


Setting Up the Task List

There are several Rehab task lists that may be viewed. The various lists will be available in the Multi Patient Task List. To view the tasks relevant to your role or position, a small amount of setup is required.

Finding the Task List

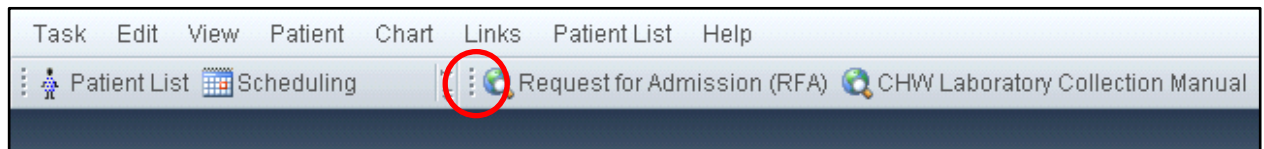
The Multi-Patient Task List has a different name depending on your role or position. For Medical staff and Allied staff outside Rehab it is called **Multi Patient Task List**. Nursing and Rehab Allied Health staff will have **Rehab Referrals**.

The button for the task list is in the PowerChart toolbar. If you cannot see the task list button, it may be hidden.

- On the toolbar that also has Patient List, click on the arrow .
- This will display buttons that do not fit on the toolbar.



- To fix this permanently, you can move other toolbars off the row to allow for more buttons to be visible.
- To do this, click and hold the 4 small vertical dots on one of the other toolbars.
- Drag the toolbar slightly below its current position. This will move it to another row and allow more buttons to be visible on the others toolbars.



Viewing the Task List

In the task list view there may be several tabs visible, depending on your role/position.

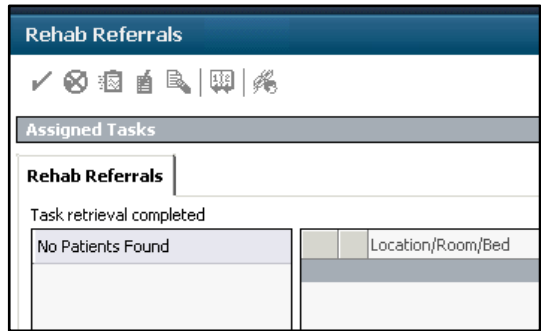


Warning!

The Rehab Nursing & Medical positions also have a tab for Pathology Collections within the Multi Patient Task List / Rehab Referrals page. This page is for CHW Pathology nurse collection tasks. If you click this, it loads up all pending pathology collections CHW, and will take a long time (several minutes). **Avoid clicking this tab!**

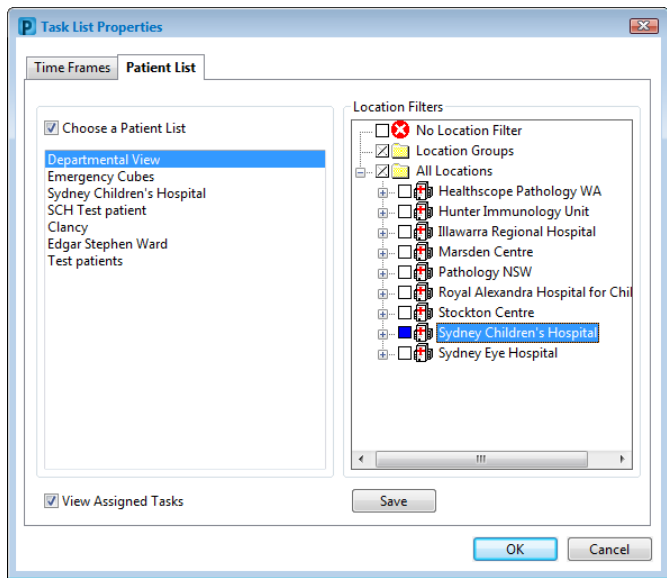
Patient tasks may not be immediately visible on the Rehab Referrals list. To make them visible:

- Right click on the grey bar where it says **Departmental View/Assigned Tasks**, and select **Customise Patient View**.



In the **Task List Properties** window that opens:

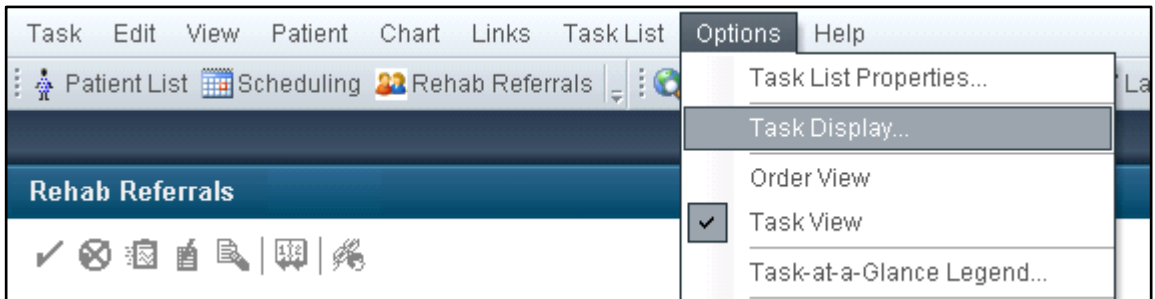
- Ensure that **Choose a Patient List** is checked.
- Select **Departmental View** in the window below.
- In the **Location Filter** window, expand **All Locations** and choose **Sydney Children's Hospital**.
- Ensure **View Assigned Tasks** is checked.



- Click **Save**.
- Click **OK**.

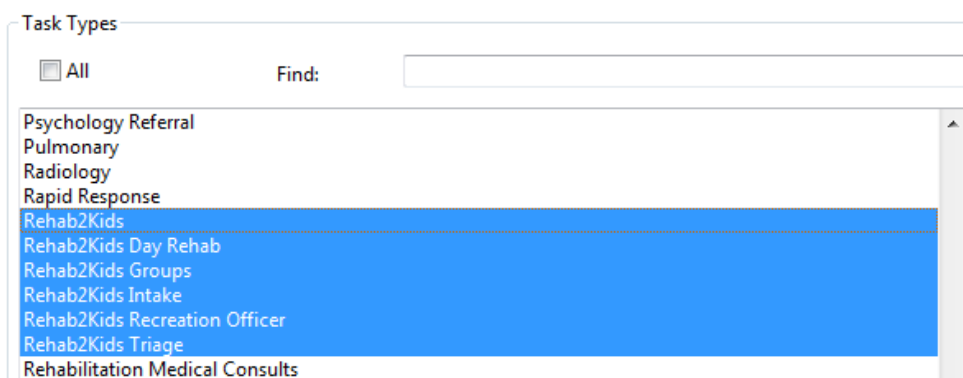
To change the type of tasks you can see:

- From the top menu, click on **Options** and **Task Display**.



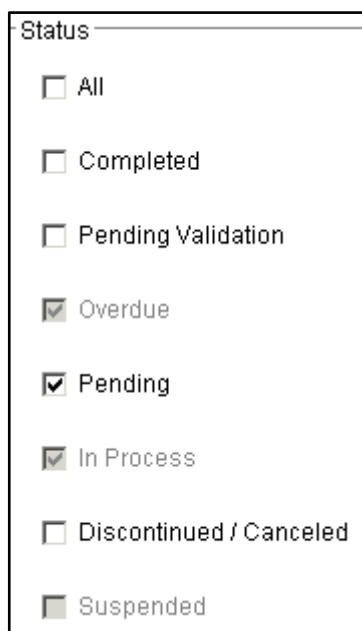
In the window that opens, the bottom sections control which task lists are visible on the Referrals/Rehab Referrals tab.

- In the middle window pane, **Task Types**, click on the name of a list to select (highlighted) or deselect the list you wish to view.
- When highlighted, the list names will appear in the **Chosen Task Types** window pane.
- Task Types that will be used in Rehab2Kids are:
 - Rehab2Kids
 - Rehab2Kids Day Rehab
 - Rehab2Kids Groups
 - Rehab2Kids Intake
 - Rehab2Kids Recreation Officer
 - Rehab2Kids Triage



In the top left window, you can select tasks that display depending on their status.

- Ensure 'Pending' is selected.
- Selecting 'Completed' tasks to display will load all tasks and will likely freeze your PowerChart window, avoid doing this.



- Click **Save**.
- Click **OK**.

The list of patient tasks will now be visible. Within a task type (eg Triage), there may be several different tasks defined by specialty or team. Your department will define which tasks are relevant for you to act upon. The list can be sorted to make finding relevant tasks easier. Click on a column heading to sort by that column.

- Click on **Task Description** to sort by task type.
- Click on **Scheduled Date and Time** to sort the tasks by the date they were created.

Location	MRN	Name	Task Status	Task Description	Scheduled Date and Time
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Amp Camp	05/03/2019 10:17
2S - Neuro/Orthopaedic SCH	20000021	TEST, Kylie	Pending	Rehab2Kids Camp Go Ahead	24/01/2019 13:43
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Camp Go Ahead	05/03/2019 10:17
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Gym Group	05/03/2019 10:17
2S - Neuro/Orthopaedic SCH	20000021	TEST, Kylie	Pending	Rehab2Kids High School Transition	24/01/2019 13:43
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids High School Transition	05/03/2019 10:17
2S - Neuro/Orthopaedic SCH	20000021	TEST, Kylie	Pending	Rehab2Kids Intake Brain Injury	19/10/2018 10:51
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Intake Brain Injury	05/03/2019 10:06
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Parent Education Day	05/03/2019 10:17
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Recreation Officer	05/03/2019 10:17
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids School Starters Group	05/03/2019 10:17
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Sibling Group	05/03/2019 10:17
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Step Down	05/03/2019 10:17
2S - Neuro/Orthopaedic SCH	20000021	TEST, Kylie	Pending	Rehab2Kids Step Up	24/01/2019 13:43
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Step Up	05/03/2019 10:17
3SW - Mental Health Ward SCH	20000175	MHADMF0UR, Test	Pending	Rehab2Kids Teacher Education Day	05/03/2019 10:17
DERMATOLOGY SCH	10613001	BENNETT, Saxon James	Pending	Rehab2Kids Triage Brain Injury	12/10/2018 16:12



Information:

Depending on your roles within Rehab, you may need to repeat the above steps to view the correct task lists. Multiple lists can be selected at the one time, for example, the **Rehab2Kids Triage** list and the **Rehab2Kids Groups** list can be displayed together. All the tasks will be displayed in the one list. This may be easier than changing the setup each time. However, if there are a large number of patients, it may become a very long list of tasks and potentially confusing as to which patients and tasks are relevant to you.

Charting off the Task List

For Intake, Triage and Day Rehab you need to double click on the line and completed the form in order to complete the task.

For Groups and Recreation Officer, once you have placed that child on you own external list you can right click and select Chart Done.