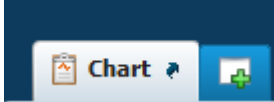



Avatar – Clinical Aide			
Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
	Introduction & Class Rules	<p>General Housekeeping Rules</p> <ul style="list-style-type: none"> • No food or drink • Muting of cell phones • No use of portable devices during class • Sign-in so you get credit for your efforts. • Return promptly from breaks • Parking Lot ▪ Questions without definitive answers will be placed in the parking lot <p>Acknowledgement</p> <ul style="list-style-type: none"> • Extreme appreciation and understanding of: <ul style="list-style-type: none"> ▪ difficulty of this task ▪ contribution you are making <p>Instruct participants to take actions only on patients provided for training.</p> <ul style="list-style-type: none"> • Practice patients will be provided after training 	
	Navigation	<ul style="list-style-type: none"> • How to log into MYAVATAR • Username is the same as your NTID • Home Screen <ul style="list-style-type: none"> ▪ Widgets <ul style="list-style-type: none"> – Icons – hover to discover ▪ Clients <ul style="list-style-type: none"> – Search ▪ Forms and Data <ul style="list-style-type: none"> – Accessing; Search, Browse ▪ Calendars ▪ My To Do's ▪ Keyboard Shortcuts <ul style="list-style-type: none"> – 'alt" key • My Views <ul style="list-style-type: none"> ▪ Home View 	

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		<ul style="list-style-type: none"> ▪ Orders Console ▪ EMAR ▪ Chart View • Chart view <ul style="list-style-type: none"> ▪ Demographic Bar ▪ Program/Episode ▪ Sections of Chart <ul style="list-style-type: none"> – List of forms – How to access a form  – Icons  – How to add a form to the chart – Inquiry View – Filters – Print 	
	Concepts of a Form	<ul style="list-style-type: none"> • Basic Concepts of Forms <ul style="list-style-type: none"> ▪ Sections ▪ Icons <ul style="list-style-type: none"> – Hover to Discover Hyperlinks to Additional Forms ▪ Required Fields <ul style="list-style-type: none"> – Red – Multi-iteration table <ul style="list-style-type: none"> • Only required if you select Add New Item • Allows multiple entries in list format ▪ Radio Buttons <ul style="list-style-type: none"> – One entry – F5 will erase selection ▪ Date/Time Fields 	

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Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<ul style="list-style-type: none"> ▪ Question Logic <ul style="list-style-type: none"> – Enables or disables (grayed out) documentation based on answers/documentation ▪ Multi-iteration Table <ul style="list-style-type: none"> – Documentation of multiple entries in list format ▪ Light Bulbs <ul style="list-style-type: none"> – Hints to ask – What to document ▪ Drop Downs <ul style="list-style-type: none"> – One entry ▪ Search Bar <ul style="list-style-type: none"> – Can enter numbers or text – ICD Codes ▪ Text Editor <ul style="list-style-type: none"> – Spell check ▪ Text Box <ul style="list-style-type: none"> – Enter 8 pages of information – Copy paste from Word ▪ Zooming <p>Change size of font in forms</p>	
	Staff Assignment	<ul style="list-style-type: none"> • Nursing Caseload Assignment <ul style="list-style-type: none"> ▪ Name defaults ▪ Select unit and client <ul style="list-style-type: none"> – Move selected or All clients 	
	PM Forms	<ul style="list-style-type: none"> • Bed Management <ul style="list-style-type: none"> ▪ <i>Move a patient's room/bed</i> • Bed Availability Report <ul style="list-style-type: none"> ▪ Attendance 	
	Residential Valuable Note	<ul style="list-style-type: none"> • Search Patient • Select Episode/Program • Sections <ul style="list-style-type: none"> ▪ Assessment Date • Sections with Multi-iteration Table allow documentation of multiple 	<p>Vehicle Search: Vehicle on Site: Yes Color Make Model License If any of these required fields are unknown type "unknown" The person who completes the vehicle search can update the form.</p>

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		<ul style="list-style-type: none"> entries in list format <ul style="list-style-type: none"> ▪ Personal Valuables ▪ Identification/Insurance ▪ Credit/Access Cards ▪ Electronics ▪ Inappropriate Clothing ▪ Sharps/Weapons ▪ Hygiene Items ▪ Personal Items ▪ Vehicle Search ▪ Valuable Transaction History ▪ Items After admission ▪ Items Picked Up • Discharge and Save/Submit 	<p>Valuable transaction list – If the patient leaves with a credit card, driver’s license, social security etc. You need to complete the client Alert Form. When the client returns you must delete the alert.</p>
	Client Alert	<ul style="list-style-type: none"> • Type – Warning • Applicable Form <ul style="list-style-type: none"> ▪ Return from leave • Episode • Under message list what they left with 	
	Money Inventory	<ul style="list-style-type: none"> • Red Required • Multi-iteration Tables <ul style="list-style-type: none"> ▪ Beginning Balance ▪ Withdrawal ▪ Deposit 	Complete with every transaction
min	Residential Shift Note (Activity Log Current State)	<ul style="list-style-type: none"> • Sections <ul style="list-style-type: none"> ▪ First Shift ▪ Second Shift ▪ Third Shift • Radio Buttons <ul style="list-style-type: none"> ▪ One entry ▪ F5 will erase selection • Link <ul style="list-style-type: none"> ▪ Pass Down <ul style="list-style-type: none"> – Links to Safety Widget • Submit 	

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Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
min	Pass Down	<ul style="list-style-type: none"> • Used for Behavioral Issues • Red/Required <ul style="list-style-type: none"> ▪ Pass Down Date ▪ Event Time ▪ Shift ▪ Draft/Final • Behavior • Suspected Contraband • Group Activity • Status 	
15 min	Notes and Routing	<ul style="list-style-type: none"> • Individual Note <ul style="list-style-type: none"> ▪ Red/Required ▪ Always Independent Note • Document Routing <ul style="list-style-type: none"> ▪ Proof read ▪ Accept <ul style="list-style-type: none"> – File as Final ▪ Accept and Route <ul style="list-style-type: none"> – Send to Supervisors/Approvers ▪ Reject <ul style="list-style-type: none"> – Return to draft status for additional editing • Group <ul style="list-style-type: none"> ▪ Future 	
	Discharge	<ul style="list-style-type: none"> • Residential Valuable Form • Sign Valuables were returned 	
	View Only	<ul style="list-style-type: none"> • Bed Management Form 	
	Verify Unit Census	<ul style="list-style-type: none"> • Red/Required <ul style="list-style-type: none"> ▪ Unit ▪ Census Verified ▪ Date Validated From 	

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Time	Topic/Workflow & Objectives	Subtopics and Training Points	Notes & Domain Specifics
		<ul style="list-style-type: none"> ▪ Date Validated Through • Submit <ul style="list-style-type: none"> ▪ Verify • OK/Cancel 	