton			RNs
516-1	Joynt, Roy			RNs
517-1	Stater, Janet			RNs
518-1	Andrews, Roy			RNs
519-1	Lloyd, Abby			RNs
520-1	Spang, Liz			RNs
521-1	Hager, W			RNs
522-1	Kirkham, Kechill			RNs
523-1	Smyly, Pat			RNs

Figure 52: Beds Report (PDF Output)



## Appendix A: Important Terms

Knowing the following terms will help you use any of the Responder 5 modules:

- Call Stop:** A Call Stop is a duty coverage for a bed. A maximum of eight (8) Call Stops can be created for each bed. Typically, calls unanswered by a caregiver in a bed's first Call Stop position are then directed to the caregiver in the second position, and so on—thereby creating a coverage chain. Call Stops are used in Responder 5 instead of “Primary” and “Backup” coverage.
- “Multi”** Used as in abbreviation in Beds Objects to show a call stop has been assigned to more than one staff member.
- Sign On/Off:** While you Log In and Out of the Responder 5 system, the My Profile module allows you to “Sign On” and “Sign Off” duty.
- Team:** Teams are functional groupings, such as “Code Blue” or “Security” and may be populated by any User. A User may belong to and be on duty in multiple Teams simultaneously.
- Unit:** Units are typically comprised of rooms in a particular physical area (Pediatrics, Intensive Care, Oncology, for instance). Active Users are associated with one or more Units. A User may belong to and be on duty in multiple Units simultaneously.
- Urgent Event:** Staff Assist and Code Blue calls are considered “Urgent Events” in the Responder 5 system.
- Username:** Usernames (User Names) are assigned by your system administrator and are necessary (in conjunction with a password) to Log In to the system.



# Appendix B: Quick Guide

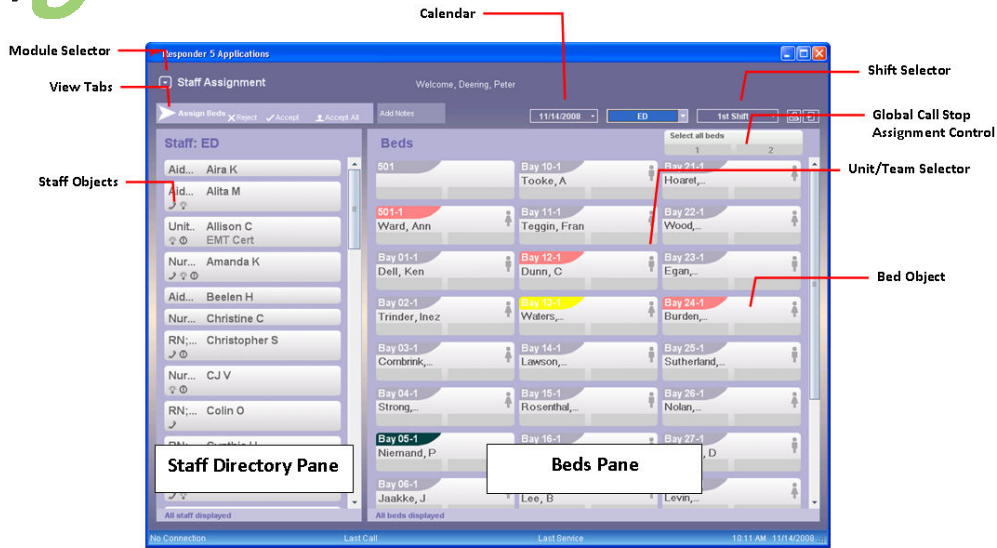


Figure 1: Assign Beds View

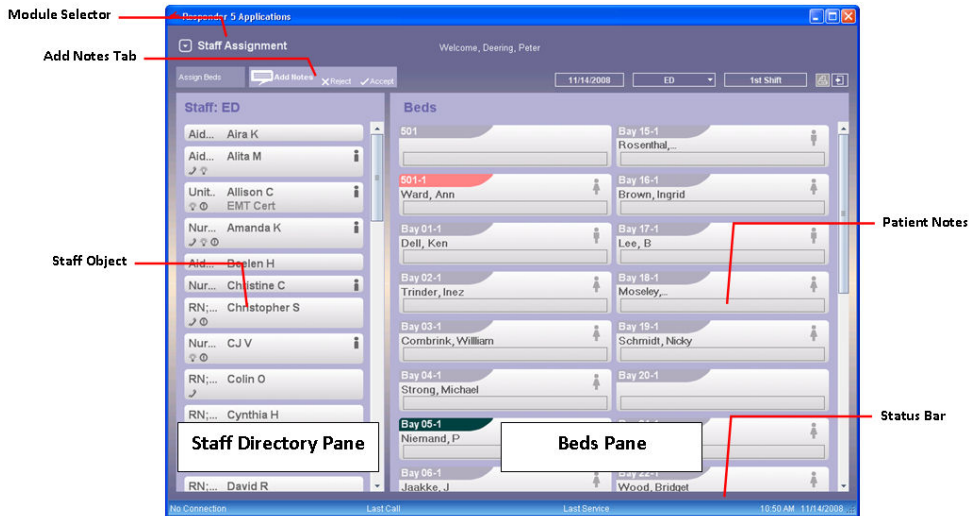
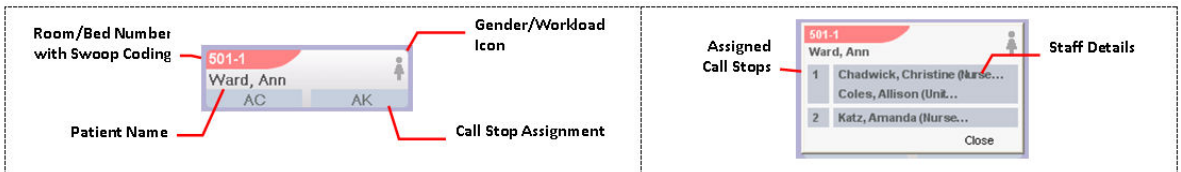
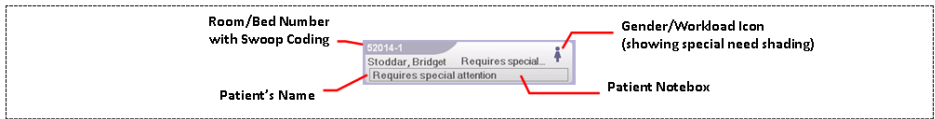


Figure 1: Add Notes View



### Logging In

- 1 Double click on the desktop shortcut:



- 2 Scan or enter your username and password.
- 3 Click on the “Log In” button.

### Assigning a Staff Member to Call Stops

You can assign staff to one or more call stops from the Assign Beds view. Assigned (and accepted) call stops bear the initials of assigned staff.

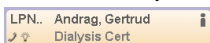
- 1 Click on the Assign Beds tab:



- 2 Bring the appropriate Staff Directory List into view:



- 3 Click on a staff entry in the Staff Directory Pane:



- 4 Click on one or more call stops in the Beds Pane:

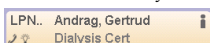


- 5 Repeat for all intended assignments.
- 6 Click on the “Update” button once you have completed all assignments.

### Assigning a Designated Call Stop Position to a Staff Member Across an Entire Shift

You can assign a designated call stop across an entire unit to any single staff member. Beds assigned in this manner will bear the initials of the selected staff in the designated call stop position. By default, the previous day’s assignments are shown for each call stop.

- 1 Click on the Assign Beds tab.
- 2 Bring the appropriate Staff Directory List into view.
- 3 Click on a staff entry in the Staff Directory Pane:



- 4 Click on one of the call stops in the Select All Beds Buttons bar:



- The initials of the selected staff will appear in that call stop position across the entire unit.

- 5 Click on the “Accept” button.

### Assigning a Designated Call Stop to Staff of a Particular Level

You can assign all staff members of a particular level (RNs, LPNs, PCTs, etc.) to a designated call stop. Beds assigned in this manner will bear an abbreviation of the selected level in one of the call stop positions. (If a prior assignment existed for the selected call stop, the “Multi” abbreviation will appear.) Every staff member of the assigned level with a wireless device will receive the call. By default, the previous day’s assignments are shown for each call stop.

- 1 Click on the Assign Beds tab:



- 2 Bring the appropriate Staff Directory List into view.



- 3 Click on one of the call stops in the Select All Beds Buttons bar:



- 4 Click on any of the global assignment buttons (located at the very bottom of the Directory pane).

- Globally assigned call stops bear an abbreviated form of the selected staff level:



- 5 Click on the “Update” button.

### Clearing a Single Call Stop Assignment

You can clear any single call stop assignment from any Beds Object in Assign Beds View.

- 1 Locate the Beds Object in the Beds Pane:



- 2 Double click on the call stop assignment you wish to clear.

- The call stop position will clear:



### Keeping All Assignments

Because the system automatically carries coverage over from the prior day’s shifts, what you see the first time you view the Beds Pane on any given day are “yesterday’s” call stop assignments. You may make changes, as necessary, or use the “Accept All” feature.

- 1 Click on the Assign Beds tab:



- 2 Bring the appropriate Staff Directory List into view.
- 3 Click on the “Accept All” button.

### Viewing Additional Patient Assignment Details

You can view additional patient assignment details on the Beds Pane:

- 1 Click on the Assign Beds tab:



- 2 Locate and double click on any Beds Pane Object.

- The expanded Beds Pane Object shows the full name of the assigned staff member plus other available detail:



### Adding Patient Notes

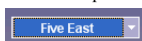
You can add Patient Notes to any items in the Beds Pane while in Add Notes view. Adding a patient note causes the workload icon to grow darker:



- 1 Click on the Add Notes tab:



- 2 Use the dropdown selector to select a Unit/Team:



- Beds in the Unit/Team will appear in the Beds Pane, bearing editable Patient noteboxes.

- 3 Use your keyboard to enter a maximum of 50 characters:



- 4 Click on the “Accept” button.