NURSE DAILY LOG PRACTICE TRAINING ACTIVITY

Last Update: January 14 2022

INTRODUCTION

The purpose of this training activity is to give nurses opportunity to practice how to use the system in a training environment. Below are various scenarios and step-by-step instruction for entering information into the Nurse Daily Log.

TRAINING SITE

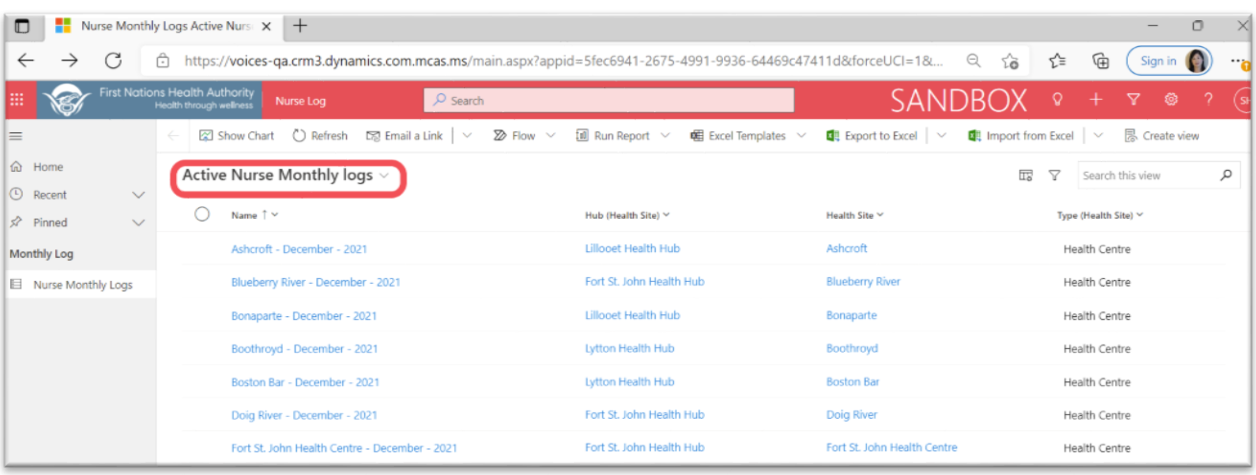
- Open an internet browser and open this link: Training (QA) : https://voices-qa.crm3.dynamics.com
- Log in using your FNHA username and password
- Note that this training site has a red "sandbox" banner
- Please do NOT enter real client information in this training site.

SCENARIO 1 – CHILD WITH FEVER

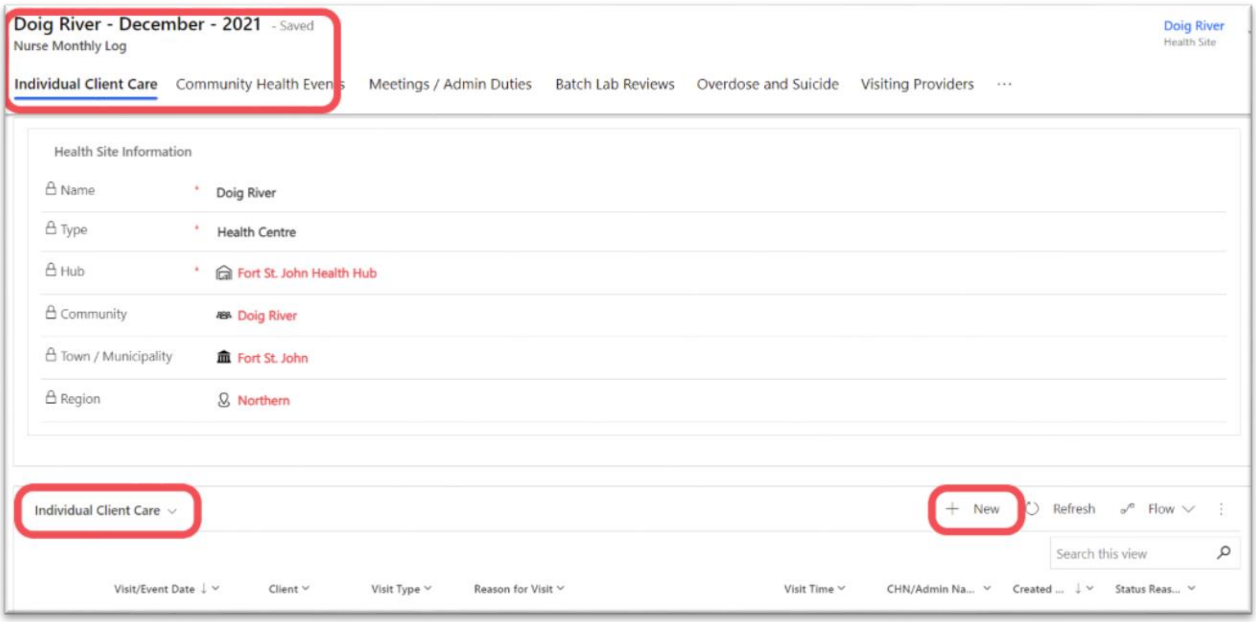
You've just finished seeing a child brought into the nursing station with fever and sore throat. The following care is provided:

- Consulted the local most responsible physician (MRP)
- Completed a rapid strep test
- Administered some medications

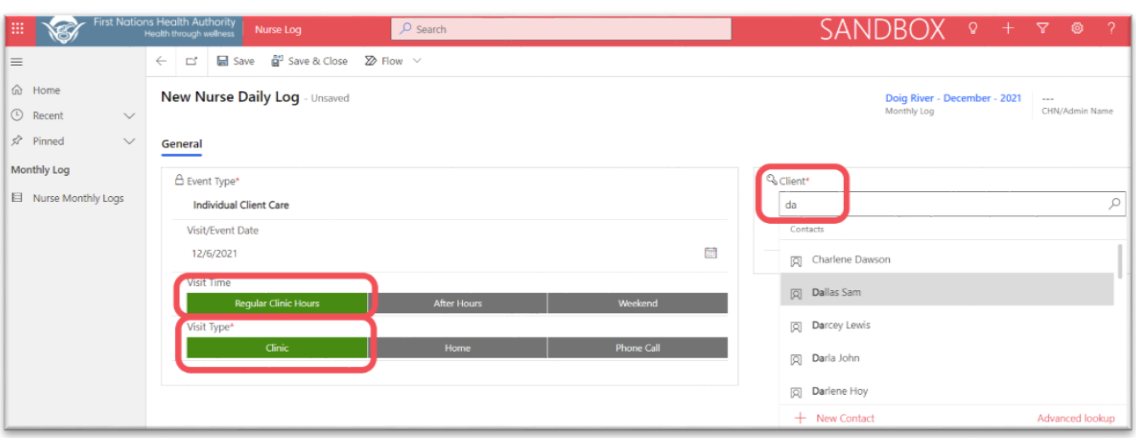
1) Select **Monthly Log**
   a. Double click on Gitga'at nursing station monthly log

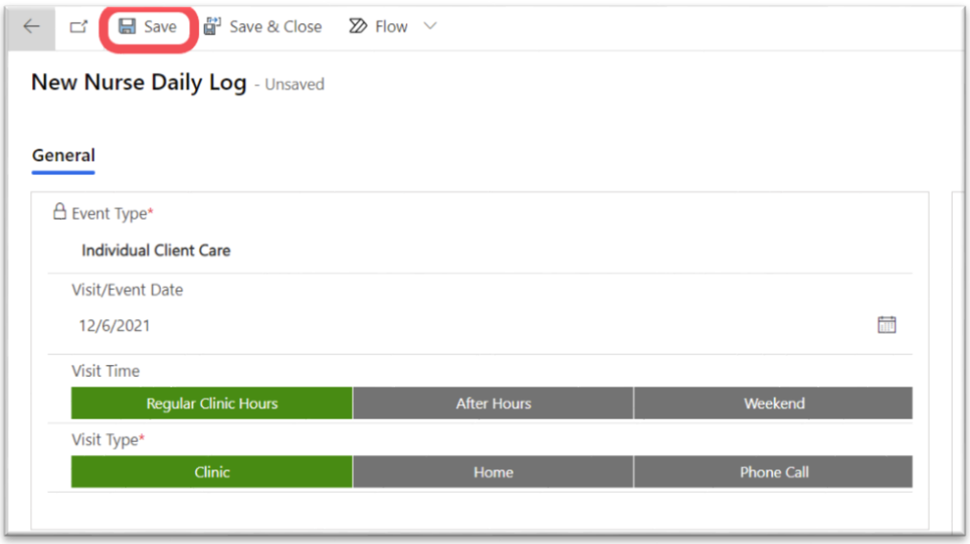


2) Create an **Individual Client Care Record**
   a. Scroll down to the Individual Client Care section
   b. Click on +New from the section menu

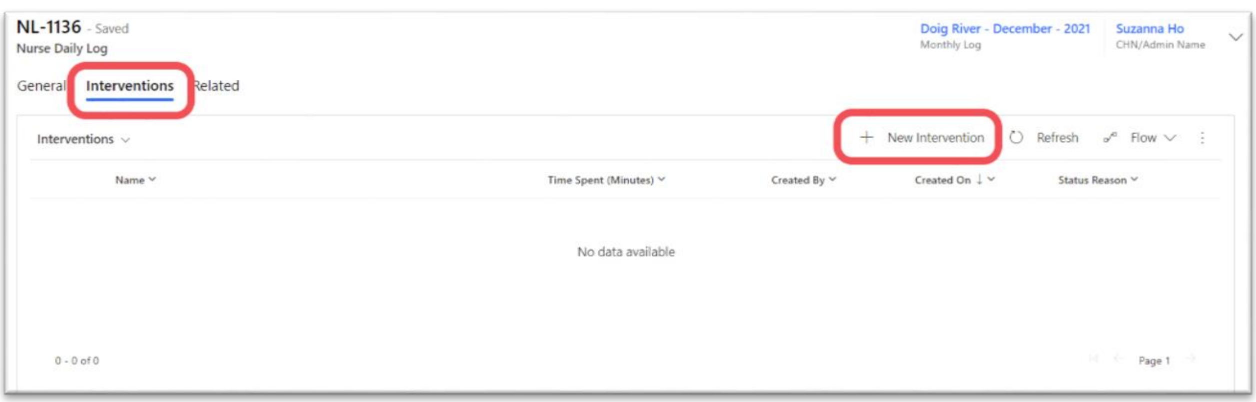


c. Check the Visit/Event Date. The date will default to today's date.
d. Tap on the 'Regular Clinic hours' in Visit Time
e. Tap on 'Clinic' in Visit Type
f. Click on the Client field
    i. Type in a few letters of the Client name or (There are names in the system already, these are all fake data and names, but many are missing birthdates. Please enter birthdates in the real system.)
    ii. Press Enter to look for Clients that already exists in the system
g. Click on Save from the command bar (TIP: NOT Save & Close)
h. Your name should appear as the CHN/Admin Name in the top right hand corner above the form.

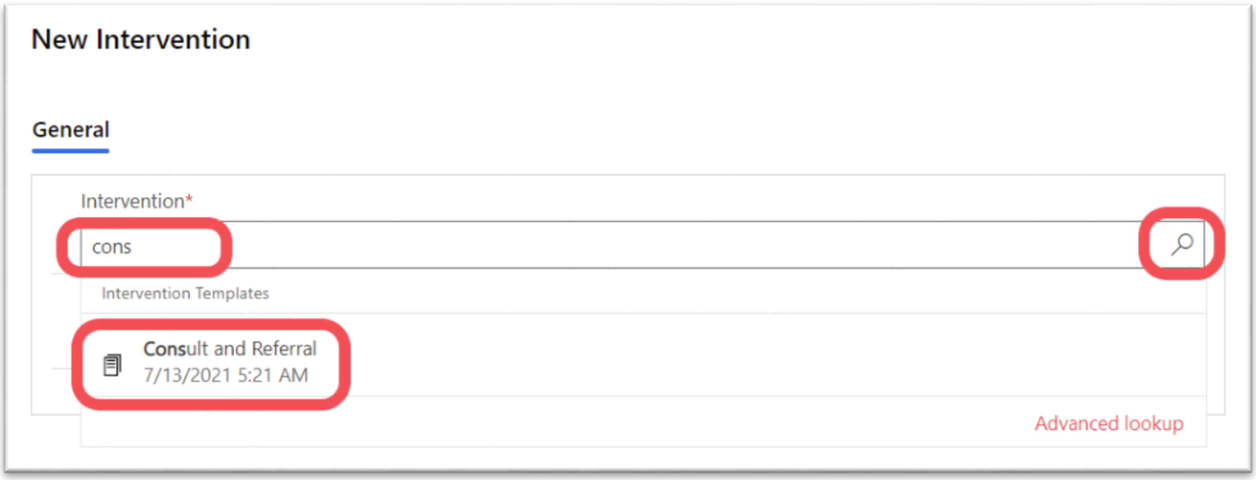




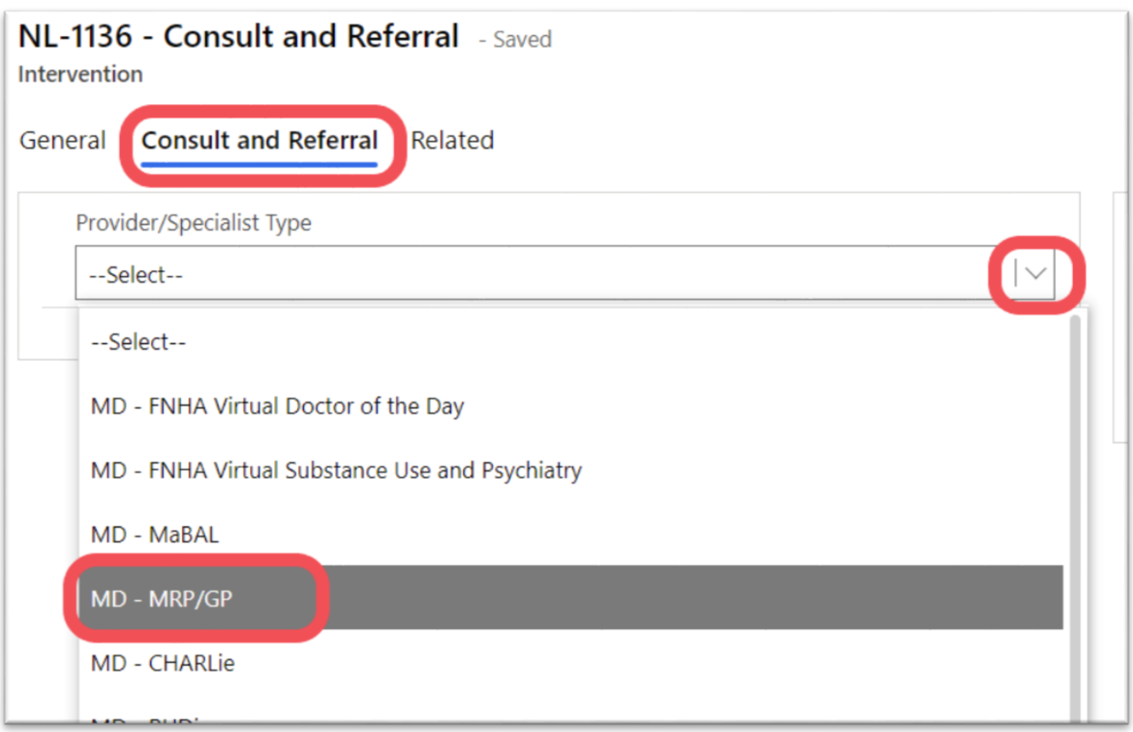
3) Create an **Intervention**
   a. Once the Individual Client Care record has been saved, you will see 3 tabs: General, Interventions and Related
   b. Click on the Interventions tab
   c. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display



4) Add Consult and Referral (MRP contacted)
   a. Type in a few letters of the Intervention name "Consult" or Click on the magnifying glass icon to see all intervention options.
   b. Select the appropriate Intervention, e.g. 'Consult and Referral"

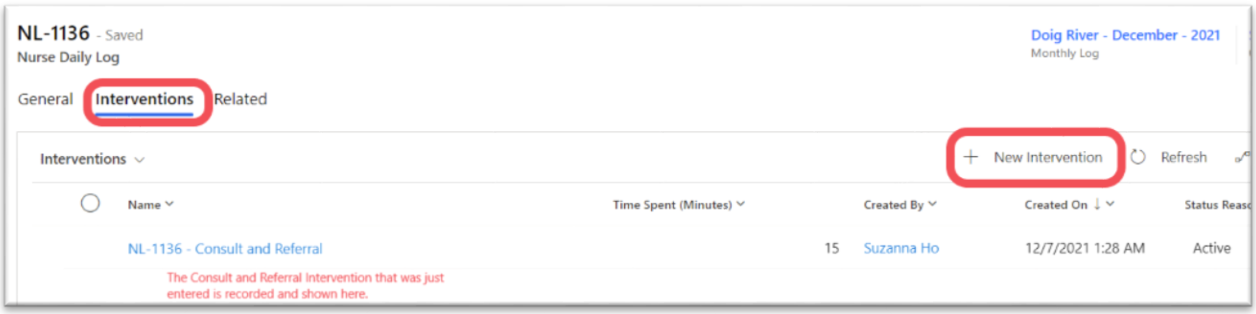


c. Click on the Time Spent (Minutes) field, enter 15 minutes
d. Click on Save
e. Click on the Consult and Referral tab
f. Under Provider/Specialist drop down menu, select MD - MRP/GP
g. Click on Save & Close to return to Interventions page.

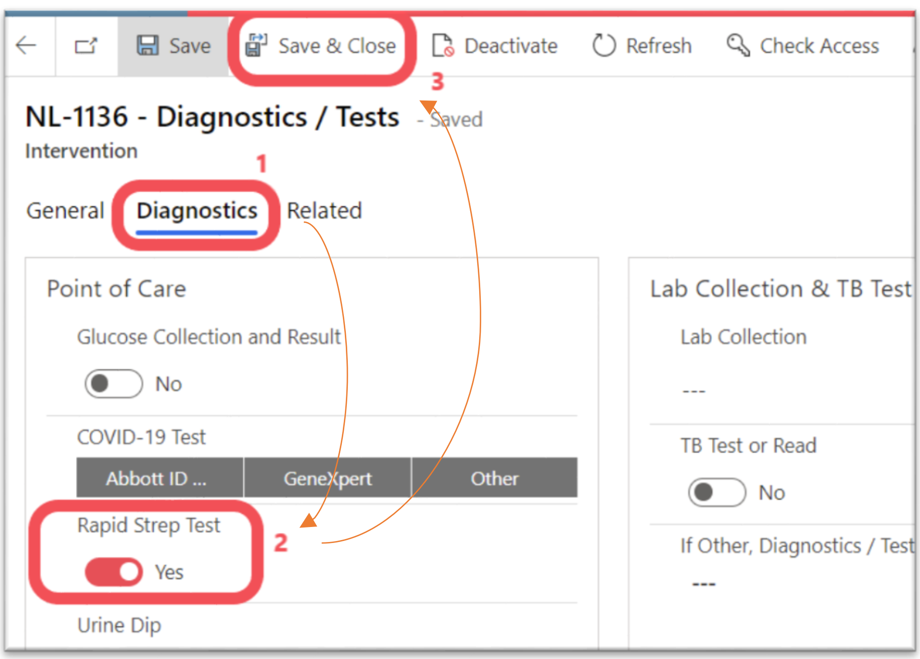


5) Add Diagnostics

a. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display



b. Type in a few letters of the Intervention name, e.g. "Diagnostic" or Click on the magnifying glass icon to see all intervention options.
c. Select the appropriate Intervention, e.g. "Diagnostics / Tests "
d. Click on the Time Spent (Minutes) field, enter 5 minutes
e. Click on Save
f. Click on the Diagnostics tab
g. Change the Rapid Strep Test toggle to Yes
h. Click on Save & Close to return to Intervention page.



6) Add Medications Dispensed

a. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
b. Type in a few letters of the Intervention name, e.g. "Medication" or Click on the magnifying glass icon to see all intervention options.
c. Select the appropriate Intervention, e.g. 'Medications'
d. Enter Time Spent, 10 minutes
e. Click on Save
f. Click on the Medications Tab
g. Click on the Medications Dispensed toggle
h. Click on Save & Close

7) Return to the Monthly Log

a. Click on **Save & Close** again in the last section should return you to the Monthly Log you have been working on or
b. If you do not need to save anything:
   i. Use the Back arrow in the menu until you return to the Monthly Log or
   ii. Click on the relevant Monthly Log in the **Recent** list in the side menu bar

SCENARIO 2 – CLIENT AND CASE MANAGEMENT

A client was at the clinic for:

- a routine injection (every 4 weeks)
- she has diabetes so you also checked her blood sugar and noted she missed her last appointment to see her endocrinologist
- You consulted her GP to adjust her insulin temporarily and arranged for a new appointment with her endocrinologist.
- You drew some blood for labs.
- You also chatted with her as a mental wellness check to understand if there are other emotional/social/spiritual/mental elements contributing to change in blood sugar levels

1) Select **Monthly Log**
   a. Double click on Gitga'at nursing station monthly log
2) Create an **Individual Client Care Record**
   a. Scroll down to the Individual Client Care section
   b. Click on +New from the section menu
   c. Check the Visit/Event Date. The date will default to today's date.
   d. Tap on the 'Regular Clinic hours' in Visit Time
   e. Tap on 'Clinic' in Visit Type
   f. Click on the Client field
      i. Type in a few letters of the Client name
      ii. Press Enter to look for Clients that already exists in the system

g. Click on Save from the command bar
h. Your name should appear as the CHN/Admin Name in the top right hand corner above the form.

3) Create an **Intervention**
   a. Once the Individual Client Care record has been saved, you will see 3 tabs: General, Interventions and Related
   b. Click on the Interventions tab
   c. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
4) **Add Medications Administered**
   a. Type in a few letters of the Intervention name, e.g. “Medication” or Click on the magnifying glass icon to see all intervention options.
   b. Select the appropriate Intervention, e.g. ‘Medications’
   c. Enter Time Spent, 10 minutes
   d. Click on Save
   e. Click on the Medications Tab
   f. Click on the Medications Administered toggle
   g. Click on Save & Close
5) **Add Diagnostics**
   a. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
   b. Type in a few letters of the Intervention name, e.g. “Diagnostic” or Click on the magnifying glass icon to see all intervention options.
   c. Select the appropriate Intervention, e.g. “Diagnostics / Tests “
   d. Click on the Time Spent (Minutes) field, enter 20 minutes
   e. Click on Save
   f. Click on the Diagnostics tab
   g. Change the Point of care glucose collection & result toggle to Yes
   h. Under Lab Collection, select blood (this is for bloodwork that you drew)
   i. Click on Save & Close
6) **Add Consult and Referral (MRP contacted)**
   a. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
   b. Type in a few letters of the Intervention name “Consult” or Click on the magnifying glass icon to see all intervention options.
   c. Select the appropriate Intervention, e.g. ‘Consult and Referral”
   d. Click on the Time Spent (Minutes) field, enter 15 minutes
   e. Click on Save
   f. Click on the Consult and Referral tab
   g. Under Provider/Specialist Type drop down, click on the box and select MD - MRP/GP

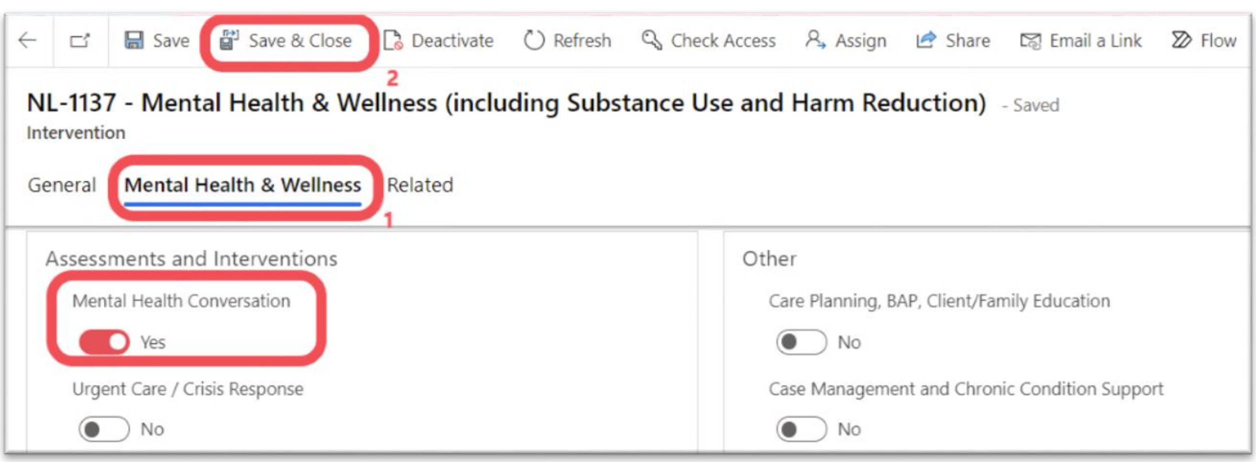
h. Click on Save & Close

7) Add Counselling and Case Management

a. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
b. Type in a few letters of the Intervention name “Counselling” or Click on the magnifying glass icon to see all intervention options.
c. Select the appropriate Intervention, e.g. ‘Counselling and Case Management’
d. Click on the Time Spent (Minutes) field, enter 30 minutes
e. Click on Save
f. Click on the Counselling and Case Management tab
g. Under Case Management section, select Diabetes
h. Click on Save & Close

8) Add Mental Health & Wellness

a. Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
b. Type in a few letters of the Intervention name “Mental Health” or Click on the magnifying glass icon to see all intervention options.
c. Select the appropriate Intervention, e.g. ‘Mental Health & Wellness’
d. Click on the Time Spent (Minutes) field, enter 20 minutes
e. Click on Save
f. Click on the Mental Health & Wellness tab
g. The Mental Health Conversation toggle is default selected to Yes
h. Click on Save & Close



9) Return to the Monthly Log

a. Click Save & Close until you return to the Monthly Log you have been working on or
b. If you do not need to save anything:
    i. Use the Back arrow in the menu until you return to the Monthly Log or

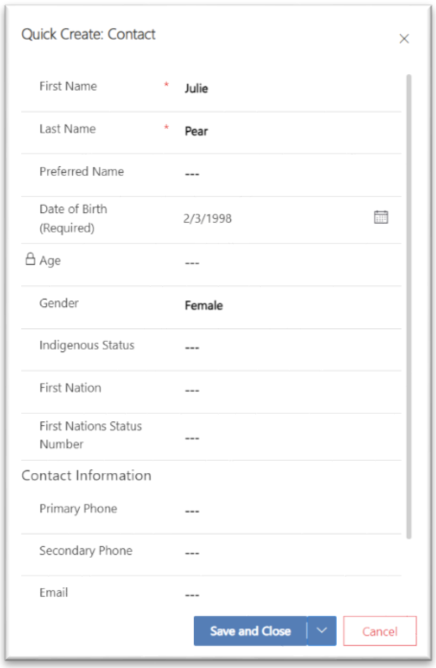
ii. Click on the relevant Monthly Log in the **Recent list** in the side menu bar

SCENARIO 3 – POST-PARTUM MOM AND NEWBORN VISIT

Mom and 4 weeks old newborn baby for their third visit. Breastfeeding has been a little difficult so this is another visit to help support lactation and ensure baby is gaining weight sufficiently. During the visit you completed:

- Counselling for general anxiety for mom
- Referred mom for counsellor for some additional support, she was interested in Traditional Healer and other postpartum mental health specialist.
- Watched baby feed and helped give some more tips and guidance on lactation
- Weighed baby
- GP had requested repeat bili, so you drew labs

1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create an **Individual Client Care Record**
   a) Scroll down to the Individual Client Care section
   b) Click on +New from the section menu
   c) Check the Visit/Event Date. The date will default to today's date.
   d) Tap on the 'Regular Clinic hours' in Visit Time
   e) Tap on 'Clinic' in Visit Type
   f) Click on the Client field
      i) Type in a few letters of the Client name, Julie Pear
      ii) Press Enter to look for Clients that already exists in the system
      iii) If Julie Pear is not in the system yet, click on name box and then click on "+ New Contact" and enter information then click Save and Close


Quick Create: Contact

First Name *	Julie
Last Name *	Pear
Preferred Name	---
Date of Birth (Required)	2/3/1998
Age	---
Gender	Female
Indigenous Status	---
First Nation	---
First Nations Status Number	---

Contact Information

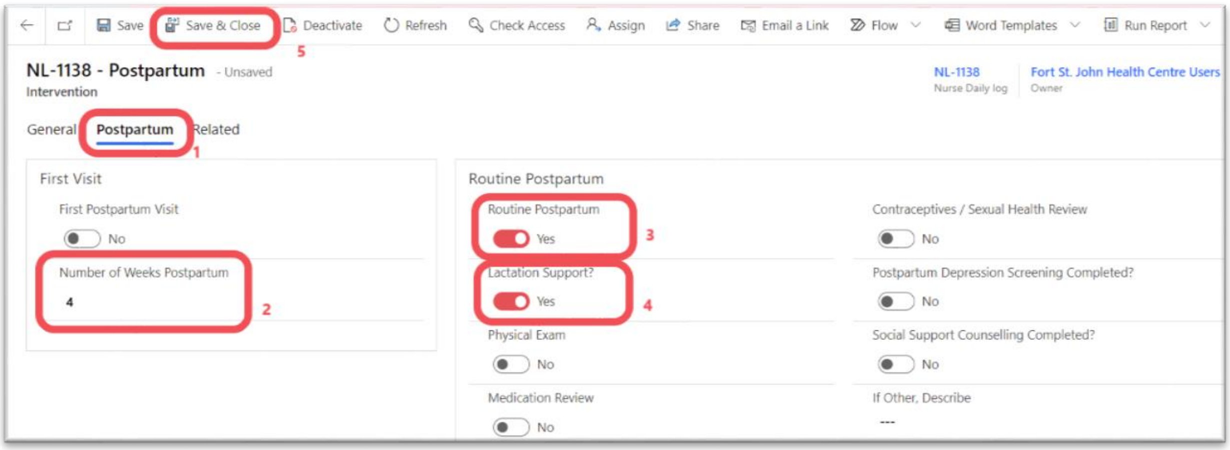
Primary Phone	---
Secondary Phone	---
Email	---

Save and Close | Cancel

g) Click on Save from the command bar
h) Your name should appear as the CHN/Admin Name in the top right hand corner above the form.

3) Create an **Intervention**
   a) Once the Individual Client Care record has been saved, you will see 3 tabs: General, Interventions and Related
   b) Click on the Interventions tab
   c) Click on +New Intervention in the Interventions section of the form. The New Intervention form will display

4) Add Postpartum Care
   a) Type in a few letters of the Intervention name “Postpartum” or Click on the magnifying glass icon to see all intervention options.
   b) Select the appropriate Intervention, e.g. ‘Postpartum’
   c) Click on the Time Spent (Minutes) field, enter 30 minutes
   d) Click on Save
   e) Click on the Postpartum tab
   f) Enter 4 in the Number of Weeks Postpartum
   g) Toggle Routine Postpartum to ‘Yes’
   h) Select, lactation support
   i) Click on Save & Close



5) **Add Consult/Referral**
   a) Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
   b) Type in a few letters of the Intervention name “Consult” or Click on the magnifying glass icon to see all intervention options.
   c) Select the appropriate Intervention, e.g. ‘Consult/Referral’
   d) Click on the Time Spent (Minutes) field, enter 20 minutes
   e) Click on Save
   f) Click on the Consult/Referral tab
   g) Select Mental Health Specialist outside of Community
   h) Select Traditional Indigenous Healer (TIP: More than one consult can be input in the system for one entry, just be sure to account for the time. If easier, also okay to put in a new intervention for separate consult.)
   i) Click on Save & Close
6) **Return to the Monthly Log**
   a) Click Save & Close until you return to the Monthly Log you have been working on or
   b) If you do not need to save anything:
      i) Use the Back arrow in the menu until you return to the Monthly Log or
      ii) Click on the relevant Monthly Log in the **Recent list** in the side menu bar
7) Create an **Individual Client Care Record for Baby**
   a) Scroll down to the Individual Client Care section
   b) Click on +New from the section menu
   c) Check the Visit/Event Date. The date will default to today’s date.
   d) Tap on the ‘Regular Clinic hours’ in Visit Time
   e) Tap on ‘Clinic’ in Visit Type
   f) Click on the Client field
      i) Type in a few letters of the Client name, Baby Pear
      ii) Press Enter to look for Clients that already exists in the system

iii) If Baby Pear is not in the system yet, click on name box and then click on "+ New Contact" and enter information then click Save and Close

g) Click on Save from the command bar

h) Your name should appear as the CHN/Admin Name in the top right hand corner above the form.

8) Create an **Intervention**

a) Once the Individual Client Care record has been saved, you will see 3 tabs: General, Interventions and Related

b) Click on the Interventions tab

c) Click on +New Intervention in the Interventions section of the form. The New Intervention form will display

9) Add Newborn (0 to 7 weeks)

a) Type in a few letters of the Intervention name "Newborn" or Click on the magnifying glass icon to see all intervention options.

b) Select the appropriate Intervention, e.g. 'Newborn (0 to 7 weeks)'

c) Click on the Time Spent (Minutes) field, enter 5 minutes

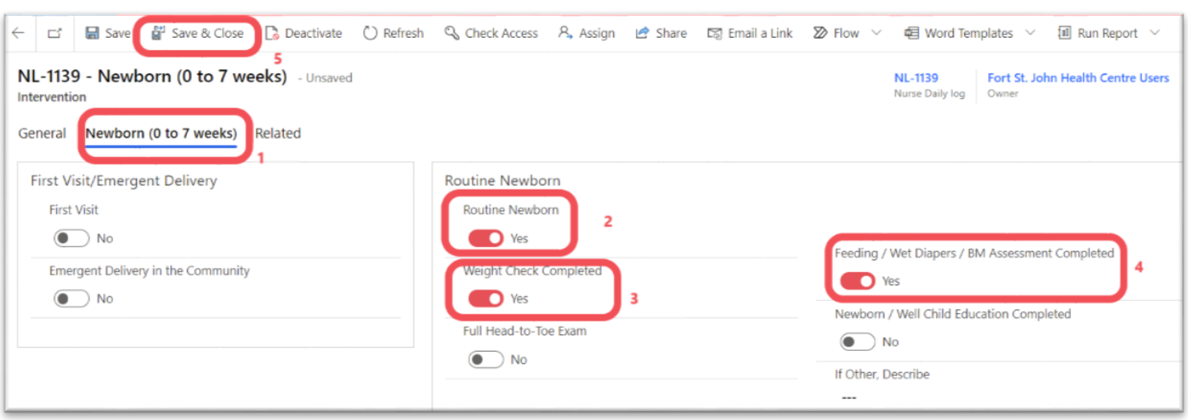
d) Click on Save

e) Click on the Newborn tab

f) Select Routine Newborn

g) All are default selected, ensure that only weight check, feeding/wet diapers/BM assessment are selected

h) Click on Save & Close



10) Add Diagnostics

a) Click on +New Intervention in the Interventions section of the form. The New Intervention form will display

b) Type in a few letters of the Intervention name, e.g. "Diagnostic" or Click on the magnifying glass icon to see all intervention options.

c) Select the appropriate Intervention, e.g. "Diagnostics / Tests "

d) Click on the Time Spent (Minutes) field, enter 10 minutes

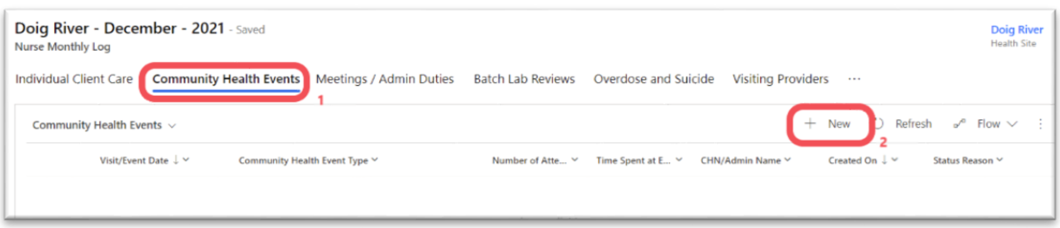
   e) Click on Save
   f) Click on the Diagnostics tab
   g) Under Lab Collection, select blood (this is for bloodwork that you drew)
   h) Click on Save & Close

11) Return to the Monthly Log

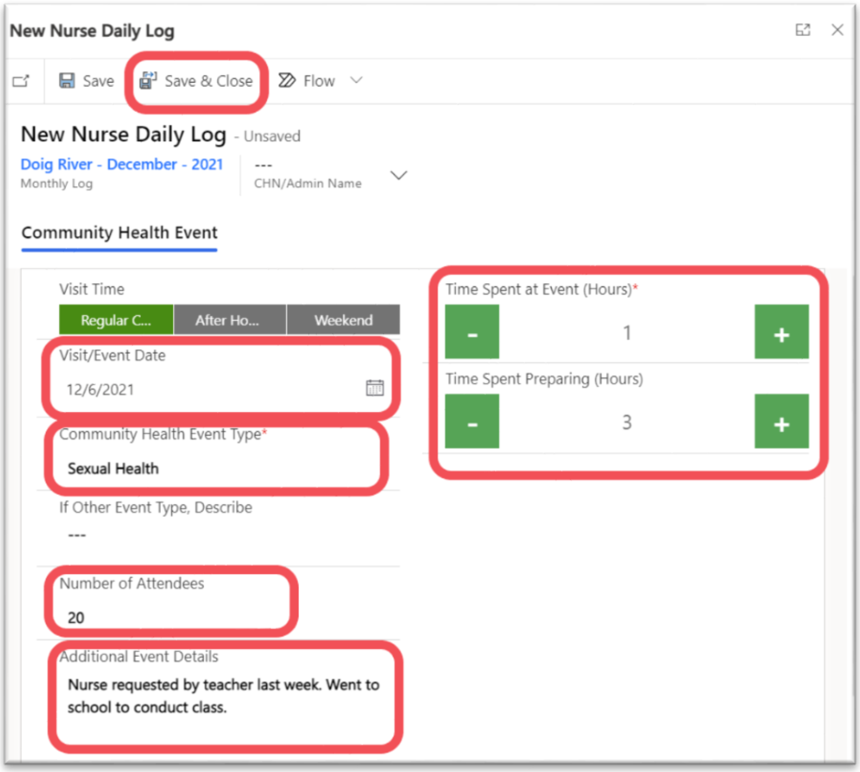
   a) Click Save & Close until you return to the Monthly Log you have been working on

SCENARIO 4 – SEXUAL HEALTH CLASS AT SCHOOL

1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create a **Community Health Event**
   a) Click on the *Community Health Events* tab
   b) Click on *+New* in the *Community Health Events* section

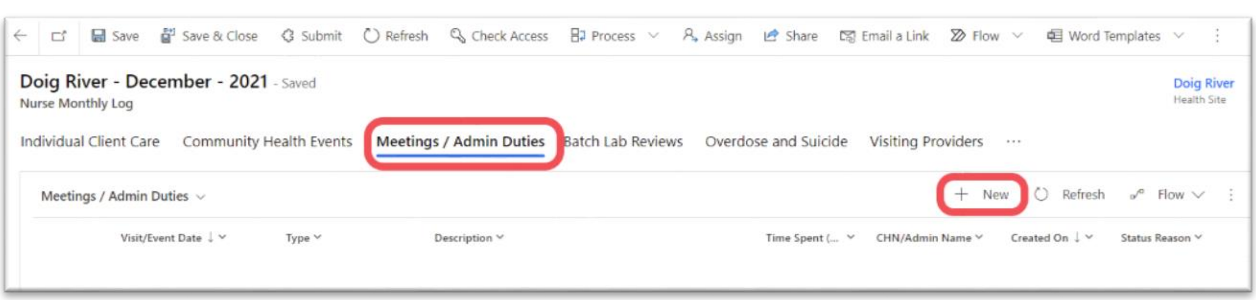


   c) Click on the *calendar icon* to change the *Visit Time*
   d) Select 'Sexual Health' from the *Community Health Event Type* drop-down list
   e) Enter 20 in the *Number of Attendees* field
   f) Type 'Nurse requested by teacher last week. Went to school to conduct class' in the *Additional Event Details* field
   g) Enter the *Time Spent at Event* information by typing directly on top of the 0 or use the – and + buttons to create the time, change the time to 1 hour.
   h) Enter the *Time Spent Preparing* information by typing 3 directly on top of the 0 or use the + button to change the time to 3 hours.
   i) Click on *Save* or *Save & Close* from the command bar



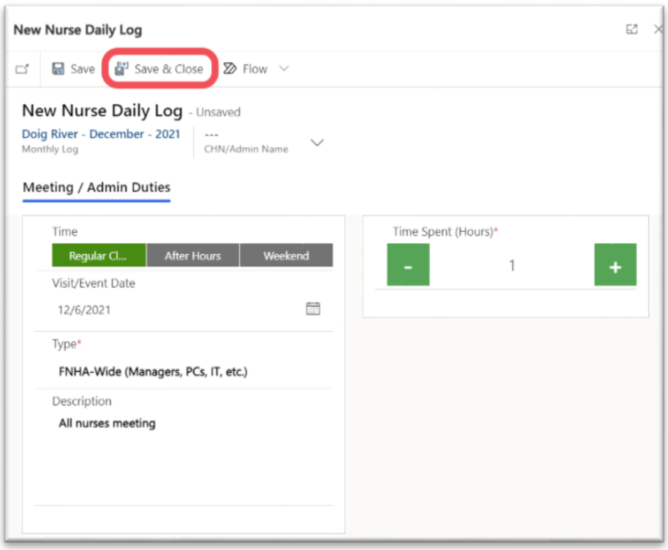
SCENARIO 5 – ATTENDED AN ALL NURSES MEETING

1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create a **Meetings / Admin Duties** record
   a) Click on the Meetings/Admin Duties tab
   b) Click on +New



   c) Tap on a Time

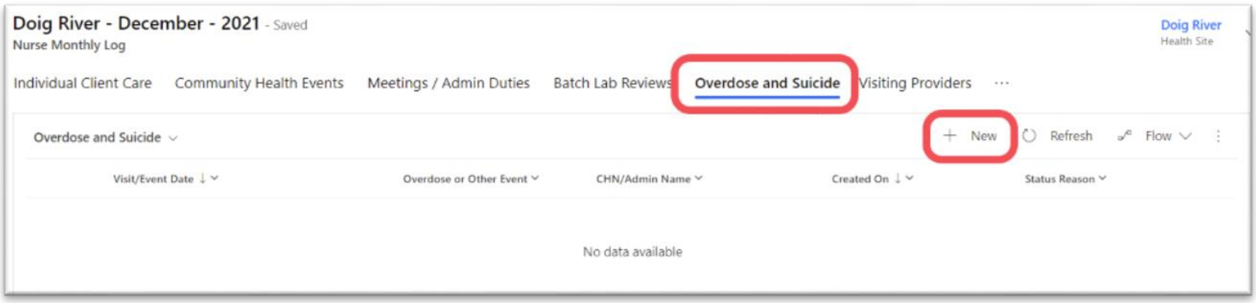
d) Click on the calendar icon to select a Visit/Event Date
e) Select the meeting type “FNHA-wide” from the Type drop-down list
f) Enter a description, “All nurses meeting”
g) Select the number of hours in the Time Spent (Hours) filed, 1 hours
h) Click on Save & Close from the command bar



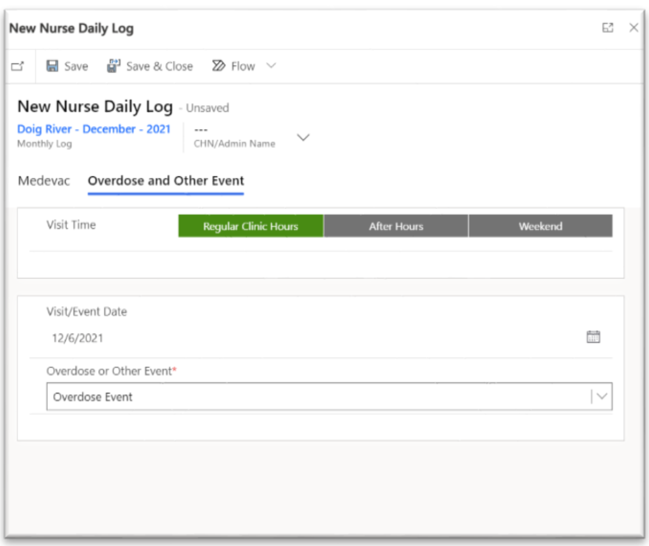
SCENARIO 6 – OVERDOSE EVENT IN THE COMMUNITY

It’s Monday morning and the Health Director lets you know that the community is struggling today because last night a member overdosed, but was fortunately found by a family member and quickly taken into nearest hospital for treatment and is recovering. We record these events to assist with understanding the opioid crisis and report this data as best we can.

1) Select **Monthly Log**
   a) Double click on Gitga’at nursing station monthly log
2) Create and Overdose and Suicide record
   a) Click on the *Overdose and Suicide* tab
   b) Click on *+New*



c) Tap on the correct *Visit Time*
d) Change the *Visit/Event Date* if not correct. **Note:** The visit time defaults to today's date
e) Select 'Overdose event' from the *Overdose or Other Event* drop down list
f) Click on the Save and Close button



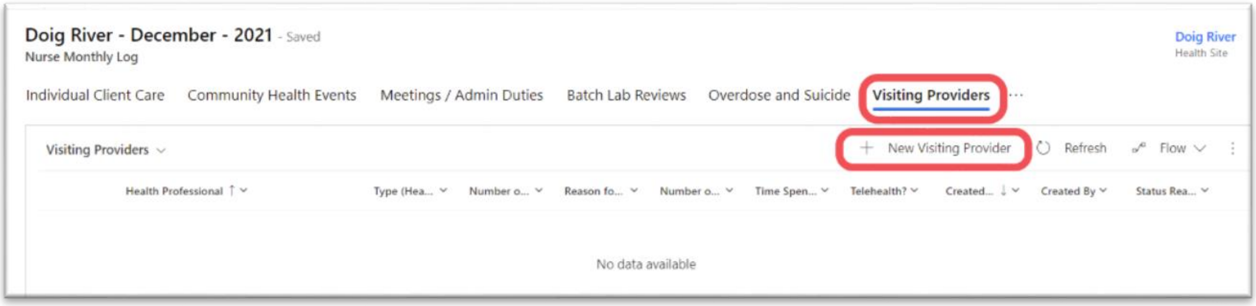
SCENARIO 7 – DOCTOR'S DAY

Dr Wiggins visited the community for the day.

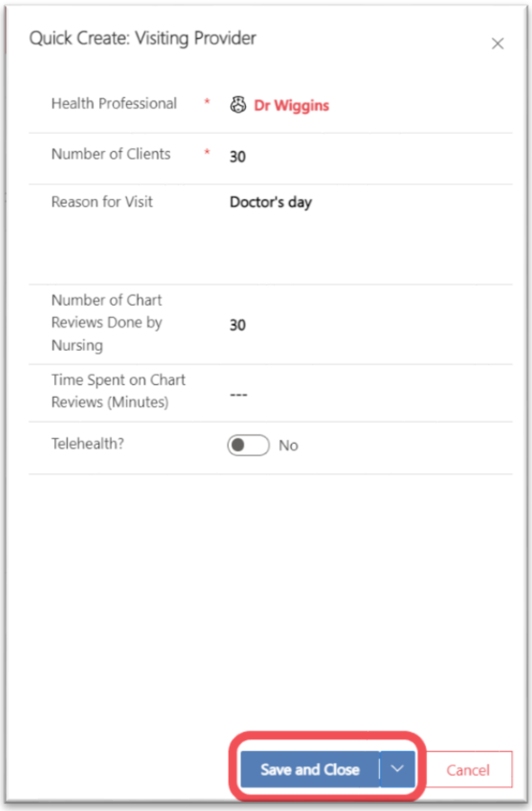
- He saw 30 clients
- Nurses reviewed 30 charts
- Nurses provided case management work on 20 of the charts

1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create a **Visiting Provider** record

a) Click on the *Visiting Providers* tab
b) Click "+ New Visiting Provider"



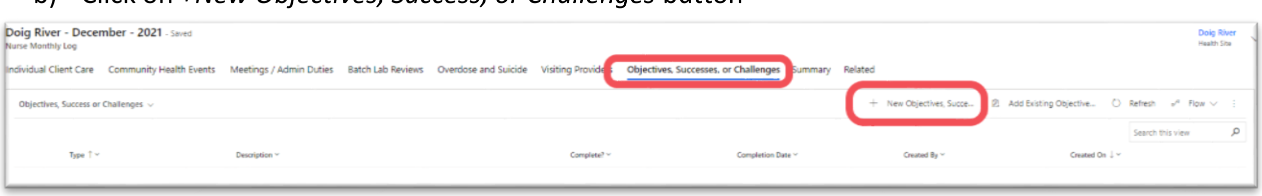
c) Type in Dr Wiggins and select.
   i) If not found
   ii) Click on *+New Visiting Provider* in the *Visiting Providers* section. The *Quick Create: Visiting Provider* form will be displayed
   iii) Click on the *Health Professional* field
   iv) Click on *+New Health Professional* to create a new health professional record
   v) Type 'Dr Wiggins' in the *Name* field
   vi) Select the type(s) from the *Type* options
   vii) Click on the *Save and Close* button. The *Quick Create: Visiting Provider* form will be displayed
d) Enter 30 in the *Number of Clients* field
e) Enter *Reason for Visit, "Doctor's day"*
f) Enter 30 in the *Number of chart Reviews Done by Nursing*
g) Click on the *Save and Close* button



SCENARIO 8 – CLINIC OBJECTIVES/SUCCESSES/CHALLENGES

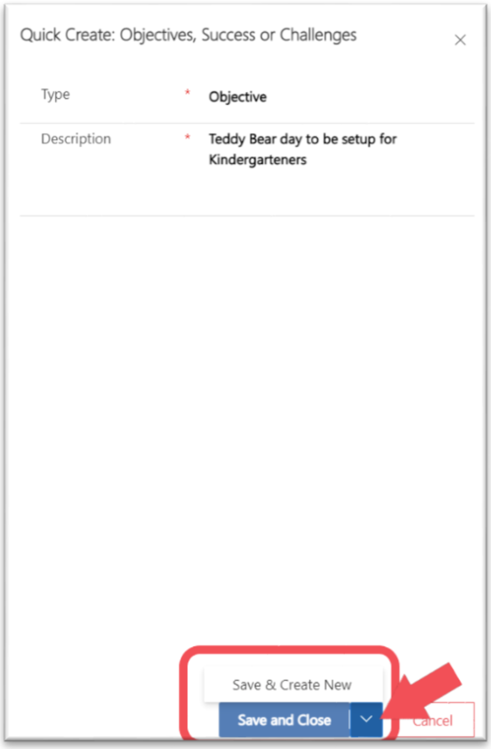
You enter the clinic's objectives, successes, and challenges for this month. An objective that was not yet completed was organizing Teddy Bear Day for the kindergarten class. A success was completion of preceptorship training, and a challenge was a broken fax machine that is still awaiting replacement.

1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create an **Objective** record
   a) Click on the *Objectives, Successes, or Challenges* tab
   b) Click on *+New Objectives, Success, or Challenges* button

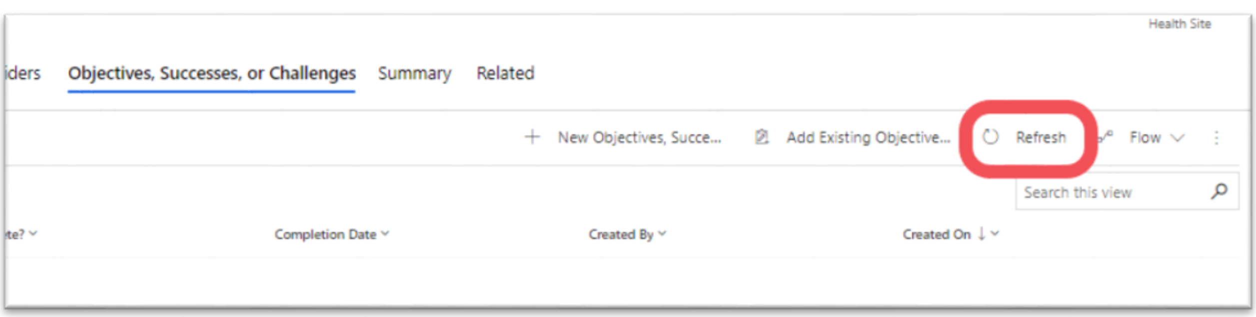


   c) Select '**Objective**' from the *Type* drop-down list
   d) Enter 'Teddy Bear day to be setup for Kindergarteners' in the *Description* field

e) Click on the *Save & Close* dropdown box, then click on *Save & Create New*



f) Select '**Success**' from the *Type* drop-down list
g) Enter 'Preceptorship training completed for Linda Smith ' in the *Description* field
h) Click on the dropdown box on the *Save & Close* button
i) Click on *Save & Create New*
j) Select '**Challenge**' from the *Type* drop-down list
k) Enter 'fax machine broken, awaiting replacement, using Health Director fax temporarily' in the *Description* field
l) Click on *Save & Close* button
m) Click *refresh* to view these newly entered records



SCENARIO 9 – SUCCESS RECORD FOR COMPLETED TRAINING

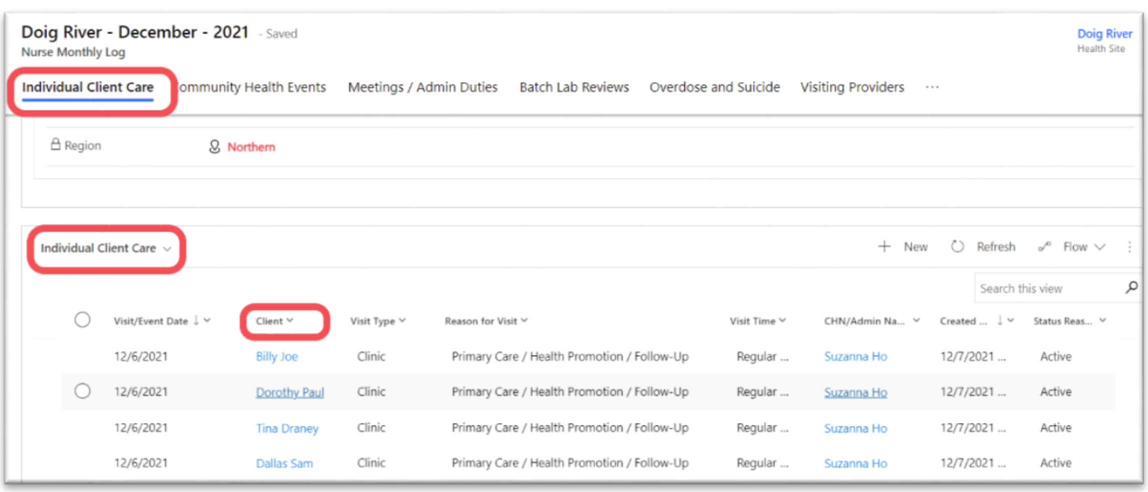
To identify those that have completed this training, enter a Success record.

1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create an **Objective** record
   a) Click on the *Objectives, Successes, or Challenges* tab
   b) Click on *+New Objectives, Success, or Challenges* button
   c) Select '**Success**' from the *Type* drop-down list
   d) Enter '[YOUR FIRST NAME & LAST NAME] completed Nurse Daily Log training on [TODAY'S DATE]' in the *Description* field.
      Example: Harry Potter completed Nurse Daily Log training on Dec 20 2021.
   e) Click on the dropdown box on the *Save & Close* button

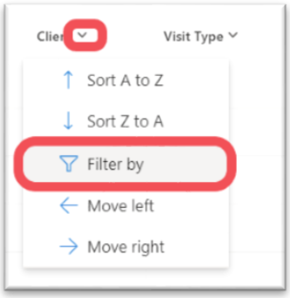
SCENARIO 10 – DAILY LOG SAVED BEFORE FINISHING ENTRY

You realized that for Julie Pear, you forgot to enter that you also dressed her C-section wound.

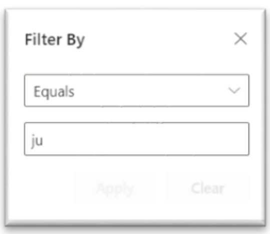
3) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
4) **Find the Record to Edit**
   a) Under the Individual Client Care tab, scroll down to the Individual Client Care section



   b) Search for the log to which you want to add interventions in one of these ways:
      i) Scroll through the records
      ii) Filter results by a field / column heading:
      iii) Click the next to a column heading (e.g. Client) and select Filter by.



iv) From the drop-down at the top of the Filter by window, select an operator (e.g. Equals)
v) From the drop-down at the bottom of the Filter by window, select a value (e.g. a client's name). Look for or type in 'Julie Pear'
vi) Click the Apply button.



c) Double click the daily log you want to edit. (Do not click the name in the record).
d) Click the Interventions tab.
e) Click the + New Intervention button.

5) Create an **Intervention**
   b) Type in a few letters of the Intervention name, e.g. "Wound" or Click on the magnifying glass icon to see all intervention options.
   a) Select the appropriate Intervention, e.g. 'Wound and Dressing'
   b) Click on the Time Spent (Minutes) field, enter 10 minutes
   c) Click on Save
6) Create a Wound and Dressing record
   a) Click on the Wound and Dressing tab
   b) In optional, describe, type "C-section wound"
   c) Click on *Save & Close* until back to Monthly Log section

Finally, feel free to play around and try the Summary tab to see reports.

End of Practice for Health Centre CHNs

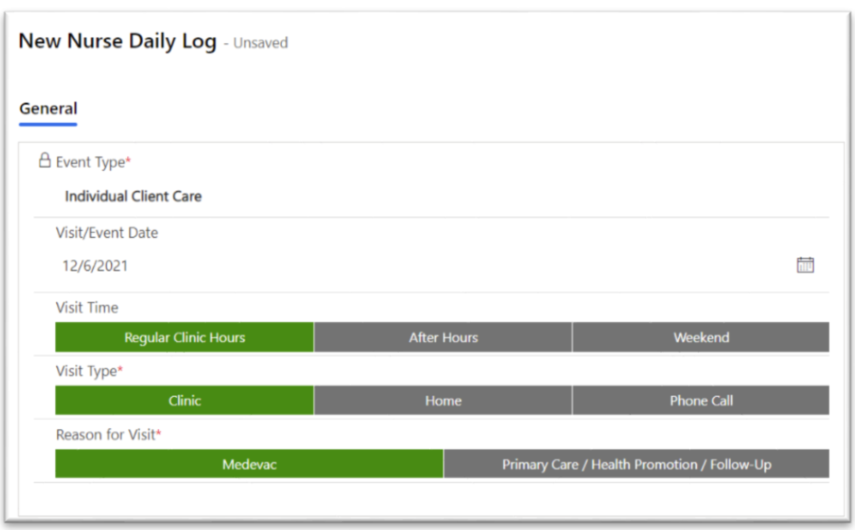
****Following Scenarios Are For Nursing Station CHNs Only****

SCENARIO 11 – SUICIDE ATTEMPT REQUIRING MEDEVAC

Client is brought to the clinic emergently with suicide attempt as described by the client's aunt via suspected Tylenol overdose. During this visit you completed:

- RUDi consultation
- Poison Control consultation
- Continuous monitoring, IV fluids and medications, ECGs, iSTATs, and urine tests
- Medevac to nearby hospital

1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create an **Individual Client Care Record**
   a) Scroll down to the Individual Client Care section
   b) Click on +New from the section menu
   c) Check the Visit/Event Date. The date will default to today's date.
   d) Tap on the 'Weekend hours' in Visit Time

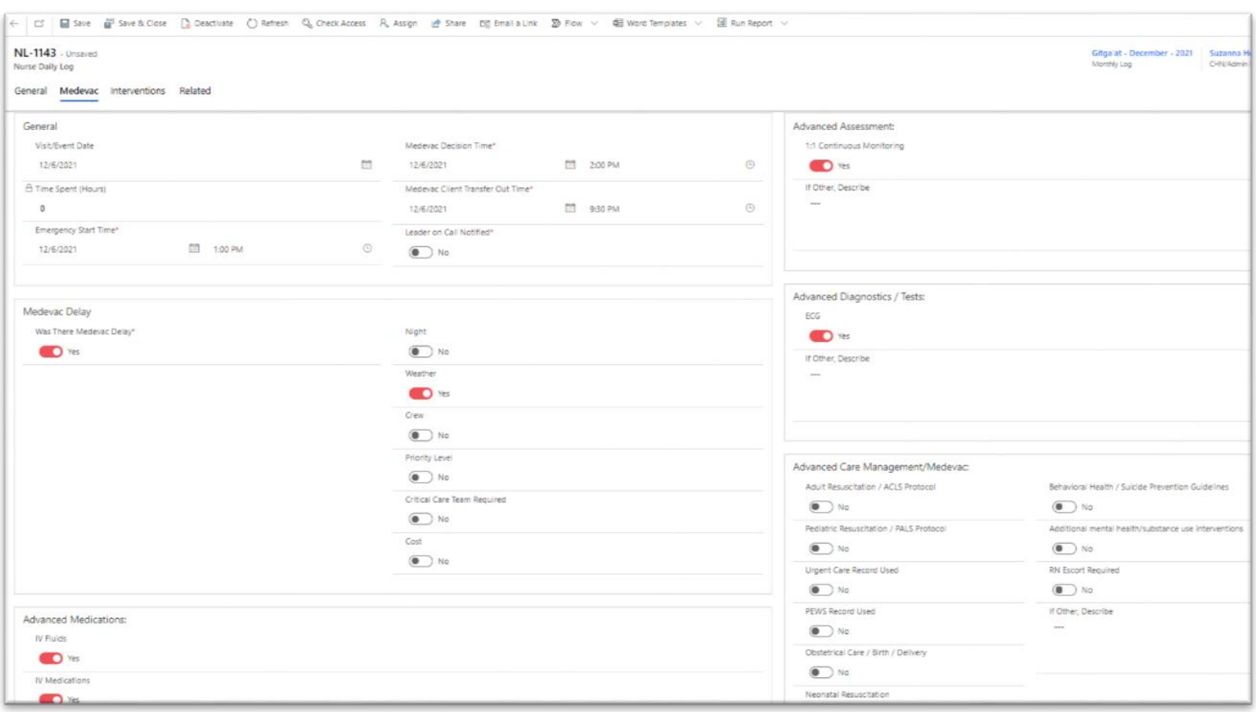


   e) Tap on 'Medevac' in Visit Type
   f) Click on the Client field
      i) Type in a few letters of the Client name, John Orange
      ii) Press Enter to look for Clients that already exists in the system

g) Click on Save from the command bar
h) Your name should appear as the CHN/Admin Name in the top right hand corner above the form.

3) Add Medevac record

a) Once the Individual Client Care record has been saved, you will see 4 tabs: General, Medevac, Interventions and Related
b) Click on the Medevac tab
c) Click on the calendar icon to change Visit/Event Date
d) Click on the calendar and clock icons to enter Emergency Start Time. Enter 13:00 for the time (Depending on when you are completing this training you may need to adjust the times)
e) Click on the calendar and clock icons to enter Medevac Decision Time Enter 14:00 for the time (Depending on when you are completing this training you may need to adjust the times)
f) Click on the calendar and clock icons to enter Medevac Client Transfer Out Time. Enter 21:30 for the time. (Depending on when you are completing this training you may need to adjust the times)
g) Toggle the Was There Medevac Delay to 'Yes'
h) Toggle the Weather to 'Yes'
i) Toggle IV Fluids to 'Yes'
j) Toggle IV Medications to 'Yes'
k) Toggle 1:1 Continuous Monitoring to 'Yes'
l) Toggle ECG to 'Yes'
m) Click on Save & Close in the command bar



4) Create an **Intervention**
   a) Click on the Interventions tab
   b) Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
5) **Add Consult/Referral**
   a) Type in a few letters of the Intervention name “Consult” or Click on the magnifying glass icon to see all intervention options.
   b) Select the appropriate Intervention, e.g. ‘Consult/Referral’
   c) Click on the Time Spent (Minutes) field, enter 45 minutes
   d) Click on Save
   e) Click on the Consult/Referral tab
   f) Select RUDi
   g) Select Other, describe
   h) Type in Poison Control
   i) Click on Save & Close
6) **Add Diagnostics**
   a) Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
   b) Type in a few letters of the Intervention name, e.g. “Diagnostic” or Click on the magnifying glass icon to see all intervention options.
   c) Select the appropriate Intervention, e.g. “Diagnostics / Tests “
   d) Click on the Time Spent (Minutes) field, enter 15 minutes
   e) Click on Save
   f) Click on the Diagnostics tab
   g) Select iSTAT, select Chem 8, CG4.
   h) Select point of care urine drug screen
   i) Click on *Save & Close* until back to **Monthly Log page**
7) **Create an Overdose and Suicide record**
   a) Click on the *Overdose and Suicide* tab
   b) Click on *+New*
   c) Tap on the correct *Visit Time*
   d) Change the *Visit/Event Date* if not correct. **Note:** The visit time defaults to today’s date
   e) Select ‘Suicide attempt’ from the *Overdose or Other Event* drop down list
      i) Click on the Save and Close button

SCENARIO 12 – WORKSAFE VISIT

A client comes in after an injury at a work site. You complete a physical assessment and the required forms.

1) Select **Monthly Log**

   a) Double click on Gitga'at nursing station monthly log
2) Create an **Individual Client Care Record**
   a) Scroll down to the Individual Client Care section
   b) Click on +New from the section menu
   c) Check the Visit/Event Date. The date will default to today's date.
   d) Tap on the 'Regular Clinic hours' in Visit Time
   e) Tap on 'Clinic' in Visit Type
   f) Click on the Client field
      i) Type in a few letters of the Client name, John Snow
      ii) Press Enter to look for Clients that already exists in the system
   g) Click on Save from the command bar
   h) Your name should appear as the CHN/Admin Name in the top right hand corner above the form.
3) Create an **Intervention**
   a) Once the Individual Client Care record has been saved, you will see 3 tabs: General, Interventions and Related
   b) Click on the Interventions tab
   c) Click on +New Intervention in the Interventions section of the form. The New Intervention form will display
4) Add Work Safe record
   a) Type in a few letters of the Intervention name "Work Safe" or Click on the magnifying glass icon to see all intervention options.
   b) Select the appropriate Intervention, e.g. 'Work Safe'
   c) Click on the Time Spent (Minutes) field, enter 30 minutes
   d) Click on Save
   e) Click on the Work Safe tab
   f) Claim number provided and Work Safe Form completed (Form 8) should be already selected
   g) Click on Save & Close

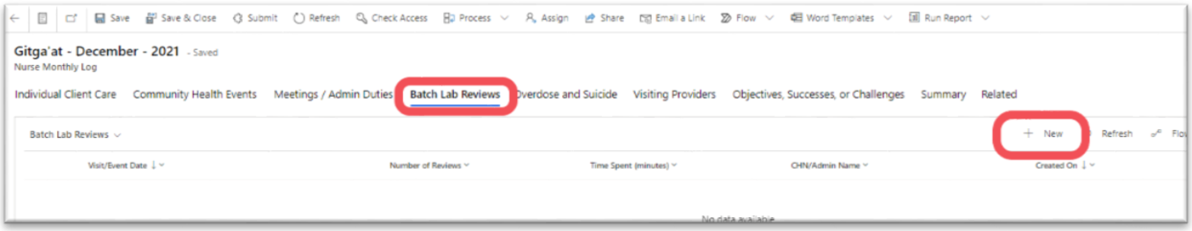
SCENARIO 13 – BATCH LAB REVIEWS

Yesterday was the weekly report on lab results, and you received and reviewed the results for 20 clients.

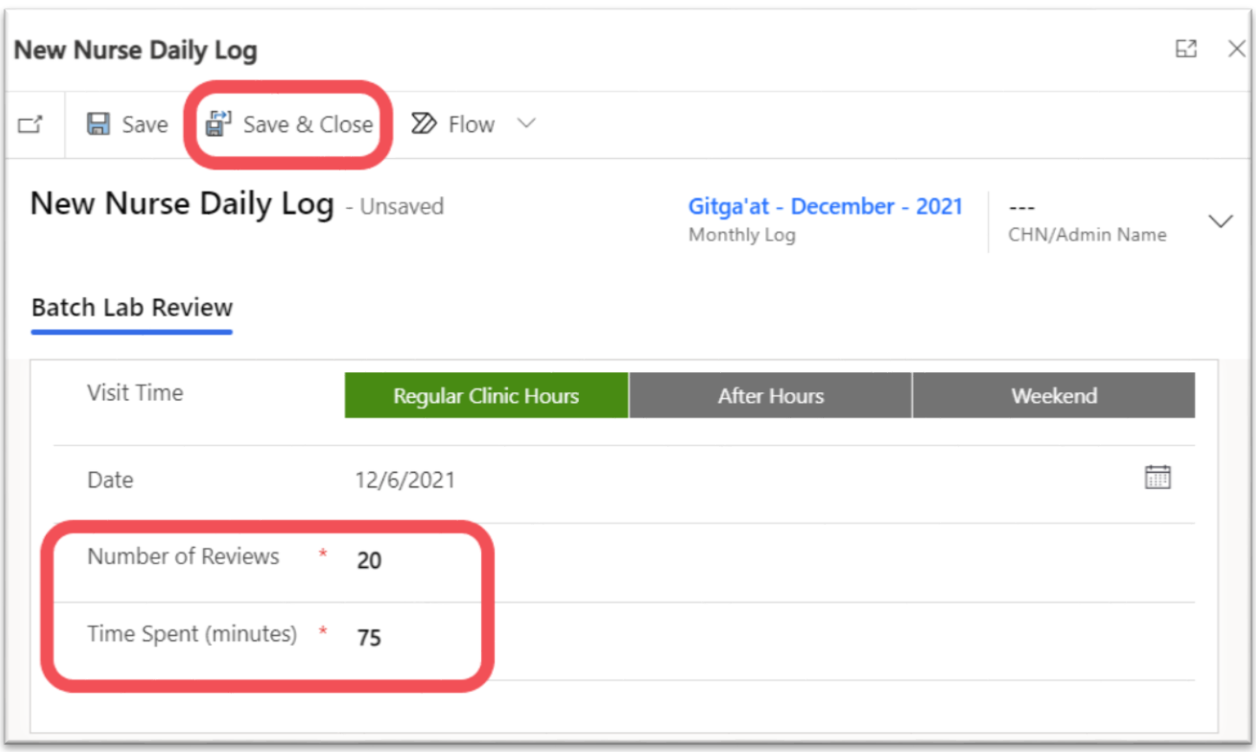
1) Select **Monthly Log**
   a) Double click on Gitga'at nursing station monthly log
2) Create a Batch Lab Review record
   a) Click on the Batch Lab Reviews tab
   b) Click on the + New button

NURSE DAILY LOG PRACTICE TRAINING ACTIVITY

Last Update: January 14 2022



c) Tap on the correct Visit Time
d) Click on the calendar icon to change the Date to yesterday
e) Enter ‘20’ in the Number of Reviews field
f) Enter time spent in the Time Spent (minutes) field, 75 minutes
g) Click on the Save & Close button



3) Return to the Monthly Log

a) Click Save & Close until you return to the Monthly Log you have been working on