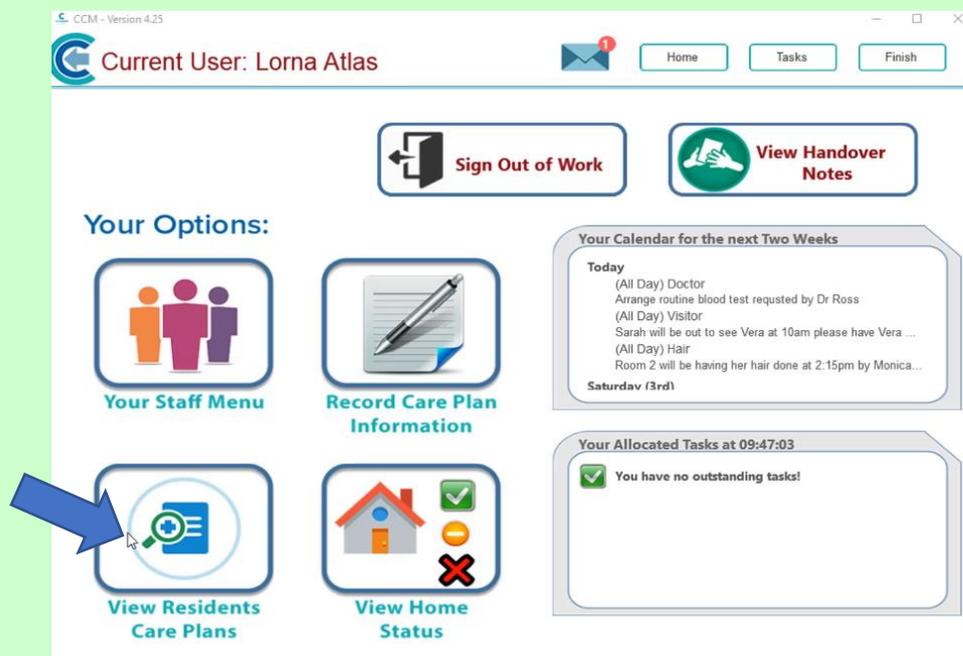




CCQ Level 3 Part 1 - Different Ways of Recording Care on Care Control

We're now going to look at different ways you can record care. This section is using the **Summary Screen**. Our first option is a good option for when you start your shift:



- Click on show **Care Plans**
- Select the resident who you're going to provide care to and
- This will open up the **Summary Screen**

Here you will see any **Outstanding Tasks** that need to be done today, and we're



going to work through the tasks.

First of all:

- Click on **Bath**
- Enter the information by clicking on **Build**

- Assistance was accepted today
- And we've washed her face and given her a shower as well



- Click **Continue**
- Click to Edit the note -  - this will allow you to personalise the information that you're putting onto the system
- Once you've finished typing the note click **OK** and click **Save Changes** - this will remove the **Bath** from the **Outstanding Tasks** list

Work through the care that you're providing to Bonnie. Here we've got **Creams**.



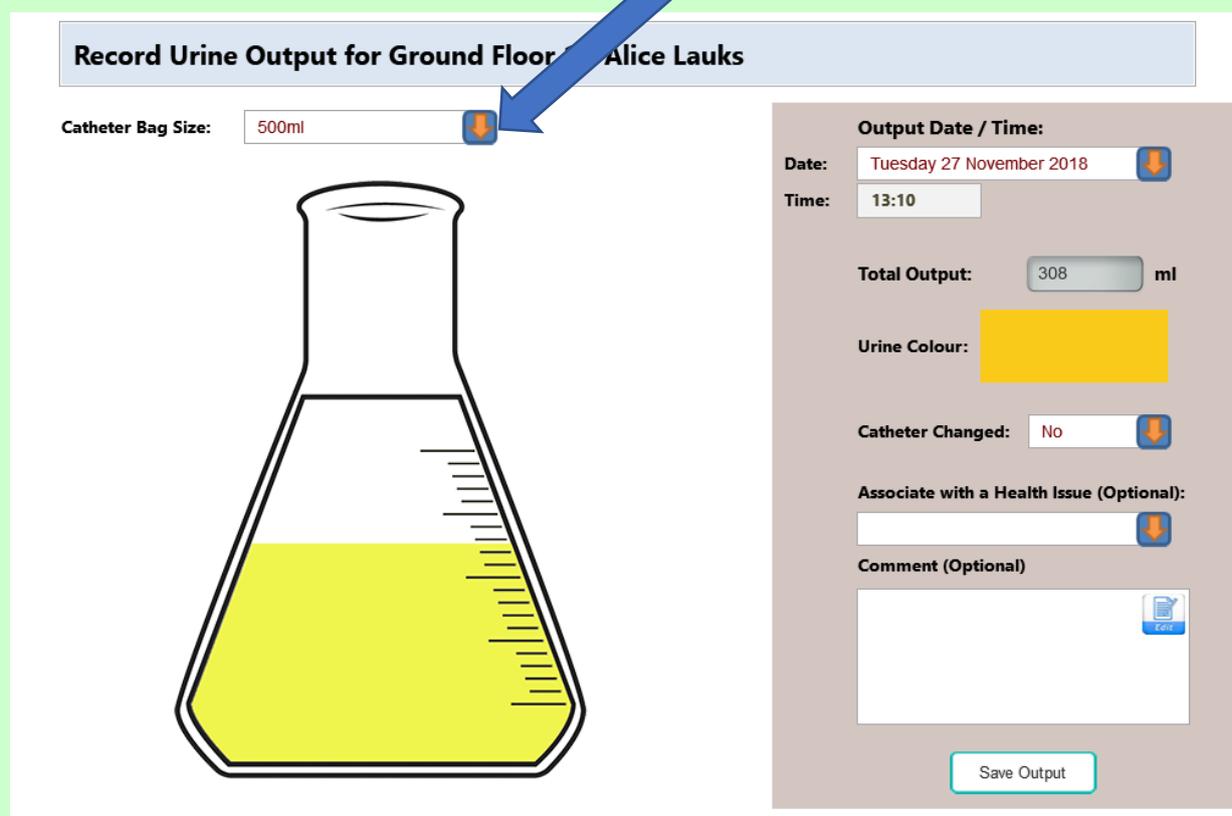
If you're not sure where to apply it, click on the  icon and all the information is there for you to read.

- Click the red cross at the top to come out and
- Select the creams and give the appropriate comment and **Save the Changes**

- Click the **Back Button** -  - to go back into the **Summary Screen** - here you will see the **Creams** have now been removed.

We're now going to record **Catheter Output**:

- You can change the catheter bag size by clicking on the drop-down list
- To record the **Output**, click on the bag - this is calibrated for the size of bag you've entered into the drop-down list:



Record Urine Output for Ground Floor - Alice Lauks

Catheter Bag Size:

Output Date / Time:
Date:
Time:

Total Output: ml

Urine Colour:

Catheter Changed:

Associate with a Health Issue (Optional):

Comment (Optional):

- Should you need to amend the **Output**, click into the box and it will open up a box for you to enter the correct amount - click anywhere on the screen to close the box
- Click on the **Urine Colour** to enter the colour of the urine that best matches the sample you have 
- Click the **Catheter Changed** box to say whether you've changed the catheter or not (from the drop-down list)
- You may want to **Associate a Health Issue** - this is optional
- Click on the drop-down box and select the **Health Issue**
- You may wish to add a **Comment** - this is optional again - however it could be key information like blood in the urine

Associate with a Health Issue (Optional):
 

Comment (Optional)
 

We're now in the **Summary Screen** again and as you can see our **Outstanding Tasks** are coming off the system. We're now going to go into **Personal Care**.

Outstanding Tasks		Areas we are Monitoring
Area	Status	Activities
Fluid Intake		Bath
Food Intake		Bed Change
Movement		Bed Rail Risk Assessment
Personal Care		Bowel

- Click **Build**
- Click on **Select a Resident Response**
- Read through the responses and select the one that's appropriate to you:

Select a value from the below list:

Assistance Accepted

I went to assist [First Name] this evening and on this occasion [He / She] has requested that no help was needed by care staff.

I went to assist [First Name] this morning and on this occasion [He / She] has requested that no help was needed by care staff.

[First Name] refused assistance with personal care.

[First Name] has chosen to stay in bed this morning. Assistance will be offered again later.

- Then select the areas of care that you have provided

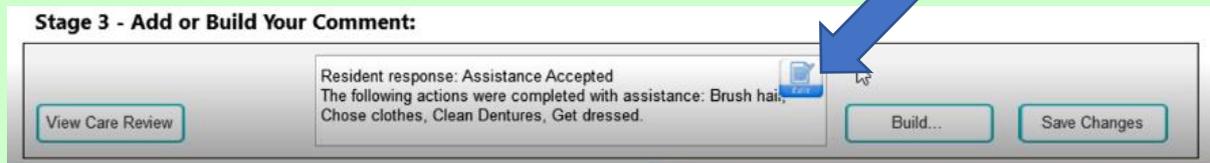
Build your comment:

Select residents response: 

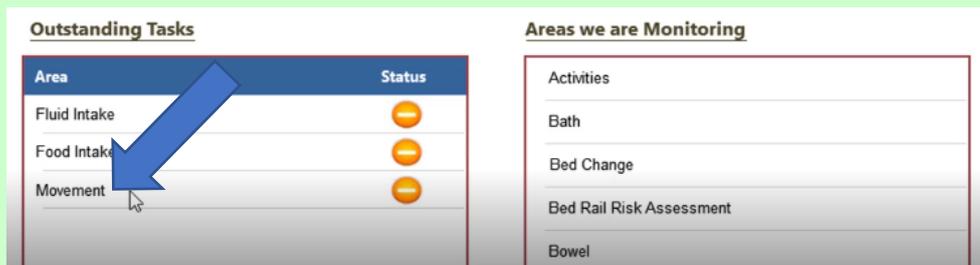
Select the actions that were completed / observed / attempted:

Brush hair	<input checked="" type="checkbox"/>
Chose clothes	<input checked="" type="checkbox"/>
Clean Dentures	<input checked="" type="checkbox"/>
Clean teeth	<input type="checkbox"/>
Get dressed	<input checked="" type="checkbox"/>
Get into bed	<input type="checkbox"/>
Get undressed	<input type="checkbox"/>
Have a bath	<input type="checkbox"/>
Have a shave	<input type="checkbox"/>

- Click **Continue** and click on the **Edit Button** should you wish to personalise the note:



- Type in the note, click **OK** and **Save the Change**
- Click on **Movement**



- To enter the **Movement** or the **Turn Chart** that you've done, click the starting position and enter the information:



- Click on **Movement** again to enter the end position
- **Save the Change**
- Go into the **Outstanding Tasks** and here you will see the **Fluid Intake**
- Click on **Fluid Intake** and enter the information

Area	Status
Fluid Intake	
Food Intake	



- Enter a comment by clicking on the **Edit Button**
- Click **OK**
- Click **Save Intake** and confirm the care that you have provided

We're now going to complete the last **Outstanding Task** which is **Food Intake**.

Record Food Intake...								
Date:	01 November 2018							
Service User	Breakfast	Mid/Morn	Lunch	Mid/After	Dinner	Supper	Other	Total
Ground Floor 3 - Betty Hasel	Missing	Missing	Missing	Missing	Missing	Missing		0
Ground Floor 4 - Bonnie Hinnerk	Missing	Missing	Missing	Missing	Missing	Missing		0

- Click on the resident
- Click **Add Record** -
- Select the **Meal Type**
- Type in the meal that was provided - click **OK**
- Select the **Meal Result** and click **Update**
- Because we're only looking at Bonnie, click the red cross at the top and then click the **Back Button**

Back on the **Summary Screen** you'll be able to see that we've now completed all the **Tasks**. You will also be able to see on the **Summary Screen** - if you scroll down - any **Notes** that have been added on for the last 3 days. This will include the **Notes** that you have just completed.

Question 1 - When you click on the Build Button, what can you do?

- A - Choose from a selection of pre-loaded options and possible resident responses.
- B - Type in your own free text to explain what you have done.
- C - Load in your own options so that you can re-use them next time.
- D - Speak into the device's microphone to input the information.

Question 2 - Which of the following statements is TRUE?

- A - You can only change the amount of urine in the bag by clicking on the bag.
- B - If you're not sure where to apply creams, you need to check the Care Review.
- C - When you are recording Catheter Output you can associate it with a Health Issue and add a Comment.
- D - If you need to change the catheter bag size on the screen, then you need to ask the Manager or Administrator to change it for you.

Question 3 - Which of the following statements is FALSE?

- A - On the Summary Screen you can view any notes that have been added on over the last 3 days.
- B - You can record how much of a meal has been eaten.
- C - On the Summary Screen you can view any notes that have been added on over the last 48 hours.
- D - When recording movement, you can record both the starting position and end position.