Health
South Eastern Sydney
Local Health District

Health
Illawarra Shoalhaven
Local Health District

# JMO Handover Tool – POW and SGH only CTL (Census Task List) Without Actions, Setting Preferences

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. CARE: To enable correct use of the JMO Handover tool, ensure that you set your preferences.

## Setting Preferences for Census Task List (CTL) Handover Tool.

NOTE: Each Tab/List will need to be set separately.



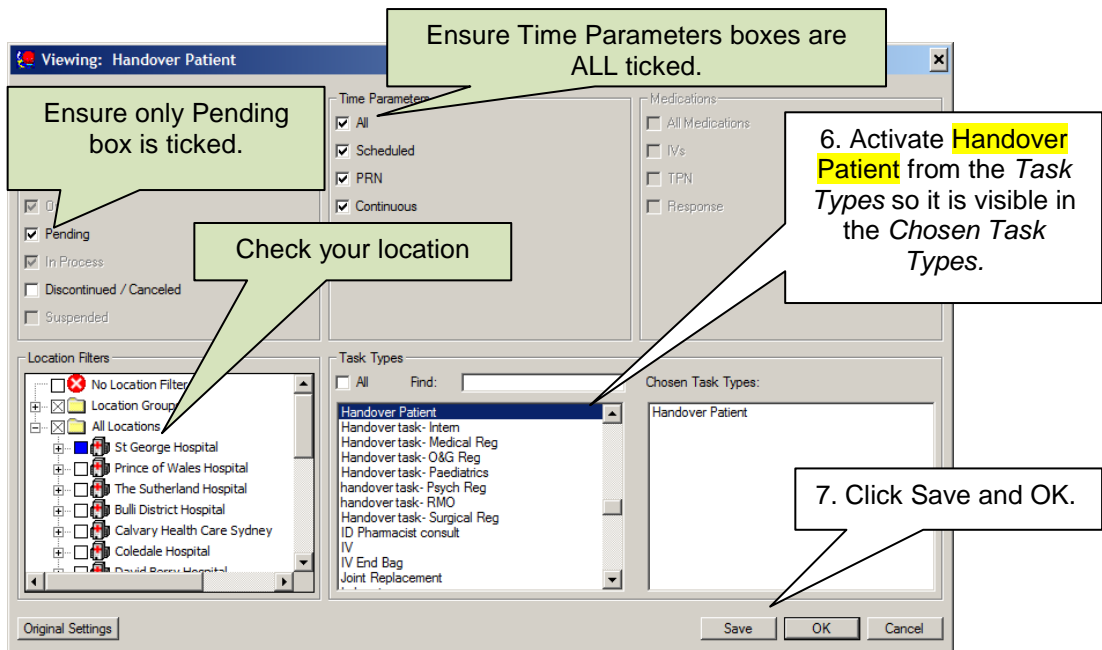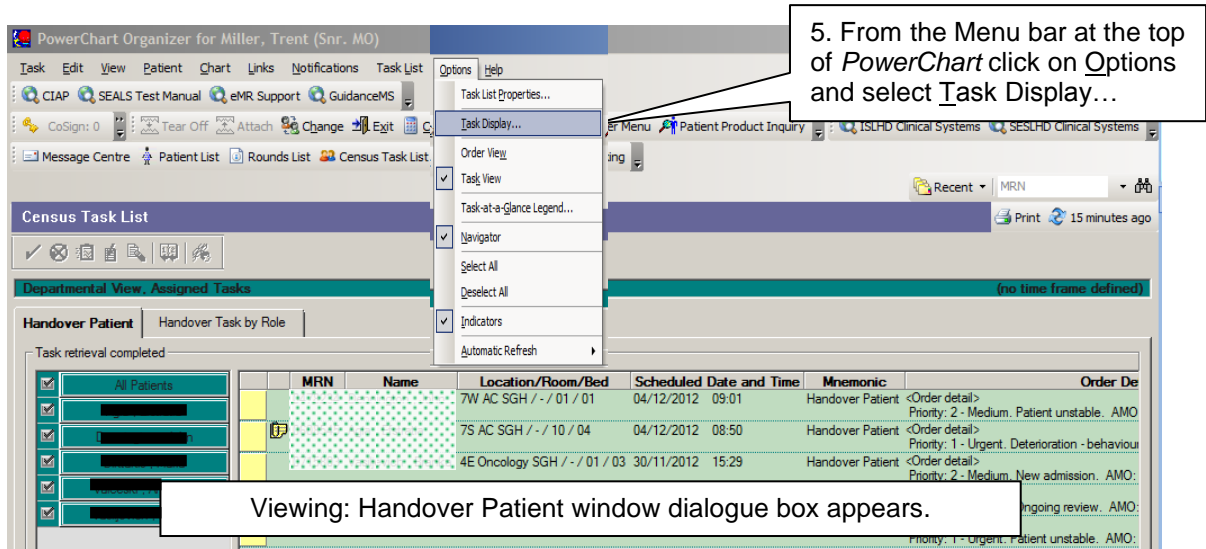1. Right Click on the green banner, choose *customise patient view.*

2. Tick *Choose a Patient List* and untick *View Assigned Tasks* and highlight *Departmental view.*

3. Select your location

4. Click Save and OK.

Do not use the Time Frame tab.

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5. From the Menu bar at the top of *PowerChart* click on Options and select Task Display…

Viewing: Handover Patient window dialogue box appears.

Ensure only Pending box is ticked.

Ensure Time Parameters boxes are ALL ticked.

6. Activate Handover Patient from the *Task Types* so it is visible in the *Chosen Task Types.*

Check your location

7. Click Save and OK.

Ensuring that only the pending box is ticked will assist in the management of the Handover List. As the Requested Task have been Actioned/ticked/completed the patient's name will drop-off the Handover patient list.