eObs Quick Reference Guide

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Overview

eObs is used on Inpatient wards at BCHC to record real time, bedside clinical observations for patients and feeds directly into Rio, the main electronic patient record system used at the Trust.

Gaining Access

To get an eObs login, you must have a smartcard and Rio/eObs access. For further details on how to obtain this, please see the **Gaining Access to eObs** Quick Reference Guide which can be found on the Virtual Campus: https://bchceducation.co.uk/course/view.php?id=562

First Time Access

When you are issued with your eObs login, the **default password** will be **Password1**. You will need to change your password before you can use eObs.

Changing Your eObs Password

You will need to change your eObs password before you start to use the system and every 180 days (approximately every 6 months).

The password you use must be a minimum of 8 characters long, contain at least 1 capital letter, at least 1 number and have no more than 3 consecutive character repetitions (e.g. 333).

You will need to log into Rio to change your eObs password.

- Insert your Smartcard into the smartcard reader for the computer you are using

- Enter your **smartcard passcode**

- Wait for your smartcard to connect

- Double click the **Rio New** icon on the desktop

- Rio will open

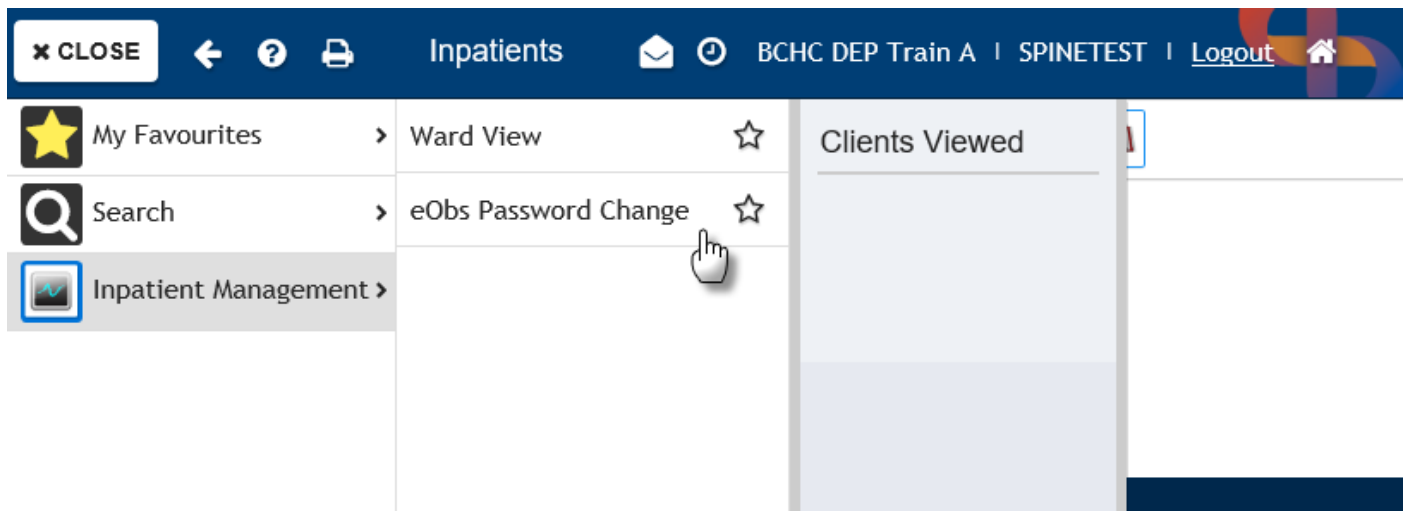- Read the information on the screen

- Click the **I Agree** button

The **Inpatients** Ward View screen will load.

- Click the **Menu** button (top left)   ≡ MENU

The **Menu** will open and display **3 columns.**

- In the **left** column, select **Inpatient Management**

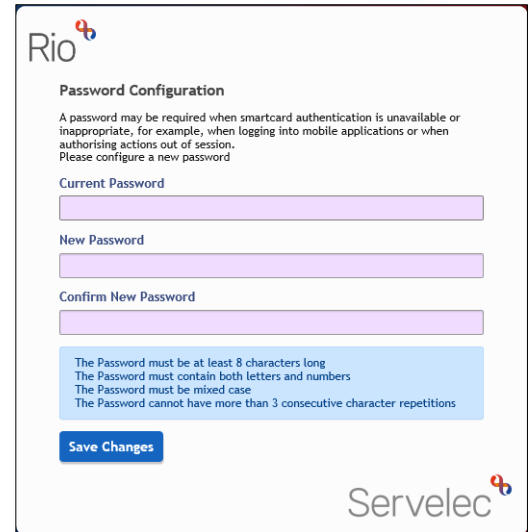- In the **middle** column, select **eObs Password Change**

The **Password Configuration** dialogue box will display.

- Enter your **Current Password** in the **top** pink (mandatory) field

- Enter your New Password in the **New Password** and **Confirm New Password** fields

- Click **Save Changes**

An **Information** prompt will display on the screen telling you **your password has be updated.**
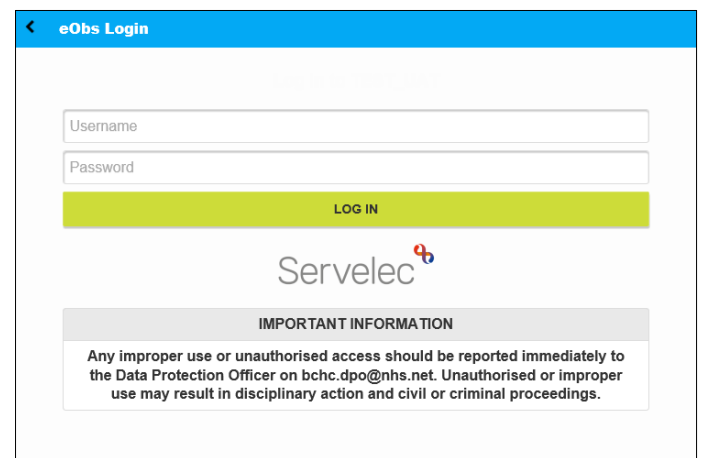
- Click **OK**

You can now **log out of Rio** and remove your smartcard.

Logging into eObs

- Locate the **eObs app icon** on the iPad
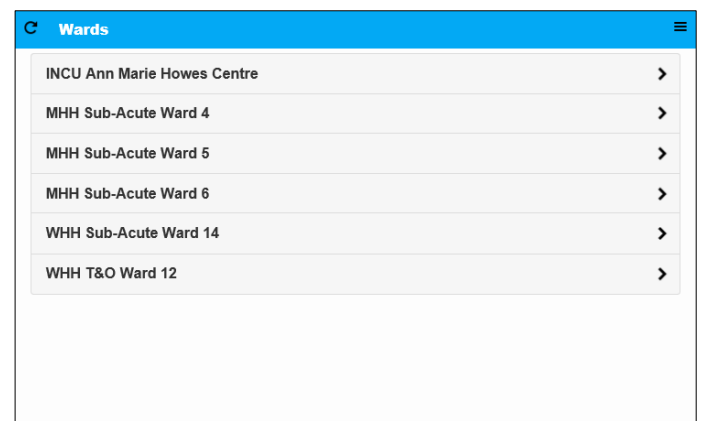
- Tap the **eObs** app icon

The **eObs app** will open.

- Enter your **Username**

- Enter your **Password**

- Click **LOG IN**

A list of wards you have access to will display.
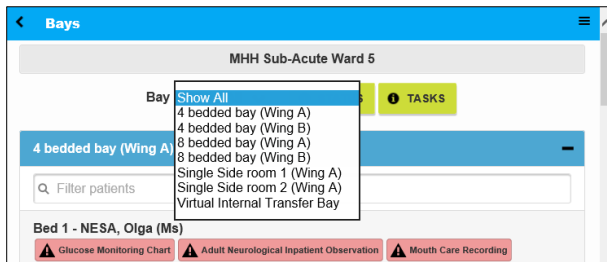
- Tap the ward you are working on

Ward View

All the occupied beds on your ward will display in a scrollable list organised by bay showing the patient details for each occupied bed.

Filtering by Bay

- Tap the **Bay** drop-down (top centre)
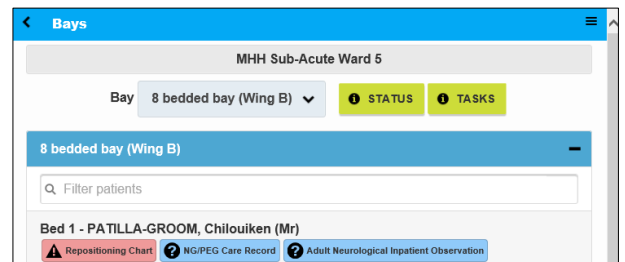
- Select the required bay from the list

Only patients who are on the selected bay will now display.

- Tap the **Bay** drop-down and tap **Show All** to view all patients and bays again

− Bays can be collapsed by tapping the minus icon

**+** Bays can be displayed again by tapping the plus icon

Filtering by Patient

At the top of each bay is a patient filter which enables you to find specific patients.

- Tap the **Filter patients** search field

- Start to type the **patient's family name**

The filter will find patients whose family names start with the filter criteria, even if the patient is in another bay.

- Tap the **cross ✖** (right) to remove the filter
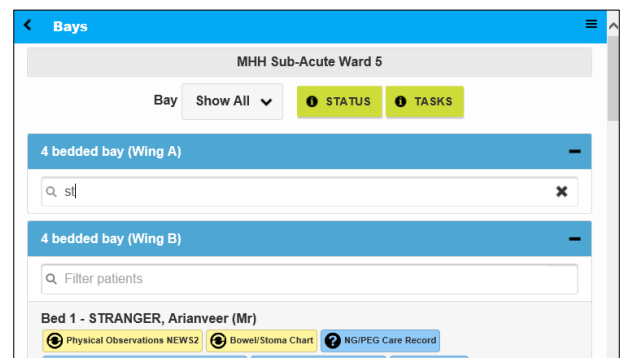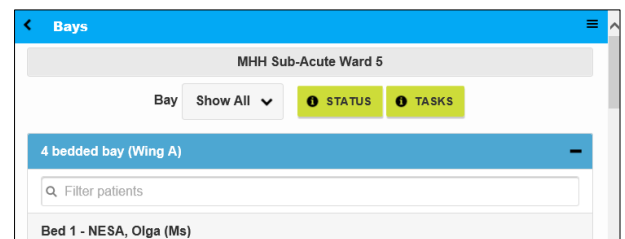
Tasks & Assessments Overview

eObs allows you to record information relating to patient care in forms. There are two types of form, Tasks and Assessments which can be recorded or viewed in eObs or in Rio.

Tasks

Tasks display in different colours on the patient's record depending on the status of the task. This helps staff to quickly identify what needs to be completed and for whom. For example, a task which is due now will display in orange; a task which is overdue will display in pink.

- Tap the **Status** button [STATUS] to view a key for these colours
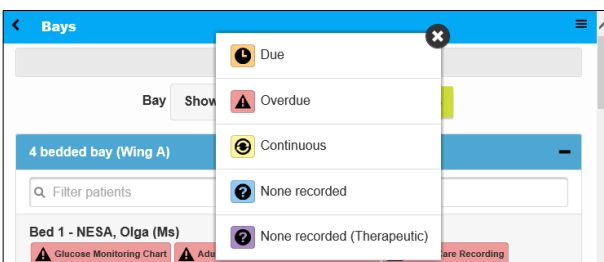
Due tasks display in orange and are tasks which need to be completed now.

Overdue tasks display in pink and are tasks which should have been completed previously.

**Continuous** tasks display in yellow and are tasks which require continuous monitoring of the patient.

None recorded tasks display in blue and are tasks which have never been recorded for a patient.

None recorded (Therapeutic) tasks display in purple and are not currently used at BCHC.

- Tap the **cross button** [X] to close the Status key

[TASKS] A list of all the available tasks can be displayed by tapping the Tasks button

- Tap the **cross button** [X] to close the Tasks list
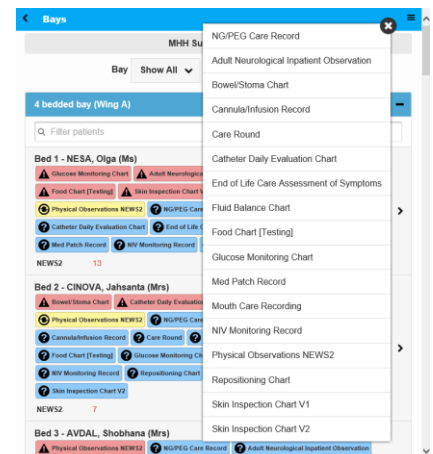
Assessments

Available assessments can only be viewed or accessed from within the patient record. There is no display to indicate which assessments have been recorded or are due for a patient from the Ward view.

Information recorded in an assessment is shared with and viewable in the Rio patient record. Likewise, if the assessment is recorded in Rio, it will be shared with and viewable in the eObs patient record.
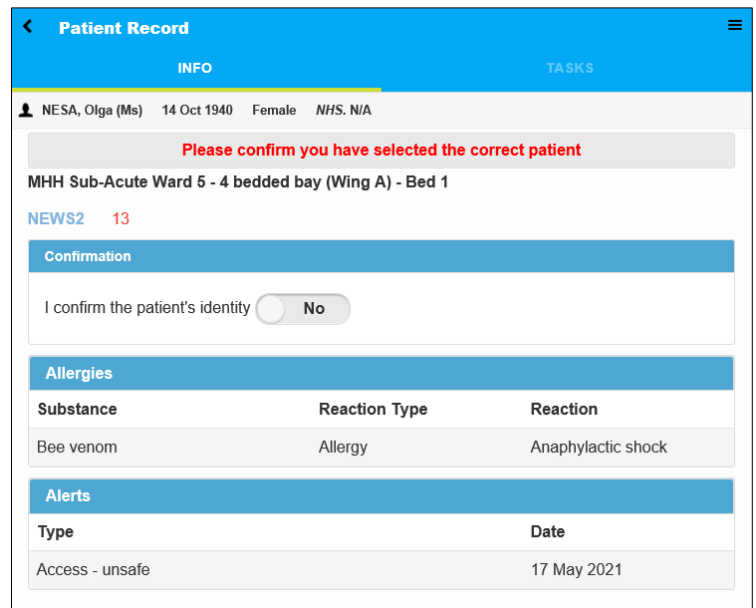
Opening a Patient Record
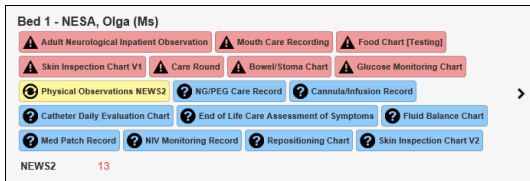
- Locate the required **patient**

- Tap the **bed** information (e.g. Bed 1 – Patient's Name)

The **Patient Record** will open.

- Check you have selected the correct patient

- Tap the **Yes/No slider** [No] to confirm the patient's identity [Yes]

Any **Allergies** and **Alerts** which have been recorded for the patient in Rio can be viewed on this screen.
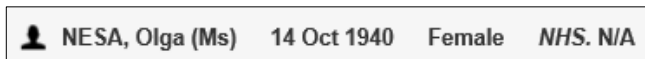

You will then be able to enter information into the patient's record.

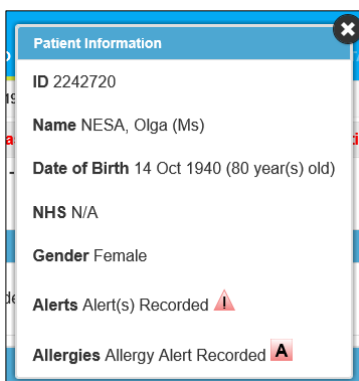The patient record is divided into two sections, **INFO** and **TASKS.**

When a section is selected it will display in white with a narrow green bar below.

A **banner** displays the patient's name, date of birth, gender and NHS number.

- Tap the banner to display the **Patient Information** pop up

- Tap the **close** button to close the pop up
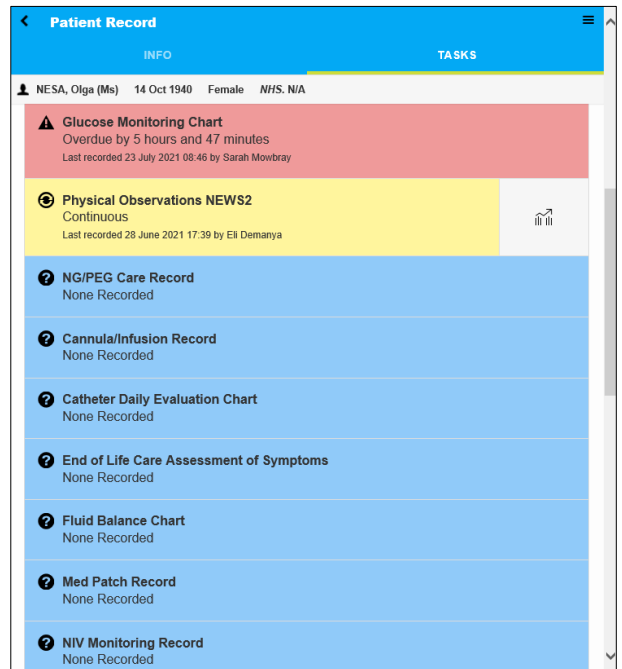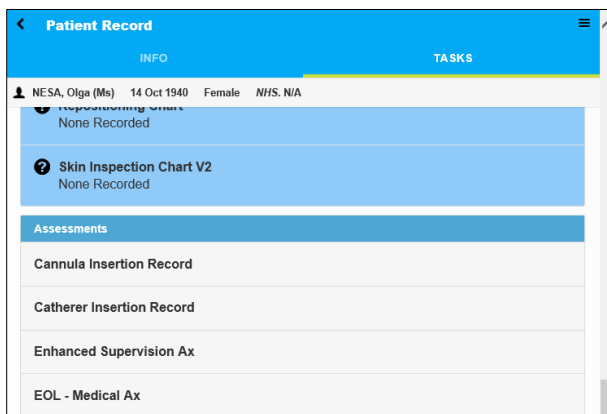
Opening Tasks & Assessments

- Tap **TASKS** at the top (right) of the screen

A list of available tasks and assessments will display.

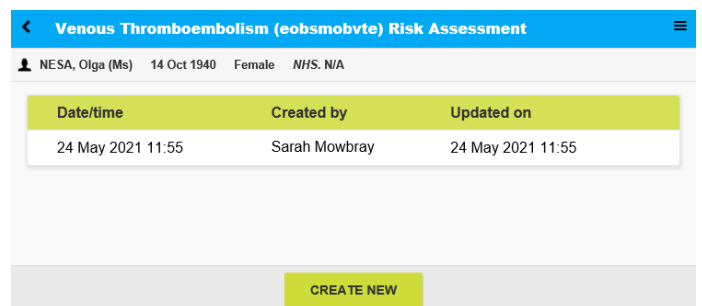**Tasks** display at the top of the list.

Scroll down to view **Assessments**.

- Tap to open the task or assessment you want to record

Any previously recorded versions will display at the top of the screen.

- Tap to open and view the previously recorded information if required

- Tap the **CREATE NEW** or **ADD** button at the bottom of the screen to create a new form

The new task or assessment form will display.

Entering Form Information

The **Date/time field** at the top of all tasks and assessments should **always reflect the date and time of your interaction with the patient.**

The **Date/time** of '**now'** is usually entered by default.

This can be set or changed by taping the pink **Date/time** field

The **Set Date & Time** dialogue box will open.

- Tap a **plus** ➕ to increase the date or time
- Tap a **minus** ➖ to decrease the date or time
- When the correct date and time are displaying tap the **SET** button

You may be asked to confirm if the patient requires the task or assessment.

- Tap the **Yes/No slider** so it displays as **Yes**

You may be asked to confirm that the patient is currently on a BCHC ward.

- Tap the **Yes/No button** so it displays as **Yes**

Information about what ward the patient is on will display below the Yes/No button

Most tasks/assessments contain mandatory fields which display in pink and must be completed.

Some tasks/assessments, for example the **NEWS2** task have a **Partial observations?** tick box.

Placing a tick in the box will 'turn off' the mandatory fields allowing you to record partial observations.

Continue to complete the task or assessment with the required information.

Some information may be automatically completed, **always check and update if required.**

- When the form is completed, tap the **Save** button at the bottom of the task/assessment

Saved, go to…

When you save a form, the **Saved, go to…** pop up will display, giving you various options.

- Tap **Review Saved Form** to view the form you have just saved

- Tap **Next Due Task for this Patient** to move to the next red flagged task which is due

- Tap **Go Back to Patient Record** to return to the current patient's main patient record screen

- Tap **Move to Next Patient** to open the record for the next patient in the bay

- Tap **Ward View** to return to the main ward view

- Tap the **close** button ❌ to close the pop up
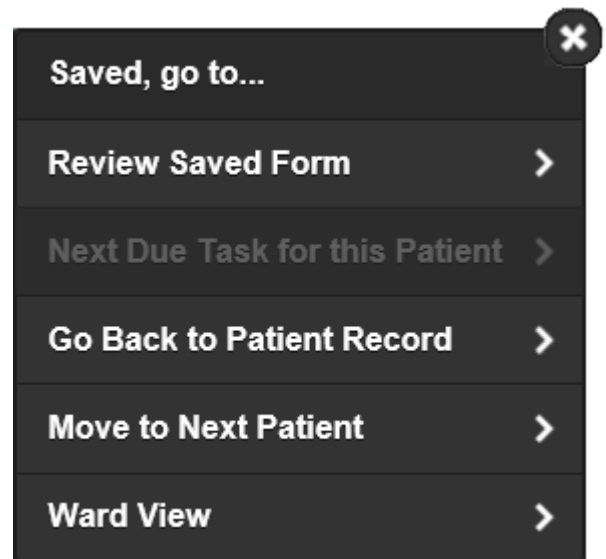
Viewing Previous Versions of Tasks and Assessments

Once you save the task/assessment you will see buttons at the bottom of the form.

These buttons also display if you open a previously recorded version of a task or assessment.

The **EDIT CURRENT** button allows you to edit the form you have open.

The **CREATE NEW** or **ADD** button will allow you to create a new form.

The **INDEX** button displays a list of all the previously recorded forms.

The **HISTORY** button displays previous versions of an edited form.

The **First** arrow ◄◄ takes you to the first saved form.

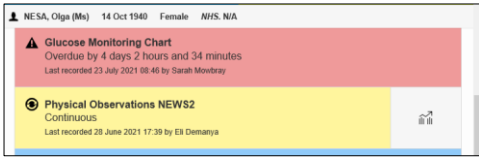The **Previous** arrow ◄ takes you to the previous saved form.

2 / 2 displays which form of how many forms you are viewing.

The **Next** arrow ► takes you to the next saved form.

The **Last** arrow ►► takes you to the last saved form.

Viewing Patient Charts

The **Chart icon** only displays on some tasks.

- Tap the **Chart icon** to view the chart

- Scroll down to view all the information recorded in the chart

- Tap the **Add** button to record a new task for the patient

Common Icons, Buttons and Controls in eObs

Refresh

Tap the **Refresh** icon to reload the Wards screen

Menu

Tap the **Menu** icon to open a menu which allows you to return to your home screen and log out
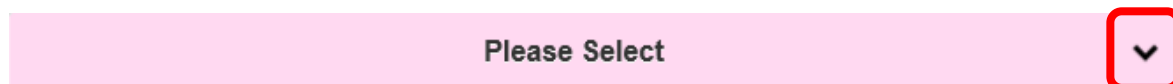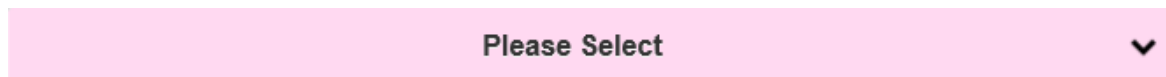
Back

Tap the **Back** icon to return to the previous screen

Down Arrow

Tap the **Down arrow** to display a drop-down list. Tap to select the **required option** from the list.

Mandatory Fields

Any **pink** field is **mandatory** and must be completed

And **pale grey** field is **not mandatory** and should only be completed if required

Buttons & Sliders

CREATE NEW **CREATE NEW** will create a new form (you may also see the **ADD** button which will create a new form)
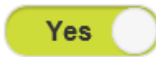
CANCEL **CANCEL** will cancel what you have started

CLEAR **CLEAR** will clear all the information you have entered
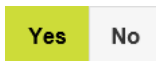
SAVE **SAVE** will save the information you have entered

No The **default** state of the **Yes/No slider** is **No**

Yes Tap the slider to change to **Yes**

Yes No There is no default for a **Yes/No button,** both Yes and No are grey

Yes No Tap **Yes** to answer **yes** to a question

Yes No Tap **No** to answer **no** to a question