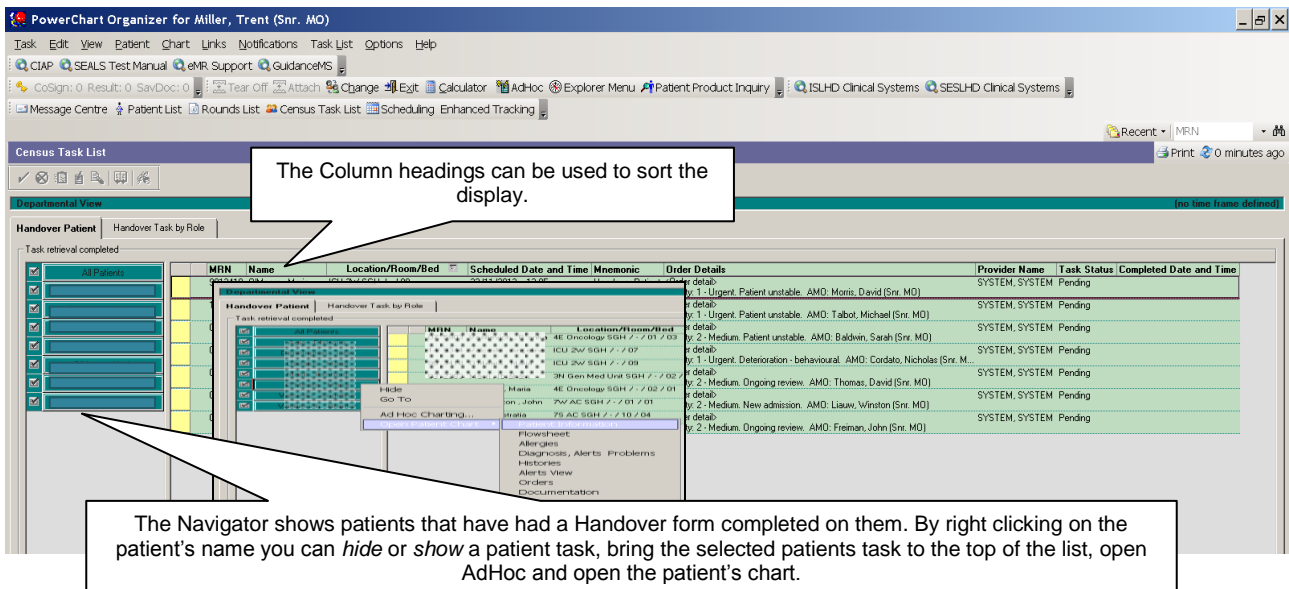


JMO Handover Tool – POW and SGH only CTL (Census Task List) without actions

The Junior Medical Officer (JMO) Handover tool has been developed to improve appropriate clinical handover processes at JMO shift changes. This 'tool' will improve the consistency and quality of clinical communication for better patient outcomes utilising the eMr functions of: AdHoc, CTL (Census Task List) and Message Centre.

The Census Task List (CTL) is used for viewing and actioning tasks that have been requested by the use of the JMO Handover AdHoc form. (Refer to the QRG for JMO Handover – CTL- Setting Preferences)



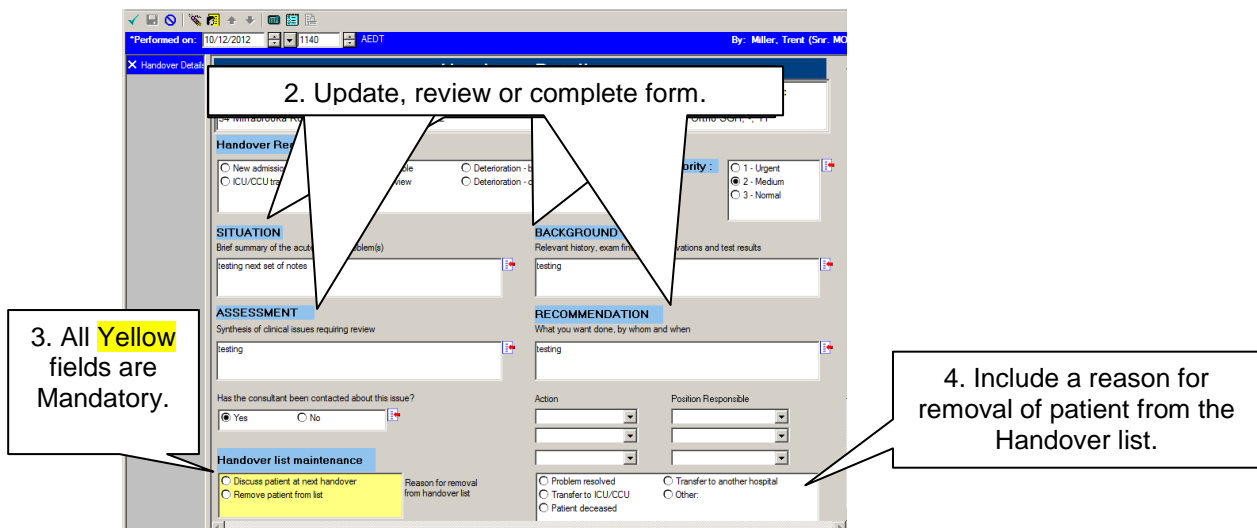
When a Handover Form is completed through AdHoc Charting for a patient the patient's name appears on the Census Task List on the tab *Handover Patient*.

Printing:

If a **print** version of this list is required a report named "Medical Handover Current List" is available through the Explorer Menu located on the tool bar within *PowerChart*. Alternatively the Print icon can be utilised for each CTL.

Managing Patient Handover List:

1. Double click on patient's name in the CTL. The AdHoc Handover form will open showing all the Handover Details.



5. To complete the form click on the tick icon.