

BCMS – TARANAKI USER GUIDE

(to be used in conjunction with Border Clinical Management System Training Guide)

LOGIN to BCMS

We recommend the URL for initial assessments and regular health checks, access via your PMS/Healthlink (Covid Coordination Module (CCM) link) will be more useful for additional reviews etc as you are in patient context and can't see the whole bubble.

URL: <https://covid.indici.nz/Login/Index>

Username: firstname.lastname

Password: Covid@2022 (you will be asked to change password), there is third factor authentication, so you need to have the mobile number you used in the user request handy to enter the code sent by text.

USER ISSUES

If there are login issues, email: NCTS.ServiceDesk@health.govt.nz or Phone: 0800 223 987

CONTACTING TARANAKI COVID HUB

Phone: 0508 436 374

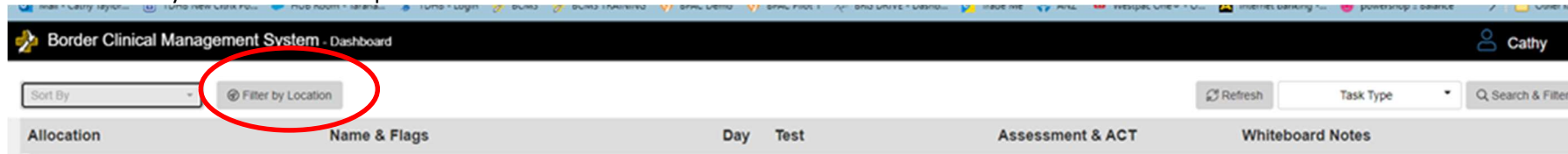
Email: CovidHub@tdhb.org.nz

BCMS has an array of functionality, in order to have consistency across all Taranaki users please follow the instructions outlined below.

- Covid positive cases will automatically appear in BCMS.
- Do not use the task function.
- Any errors or changes needed to the release dates / bubbles etc. should be managed by the Covid Hub (not the individual practice / clinical / Manaaki provider). Hub to be emailed with query / correction to be made.

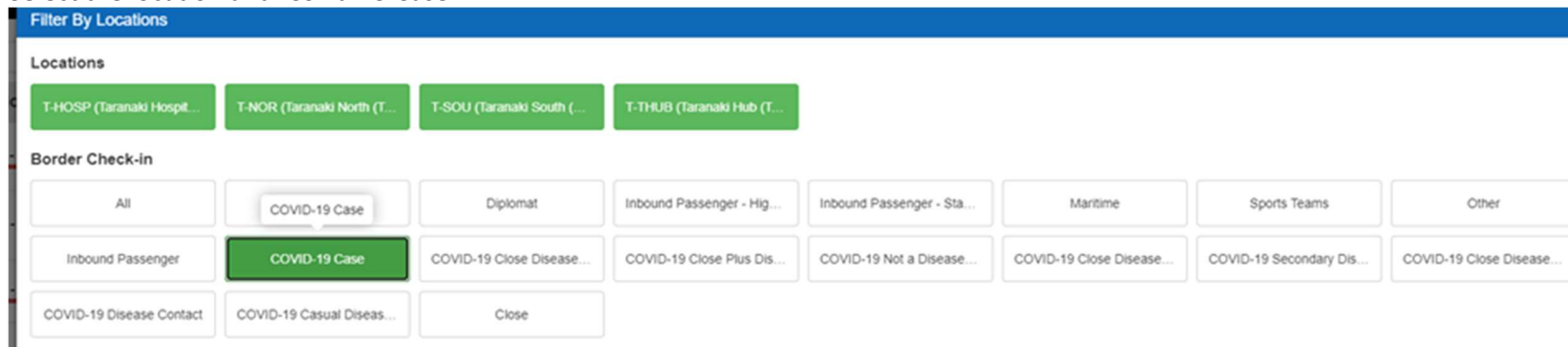
TO VIEW CURRENT CASES

Click on 'filter by location' at the top of the screen:



The screenshot shows the 'Border Clinical Management System - Dashboard' interface. At the top, there is a header with the system name and a user profile 'Cathy'. Below the header, there is a navigation bar with several buttons: 'Sort By', 'Filter by Location' (which is circled in red), 'Refresh', 'Task Type', and 'Search & Filter'. Below the navigation bar, there is a table with columns: 'Allocation', 'Name & Flags', 'Day', 'Test', 'Assessment & ACT', and 'Whiteboard Notes'.

Select the location and 'Covid-19 Case':



The screenshot shows the 'Filter By Locations' dialog box. It has two sections: 'Locations' and 'Border Check-in'. In the 'Locations' section, there are four buttons: 'T-HOSP (Taranaki Hospit...', 'T-NOR (Taranaki North (T...', 'T-SOU (Taranaki South (...', and 'T-THUB (Taranaki Hub (T...'. In the 'Border Check-in' section, there are several buttons: 'All', 'COVID-19 Case' (which is highlighted), 'Diplomat', 'Inbound Passenger - Hig...', 'Inbound Passenger - Sta...', 'Maritime', 'Sports Teams', 'Other', 'Inbound Passenger', 'COVID-19 Case' (which is also highlighted), 'COVID-19 Close Disease...', 'COVID-19 Close Plus Dis...', 'COVID-19 Not a Disease...', 'COVID-19 Close Disease...', 'COVID-19 Secondary Dis...', 'COVID-19 Close Disease...', 'COVID-19 Disease Contact', 'COVID-19 Casual Disas...', and 'Close'.

ASSESSMENTS

We will use the initial assessment and regular health check forms for all cases. These must be completed as per risk stratification process regarding contacts and assessments.

- The initial assessment is completed once on admission to care in the community.
- 'Regular Health Check' is the place to record the patient 'check ins'. When completing health checks please use the 'face to face' option rather than 'telephone' as this enables you to add in oxygen saturation and temperature if the case has the equipment.
- On page 2 is an acuity rating.



The screenshot shows the 'Acuity rating' form. It has a label 'Acuity rating' and a row of six buttons numbered 1 through 6. The button '1' is highlighted.

Taranaki's acuity rating is as follows:

- 1 – Self management, no active contact required
- 2 – Medium risk (alternate day monitoring, text communication initiated by CIC Team)
- 3 – Medium risk (alternate day monitoring phone call)
- 4 – High risk (daily monitoring), symptoms improving
- 5 – High risk (daily monitoring), with stable condition
- 6 – High risk (daily monitoring) with increased risk, worsening condition

Acuity can also be edited directly from the homepage and the top task bar in the patient profile, by clicking on the grey circle. (circled in red in screenshot below)



DOCUMENTING A CLINICAL, MANAAKI OR OTHER NEED

Active management is the key place to record the key outputs and actions arising from a daily clinical / manaaki check (this is instead of the task function).

This way it will be flagged on the dashboard/summary screen:

Select 'Clinical Encounter' and 'Flags for Active Mgmt':



The following list will appear:

Special	Yes	No
Isolated to room	Yes	No
Quarantine to room	Yes	No
Clinical input required	Yes	No
Mental Health and/or addiction	Yes	No
Welfare assistance required	Yes	No
Mobility Assistance required	Yes	No
Translator required	Yes	No
Allergy	Yes	No
Pregnant	Yes	No
Blue Band	Yes	No
Close Contact	Yes	No

1. Selecting **quarantine to room** indicates covid positive. All of our CIC positive cases should have this selected as we only support Covid Positive people (contacts only if they are part of the same household). This will highlight the red band. The notes written next to this box will appear when you hover over the red band on the dashboard
2. Selecting **isolate to room** (to be updated to yellow band in next system update) will be used for the clinical issues. This will highlight the yellow band. Add note to indicate action as required, "e.g. needs Pulse Ox", My Name, date. The notes written next to this box will appear when you hover over the yellow band on the dashboard
3. **Blue band** is Manaaki. Use the whiteboard to document manaaki needs by going into clinical encounters/clinical notes/general clinical assessment/whiteboard.

Note: if these flags are not used there is no immediate view of the patient on the summary screen. This may result in something being missed.

The flags will appear on the dashboard as below:

TCCITC - N/A	Don TaranakiDHB	79	-	Reg. HCx	3	Food required. Cathy Taylor 29.01.22
M - 30y 02329 (2 / 2)			Test Overdue			
TCCITC - N/A	Nick TaranakiDHB	79	-	Done	4	Deliver Pulse Oximeter thx
M - 33y 02329 (1 / 2)			Test Overdue			

COPY NOTE TO GP

Go to the Person Information tab and go to page 4. You'll be able to add the GP Practice info in there via the Search button. This will populate the EDI field. Click Save, and then you can select tick boxes to send a note to the GP.

MOANA TaranakiDHB Search EDI

Practice Name
Vivian

Search
Close

Practice Name	EDI	Action
Vivian Medical Centre	vivmcnpl	Select

Individual assessment plan/guideline

Initial assessment complete - no action required

☒ Guest consents to share notes with the NZ health system
☒ Send note to GP inbox

DISCHARGING A CASE

When a case is ready to be discharged please select 'Yes' in 'is this a final health check' as this writes back to NCTS and removes the case from the dashboard screen.

TCCITC - NIS
Nick TaranakiDHB M - 33y
Day: 85 - Test due: 11 Nov
Reg. HCx 4
Deliver Pulse Oximeter thx

Summary
Person Information
Initial Assessment
Reg. Health Check
Clinical Encounter
Tasks
Inbox (Labs+)

Health check note/clinical release

Regular health check note

Is this the final health check?

Yes
No

☐ Guest consents to share notes with the NZ health system
☐ Send note to GP inbox

HANDING OVER CARE

If for any reason care needs to be handed over to the COVID HUB e.g. weekend care, staffing etc. please do this by 1pm on Friday or as early as possible on the day prior. Referral can be made via a BPAC referral or via email to the CovidHub@tdhb.org.nz