

## Getting Started

**CHECKLIST:** You must be logged into your Clinical System (EMIS) with a patient selected to access Clinical Support (CS)



- Double click the 'Clinical Support' icon on your desktop
- Select 'Start' from the first screen
- Select 'OK' from the second screen

**TIP:** You need only open CS once at the beginning of your day/session, if you keep it minimised on your desktop then CS will be available for you to use immediately.

## CS Templates

Once CS has loaded you will have a new window available. This is a standard Windows screen and you can Minimize, Full Screen or Exit using the icons in the top right corner. The 'Document Map' tab is the default. To maximise the main screen, drag the splitter bar left and the top bar up.

Your HOME screen will be a menu of templates from which you can choose:-

- the individual (non-dynamic) 'Pre Consultation' template
- the Dynamic Template 'CDM Clinical'
- the Dynamic 'Health Determinants' template
- the individual (non-dynamic) 'Learning Disabilities' template
- the individual (dynamic) 'NES Drug Misuse' template
- the individual (non-dynamic) 'Care Bundle DMARDS' template

Click the links to access the templates.

The Demographics for the current EMIS Patient are displayed

The screenshot shows the Clinical Support (CS) interface. At the top, there are two main sections: 'Consultation Details' and 'Patient Demographics'. The 'Consultation Details' section includes fields for Date (06 April 2015), Consultant, and Place of Procedure. The 'Patient Demographics' section includes fields for NHS No (12345), Name (John Jones), Address (b), CHI, DOB (01/01/1980), Age (35), and Gender (Male). A 'Refresh Patient' button is located at the bottom right of the demographics section. Below these sections is a 'Template Organiser' pane on the left, which lists 'Default Groups', 'Supplied Templates', and 'User Templates'. The main area of the interface displays a 'LONG TERM CONDITIONS SUPPORT' banner for 'APRIL 2015'. Below the banner, there is a link to 'Template Information Updates (please check this regularly)'. A list of templates is displayed, including 'Pre Consultation Template', 'CDM Clinical Template', 'Health Determinants Template', 'Learning Disabilities Template', 'NES Drug Misuse Template', and 'Care Bundle - DMARDS'. At the bottom of the interface, there are buttons for 'Load Template', 'Load Events', 'Save Consultation', 'Cancel', and 'Exit'.

### LOAD A TEMPLATE

Expand the Template Organiser to find the appropriate template  
DOUBLE click to load

### Consultation Date:

If required you can change the date of Consultation (to a previous date) in the CS screen so that when data is filed in EMIS it appears under the desired Consultation date.

**NOTE:** Individual items can be filed with any date regardless of the consultation date.

**NOTE:** Consuler and Place of Procedure cannot be edited in CS.

Facility to Change the Consultation Date

### Once a template is loaded;-

For Dynamic Templates a tick box or oval diagram is presented for you to choose the appropriate options;

### TICK BOX DYNAMIC SELECTION:

For the CDM Clinical Template select the LES area(s) you wish to cover by ticking the appropriate box(es), then select 'Go' and the template will build beneath. At any time you can reselect your options.

### TIPS:

- Maximise the size of template part of the screen by moving the horizontal and vertical splitter bars.
- If you want to access a specific section of the template, use the Document Map.
- To skip navigating back through the Menu, select the Template Organiser tab and select the template you wish.

Data entry items on screen:-

The most recent data is displayed for each item on screen

Historical data can be viewed in chronological order in an on screen drop down by selecting the drop down arrow




Current non-smoker - Smoking habits: No: 07/11/2011, 0 [137L.]



TWO WAYS TO ENTER DATA:-

i) **DOUBLE** click the icon on the left hand


ii) **SINGLE** click the green '+' on the right hand side

**NOTE: MEDICATION** fields are view only; the 'file' icon on the left is 'greyed' out and there's no green plus.  Medication can be viewed by clicking on the drop down arrow.

ACE INHIBITORS or ARB DRUGS 

 ACE Inhibitors - No events recorded!



 Angiotensin II Receptor Antagonists - No events recorded!

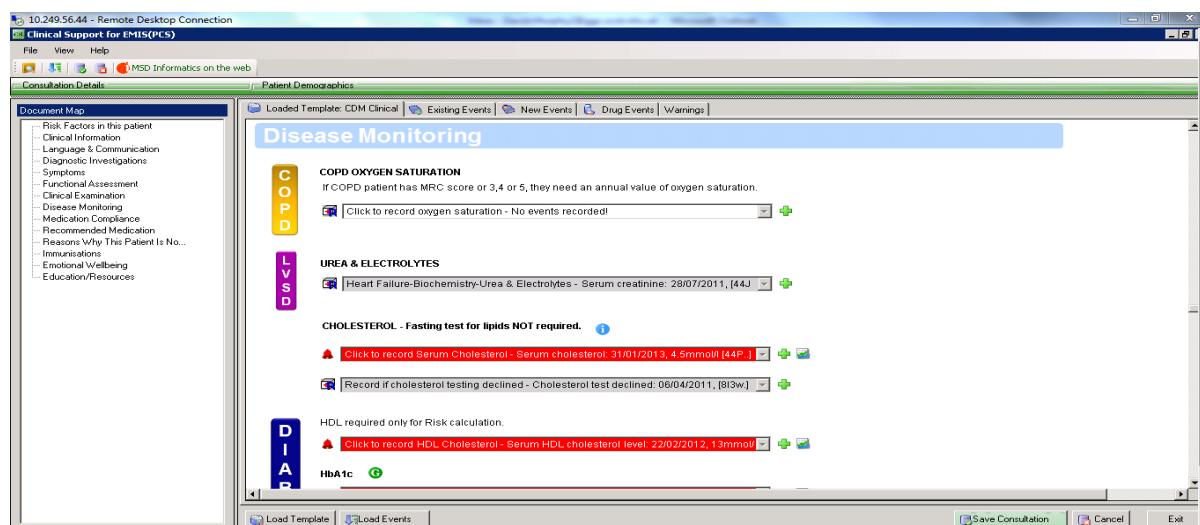


Many new 'icons' have been added to templates. Key shown on CDM Clinical provides a description. There is a 'hover' function, when mouse is placed on the icon to show what is behind it if clicked.

## Banners & Headings

Banners and headings have been used to show clearly different sections and which areas are specific to certain CDM's. Headings are shown in white on a light blue background. Banners are shown down the side. Same colour scheme is used throughout. CHD - Red; COPD – amber/gold; Diabetes – blue; LVSD - Purple; Stroke – Green.

Areas that have no banner are applicable to more than one CDM.



## Oval Diagram Dynamic Selection

For the Health Determinants Template select all topics for the Assess Status. Either by...

1. Selection of the 'Select all' button and all ovals colour will change to yellow,

OR

2. Selecting each oval and as 'clicked' the colour will change to yellow.

Then Select 'Go'

The template will build beneath showing the Assess Status questions.

Thereafter for the Set Agenda (Assess Readiness to Change...) and the Set Goals, select the topic(s) you wish to cover by clicking the appropriate oval(s). The oval(s) selected will change to a yellow colour and then select 'Go' and the template will build beneath.

**Assess status of all determinants**

Please assess status for each topic before prioritising topics for discussion with your patient.  
For further information about each topic please click on the relevant link

**Overview of current status**

☐ Select all

Please select the appropriate topic(s) and click 'Go'

**Set Agenda**

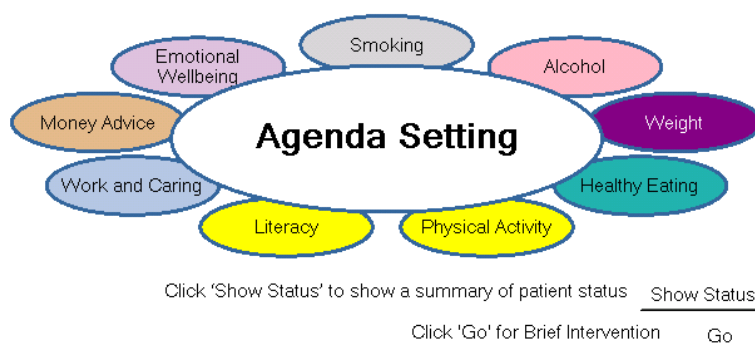
Based on the responses given in the previous section, the diagram below highlights health behaviours and/or life

Template Organizer Document Map

Save Consultation Cancel Exit

**NEW** In the 'Set Agenda' section of the HD template a new feature is available within the oval diagram.

Within the 'Agenda Setting' section, the lobes can change colour to reflect the patient status for each of the areas.



This new functionality allows those areas that have been highlighted within the assess status section to turn purple, for example if patient is a smoker then the 'Smoking' lobe will turn purple.

To activate this feature, click the 'Show Status' button and the areas which are pertinent to your patient will change to purple.

To select the topic area, click the lobe which then turns yellow, then click 'Go' to display the Brief Intervention.




This functionality has been developed to enable the practitioner to support their patient's decision making and open opportunities for further discussion around their priorities.

## Traffic Light System

Where data has a valid time period the status of the item is shown using a traffic light system.

Grey indicates data is present but no time constraints.

**Note:** Data fields with no data present show as white, independent of time constraints.

	This colour indicates this item is out of date
	This colour indicates this item is in date now but not for April
	This colour indicates this item is in date now and will be in April

## Graph

For some data a graph icon is available, click the Graph icon to view the data for that field in a graph format. Click icon again to hide the graph.



## Entering Data

Once selected a field from the template you are presented with one of two possible types of data entry screens;-

### GENERAL DATA ENTRY SCREEN:

To record a READ code.

**MEASUREMENT**  
When appropriate record the value in the 'Measure' field

**DATE** Use the calendar to find the date

**UNIT**  
When appropriate select the 'Units' from the drop down

**READ CODE**  
Select the tick box to record a READ code, More than one READ code can be recorded

**FREE TEXT**  
Option to record free text

**GREEN HIGHLIGHTED** codes are 'Preferred codes'

**SAVE**  
Select 'File' to file the data

**Data Entry Read Codes**

	Term	Code
<input type="checkbox"/>	Never smoked tobacco	1371.
<input checked="" type="checkbox"/>	Current smoker	137R.
<input type="checkbox"/>	Ex smoker	137S.
<input type="checkbox"/>	Except smok qual ind: Pt uns	9hG0.
<input type="checkbox"/>	Except smok qual ind: Inf diss	9hG1.

**View Only Read Codes**

Term	Code

Buttons: File, Cancel

**Note:** You can only select ONE READ code at a time from the list of available codes if you have a value entered in the 'Measure' field.

**TIP:** In the calendar – click on the MONTH or YEAR to scroll quickly between years.

Some items in a template have 'View Only READ codes', these are READ codes that will display in CS if in the patient's notes but you cannot enter these READ codes through the template. They are displayed for information in the Data entry screen.

**Click to view Type of Diabetes**

Date: 24 September 2014

Entry

Measure: Unit:

Free Text:

Data Entry Read Codes

View Only Read Codes

Term	Code
Diabetes mellitus	C10.
Insul treated Type 2 diab mell	C109J
Hyperos non-ket stat typ 2 d m	C109K
Diab mell aut dom	C10C
Diab mell aut dom type 2	C10D.

File Cancel

**Note:** From the template those data fields where the listed Read Codes are 'View Only', the appropriate padlock icon is shown alongside to the right hand side. For example...

## Clinical Information

**CHD**

Ask if any NEW cardiac events since last visit and ensure these are displayed here and correctly dated.

### ANGINA

Click to view diagnosis - Angina - No events recorded! +

### ACUTE CORONARY SYNDROME

Click to view diagnosis - Acute Coronary Syndrome - No events recorded! +

### QUANTITATIVE DATA ENTRY SCREEN:

Used where values are recorded against predetermined READ codes, such as for Height and Weight.

**Clinical Assessment-Height / Weight / BMI**

Date: 24 September 2014

Investigation Group: Clinical Assessment-Height / Weight / BMI

Category:

**Data Entry Read Codes**

Code	Term	FreeText	Measurement	Unit
229..	Height		145	cm
22A..	Weight	With coat on	66	Kg
22K..	BMI		31.4	kg/m2

**MEASUREMENT**  
Record the value in the 'Measurement' column

**FREE TEXT**  
Option to record free text

**BMI**  
BMI is calculated from the height & weight

**SAVE**  
Select 'File' to file the data

**View Only Read Codes**

Term	Code

File Cancel

**TIP:** Move through the measurement column using the DOWN ARROW key.

**NOTE:** For BMI the patient's height will be pre-populated if present in the clinical system.

### Alternative Views

All events for the currently selected patient can be viewed as a list through CS by selecting the 'Existing Events' tab. This shows a table listing all the events for the patient on individual rows.

**Note:** Drug events are not shown on this screen but are available through the 'Drug Events' tab.

To view data recorded through CS during the session select the 'New Events' tab and you can view events that have been filed during the current CS session.

**Note:** Data items cannot be deleted or amended from this screen.

The 'Warnings' tab displays data that may require further investigation from a data quality perspective, for example values outside of valid ranges. **This tab has not been configured by NHS GG&C for use currently.**



## Saving Events

Data entered through CS templates can be saved into EMIS periodically during the CS session or at the end of the session. To save the events to EMIS select the 'Save Consultation' button in the lower part of the CS screen. Keep CS minimized on your desktop for quick access.

**Note:** Users can enter multiple events before saving, **saving only needs to be performed once per consultation.**



**Save Consultation;** enter multiple events before saving, **saving only** needs to be performed **once**, after all data **has** been entered.

**TIP:** You can move between different CS templates and between CS and EMIS without the need to Save. 'Save Consultation' only needs to be performed once at the end.

## Exiting Clinical Support

To exit CS

- Select 'X' from the top right corner of the window

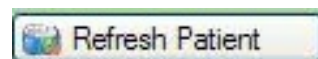
Or

- select 'Exit' button in the lower part of the CS screen

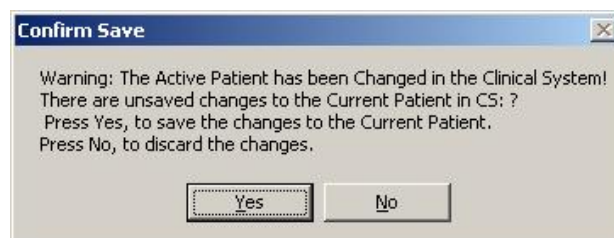
Selecting 'Cancel' will exit CS without saving entered data.

## Changing the Patient in CS

When you start up CS, CS uses the patient currently selected in EMIS as the patient to be displayed in CS. If the patient in EMIS is changed during the CS session the patient in CS remains as the original patient until you select the **Refresh Patient** button in the demographics part of the screen.



**NOTE:** Data will be saved to the correct patient, CS will alert you if you have changed the EMIS patient and not refreshed the CS patient.



## Editing & Deleting Events

Events entered or displayed in CS cannot be edited or deleted in CS. Events recorded through CS and committed to EMIS can be edited or deleted from your Clinical System in the usual way.