Set-up a Supervisory Team

How to set up a Supervisory Team and associate that team of an incident or notify them an incident has taken place.

Team Set-up:

Navigate to e-Notes > Library Maintenance and select Supervisory Team from the dropdown box.

| Home e-ADT e-Assessm | ents e-Plan | e-Notes | e-MAR | e-TAR | e-Financials | POC | Wound Tracker |
|--|---|--|--------------|-------|--------------|-----|---------------|
| Add/Modify Batch Libra | ary Maintenance | | | | | | |
| Library Maintenance Home Library Maintenance Home Location Cause Lookup Supervisory Team Staff Category | Care Plan:* Domain:* Class:* Diagnosis:* | MEDe-care R Select Select Select Thres | APs Care Pla | n | | | |

From the next screen you can either create a new Team Name or select a pre-existing team from the list to edit by clicking on the icon next to the team.

Supervisory Team

| Supervisory Team | | | | | | | | | |
|------------------|--------------------|--|--|--|--|--|--|--|--|
| Add/Edit Team | IS:: | | | | | | | | |
| Team Nam | | | | | | | | | |
| Descriptio | on: Save Clear | | | | | | | | |
| Teams: | | | | | | | | | |
| | Team Name | | | | | | | | |
| ۲ | Accreditation Team | | | | | | | | |
| 🗯 📝 | Care Team Group B | | | | | | | | |
| 🗯 📝 | Emergency Support | | | | | | | | |

Add members to a team:

From the same page scroll down and select the team you want to add members to. Find the users you want to add to the team from the list. Select the check box next to each user and then select 'Save'.

| Add/Edit Team Me | embers: | | | |
|------------------|--|------------|--------------|----------|
| Team | Accreditation Team | | | |
| Description: | Emergency Support Health & Safety Committee Infection Management Team John QA Management Team Norman's team | | | |
| Team Selection | Nursing Practice Committee | | | |
| Sea | QA Software Team | | _ Save Clear | |
| | Quality of Work Life | | | |
| First Name: | Team V for Testin | Last Name: | | |
| Organization: | Test Supervisory Team 1 Test Supervisory Team 2 The Toronto Blue Jays | Position: | Pagrah | |
| | | | Gearch | |
| Select | Name | Email ID | Organization | Position |
| | admin facility | | | |
| | Alexis BEAULNE | | ABC Homes | PSW |
| | Alfredo BEAULNE | | ABC Homes | PSW |
| | Alfredo BEAULNE | | ABC Homes | PSW |
| | Alireza BEAULNE | | ABC Homes | RD |

Once you have the team saved, you can see the members of the team at the bottom of the page:

| Team Member | rs: | |
|-------------|--------------------|--------------------|
| | Team Members | Team |
| 2 😤 | AdelaideXX BEAULNE | Accreditation Team |
| 1 | Abeba BEAULNE | Accreditation Team |
| 1 | admin facility | Accreditation Team |
| 1 | Able Proust | Accreditation Team |
| 1 | Afet BEAULNE | Accreditation Team |
| 1 | Agnes BEAULNE | Accreditation Team |
| 2 😣 | Afet BEAULNE | Accreditation Team |

Associate a team to an incident:

Once an Incident Note has been created you will be able to select the Supervisory Team you want associated to the Incident from the Incident tab.

| Ног | ne e-A | DT (| e-Assessments | e-Plan | e-Notes | e-MAR | e-TAR | e-Financials | POC | Wound | Tracker | e-Reports | Settings | My Account | Admin | Qu |
|-----|-------------|-------|-----------------|-----------|-------------|----------|---------|-----------------|---------|---------|----------|----------------|-------------|------------|-------|------------------|
| A | dd/Modify | Bat | ch Library Mai | ntenance | | | | | | | | | | | | |
| Inc | ident: / | Activ | ities | | | | | | | | | | | | | |
| Inc | ident | Healt | h Care Provider | Next | of Kin / Co | ontacts | Optiona | l Incident Info | Vita | l Signs | Summ | агу | | | | |
| _ | | | | | | | | | | | | | | | | Supervisory Team |
| | | | | Name: | ADT UK Is | sue | | Incident | Note: | | 1 | ncident Occu | rrence | | | |
| | | | Chart | Number: | 200167 | | Test | | | | ^ | In Last 30 Da | iys | | | |
| | | | Created Da | ate Time: | 2013-10-2 | 25 11:56 | | | | | | In Last 180 D | ays | | | |
| | | | Reported Da | ate Time: | 2013-10-2 | 25 11:55 | | Incident | Dicture | | - | In the last 36 | 5 days (Yr) | | | |
| | | S | ignature: | mede-Car | re, daryle | | | | | | | | | | | |
| | Edit / Unit | data | | Unit: | ACCIS OR | G | | cuit / opdate | | | | | | | | |
| | cuit / Upo | Jale | R | oom No.: | 201-B | | | | | | | | | | | |

Once you click the Supervisory Team button a new window will pop up where you can select which Supervisory Team you want associated. If you are unsure who is in which team you can click the 😰 icon next to the Team name.

| Supervisory Team | | | | | | | | | | |
|---|-----------------------------|-------------------------------|--|--|--|--|--|--|--|--|
| 🚹 Select Supervisory team(s) to overview the resident. Click on 📽 to view the team members. | | | | | | | | | | |
| Save Cancel | | | | | | | | | | |
| Accreditation Tean | 🗆 John QA 📽 | Health & Safety Committee | | | | | | | | |
| 🗖 Team V for Testin 📽 | 🗖 Test Supervisory Team 1 📽 | 🗖 Infection Management Team 📽 | | | | | | | | |
| TorontoRayTest | 🗖 Test Supervisory Team 2 📽 | 🗖 Management Team 📽 | | | | | | | | |
| 🗖 QA Software Team 🕿 | 🗆 Norman's team 📽 | 🗆 PAC 📽 | | | | | | | | |
| 🗖 The Toronto Blue Jays 🕿 | 🗖 Care Team Group B 📽 | 🗆 QI Team 📽 | | | | | | | | |
| TRIT QA | Emergency Support | 🗖 Quality of Work Life 🕿 | | | | | | | | |
| 🗖 Nursing Practice Committee 📽 | | | | | | | | | | |
| Accreditation Team Team Members | | | | | | | | | | |
| Name Comments | | | | | | | | | | |
| AdelaideXX BEAULNE | | | | | | | | | | |
| Abeba BEAULNE | | | | | | | | | | |
| admin facility | | | | | | | | | | |

Notify a team of an Incident:

If you want to send a message to the team about this incident click on the Summary tab. Scroll to the bottom and select

| "Email" l | outton | sessments | e-Plan | e-Notes | e-MAR | e-TAR | e-Financials | POC | Wound Tracker | e-Reports | Settinas | Му Ассои |
|---|--|------------------|--------------|-------------|----------------|----------|-----------------|------|---------------|-----------|---|--|
| Add/Modify | Batch | Library Main | tenance | | | | | | | | conaigo | |
| Incident: | Activitie | S | | | | | | | | | | |
| Incident | Health Ca | re Provider | Next | of Kin / Co | ontacts | Optiona | I Incident Info | Vita | I Signs Sumn | пагу | | |
| Name: UK Chart No Room No Unit: ACC Admissi | (Issue, ADT . :: 200167 : 201-B CIS ORG on Date: 2013 | .05.01 | | | | | | | | 02 |) REGRESSION 46 LA KITCHENER, 51 | N TEST SITE NARK CRES ON N2N2Z8 19-743-4200 |
| Aumissi | 011 Date: 2013 | -05-01 | | 02) | REGRES | SION TES | ST SITE | | | | 5 | 13-143-4223 |
| On Frida Incident > Test | y, 2013-10-25 Note: | 5 at 11:56 hrs , | , the follow | ing was no | ted: Activitie | es. | | | | | | |
| The Curr > Object | rent Status ctive: ective: | | | | | | | | | | | |
| Vitals Re | corded: | | | | | | | | | | | |

,:II tified of th o incida nt If *i*h -+ +h that . . . ho is in А

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| which team you can click the | icon next | to the Team name. | of the inclo | dent. If you are unsure wr | |
|-------------------------------|------------|--|-------------------------------|----------------------------|--|
| Email | | | | | |
| Click on Zto view the team me | mbers. | | | | |
| Ccreditation Team | | sing Practice Committee 📽 | □ Norma | n's team 📽 | |
| 🗖 Team V for Testin 📽 | 🗆 Johr | n QA📽 | 🗆 Infection Management Team 📽 | | |
| 🗖 QA Software Team 📽 | 🗆 Test | t Supervisory Team 1 📽 | 🗖 Management Team 📽 | | |
| 🗆 Rit QA 📽 | 🗆 Test | t Supervisory Team 2 📽 | | | |
| Other Email ID | | | | | |
| Accreditation Team Team Memb | ers | | | | |
| Name Con | nments | Email ID | | | |
| AdelaideXX BEAULNE | | | | | |
| Abeba BEAULNE | | | | | |
| admin facility | | | | | |
| Click the Send Email button | and the su | • Immary report will be sent to all r | nembers of | that team. | |