

The MultiPatient Task List (MPTL) is a critical component of the Respiratory Therapy workflow and will be used throughout the shift to:

1. Identify patients with Respiratory Therapy tasks (generated from specific orders).
2. Document the completion of tasks.

### Setting Up the MultiPatient Task List (MPTL)

**STEP 1:** Select **MultiPatient Task List** from the toolbar. The Task List will display.

**STEP 2:** Click **Options** in the Toolbar.

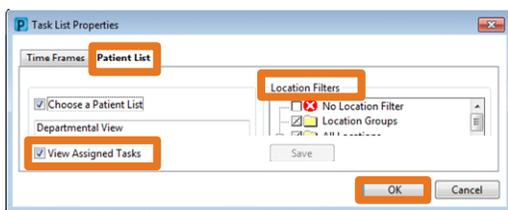
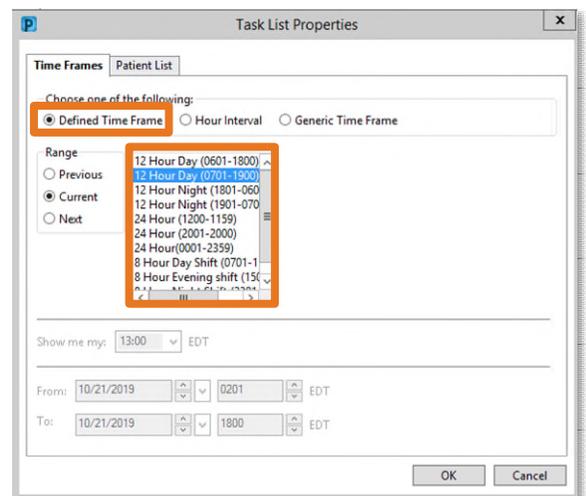
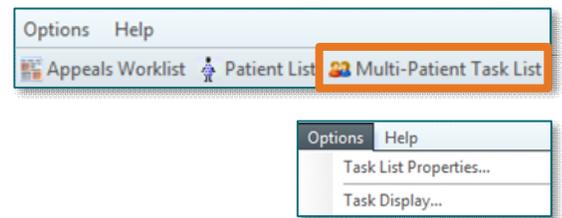
**STEP 3:** Select **Task List Properties**.

**STEP 4:** Select **Defined Time Frame**.

- Select the shift that is closest to the timeframe of the shift routinely worked.

**NOTE:** If **Generic Time Frame** is used, it is suggested that the **TO** time frame be moved out several years to avoid having to update the time frame frequently.

**STEP 5:** Click **Patient List** tab.



- If a custom patient list has already been established for the covered nursing units, click the box next to **Choose a Patient List**.

**STEP 6:** On the left side, select the appropriate Patient List.

**STEP 7:** **Or**, if no Patient List has been previously established, on the right side under **Location Filters**, click the + next to All Locations.

- Scroll down and click the + next to the appropriate facility beginning with the initials NL.
- Click the + next to **Inpatient**.

**NOTE:** **The Emergency Departments are located in the Outpatient location filter.**

- Click the box(es) next to the desired **nursing unit(s)**.

**STEP 8:** Click **Save**, then click **OK**.

## Viewing the MultiPatient Task List

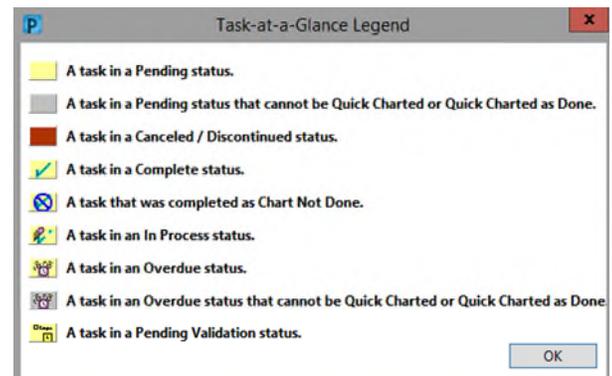
- Patients in the selected patient list will display on the left. Those patients with Respiratory Therapy Orders will be bolded.

Task retrieval completed	Location/Room/Bed	Name	Task Status	Scheduled Date and Time	Task Description	Order Details
<input checked="" type="checkbox"/> All Patients						
<input checked="" type="checkbox"/> TRAIN, C11	SBLA / B581 / 01	TRAIN, C13	Pending	10/21/2019 15:30 EDT	Incentive Spirometry Assessment	Start: 10/21/19 15:30:00 EDT, 10 times every 1 hour while awake
<input checked="" type="checkbox"/> TRAIN, C10	SBLA / B581 / 01	TRAIN, C13	Pending	10/21/2019 16:30 EDT	Incentive Spirometry Assessment	Start: 10/21/19 16:30:00 EDT, 10 times every 1 hour while awake
<input checked="" type="checkbox"/> TRAIN, C11	SBLA / B581 / 01	TRAIN, C13	Pending	10/21/2019 17:30 EDT	Incentive Spirometry Assessment	Start: 10/21/19 17:30:00 EDT, 10 times every 1 hour while awake
<input checked="" type="checkbox"/> TRAIN, C14	SBLA / B584 / 03	TRAIN, C15	Overdue	10/13/2019 16:00 EDT	BIPAP Management	Start: 10/13/19 16:00:00 EDT, Indication: Acute Respiratory Failure (ARF), Targ... Frequency: Every 4 Hours: Respiratory Therapist will discontinue order if pat...

### ➤ MultiPatient Task List Columns

- The first column (yellow) may display a variety of symbols. The Task-at-a-Glance Legend can be accessed in Options above the toolbar.

**NOTE:** If this column is clicked, it completes the task and you will not be able to launch directly to the documentation from the MPTL.



- The Indicators column displays icons:
  - Stat orders display red diamond with white exclamation point.
  - Orders entered via a Powerplan display yellow box with colored shapes.
  - Orders that need to be Marked as Reviewed display eyeglasses. (Orders are marked as reviewed in Care Compass).
- **Location/Room/Bed** displays the nursing unit name, room number and bed assignment.
- **Name** column displays the patients last name, followed by the first name.
- **Order Details** displays the order date, routine unless ordered stat, and the reason for the consult.
- **Task Status** Pending, **Overdue**, or Completed. (Completed tasks drop off when the MPTL is refreshed).
- **Scheduled Date and Time** indicates when the order was placed.
- **Task Status** will display Pending and will change to Complete when the task is charted as done.
- **Task Description** is the description of the order that was placed.
- **Order Details** displays the details of the order. Hover to see the entire order detail if it is not all in view.

## Sorting the Multi-Patient Task List

- Clicking the header of a column will change the way the MPTL is sorted.
  - Only one filter can be in place at a time.
  - A black carat displays in the column header in which sorting has been performed.

Scheduled Date and Time

- Click the patients name on the left to bring that patients tasks to the top of the list.

## Documenting a Task from the Multi-Patient Task List

After double-clicking in the patient row in the MPTL, **Activity View** in iView opens up. This view allows charting in one location without searching for documentation fields that may be located in another section of iView.

- Although it is best to document in real time, remember to change the **time** if charting retrospectively using the purple **Change Task Documentation Time** icon.
- In the **Documentation Time** box, enter the date and time that the task took place.
- Click the box in front of the task to be documented on.
- Click **OK**.
- A new time column will display in Activity View to document the task.

A screenshot of the 'Documentation Time' dialog box. It has a title bar with a 'P' icon and a close button. The main text says 'Please specify task documentation time:'. There is a date and time input field showing '10/30/2019 13:41:00 EDT' and an 'Apply to All' button. Below this is a table with columns: 'Check Box', 'Task', 'Status', 'Task Time', and 'Documentation Time'. The first row has a checked box, 'Ventilator Settings', 'SCH', and '10/30/2019 13:41:00 EDT'. At the bottom are 'OK' and 'Cancel' buttons.

**NOTE:** If right-clicking to add a time column is used to change the time in Activity View, the task will **NOT** fall off of the MPTL. Time must be changed using the Change Task Documentation Time icon.

A screenshot of the 'Activity View' table. The table has columns for task names, a time column, and a checkbox column. The time column shows '13:25 EDT' and '13:00 - 13:59 EDT'. The checkbox column has several checked boxes. The tasks listed include 'RT Ventilator Monitoring', 'Airway Management', 'Breath Sounds Assessment', 'Cough/Suction', 'Endotracheal', 'Invasive Vent', 'Pharyngeal', 'RT Ventilator', 'RT Ventilator Monitoring', 'RT Ventilator', 'Response to', 'Time/Equipm', 'Manual Airway Management', 'Tracheostomy', 'Airway Tolerant', 'Vent. Bundle', 'Resuscitation Bag Available', 'Ventilator Al', and 'Weaning Parameters Data'. The 'Breath Sounds Assessment' task has a checked box.

- Once the documentation has been signed it goes into the appropriate section in the Respiratory Therapy iView band and the task(s) are **cleared** from Care Compass Activities column.
- The task status in the MPTL will display as Complete and when the MPTL is refreshed the completed task drops off the MPTL.