

IMPORTANT:

- > New users **<u>must</u>** have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- > You will see the blue bar downloading at the bottom of the screen please always let this complete.
- If you have forgotten your SystmOne username/password or you have been locked out of the SystmOne, Please contact our Service Desk team on 0116 295 3500 (select the option for general assistance). A member of our team will then call you back to assist you.
- If you are unable to log in to SystmOne please check your internet connection. You can also close Mobile working and re-open to try again, if the problem persists, please call our Service Desk team.

How to add data onto a template

1. Open a Residents Record

Systmöre Care Home: Ayesha Sattar at bieldale Grange Care Home - Patient Search	- a ×
NHS number, First name, Surname, Date of birth	
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2. Select 'Templates' from the toolbar.



3. Select '**Care Home Observations**', this would have been added as a favourite during training.

Record	
Repeat Templates	
Views	
Tasks	Care Home Observations
Questionnaires	







4. Enter your observations as required using boxes for readings, drop down boxes, and tick boxes e.g. blood pressure reading, urine dip, temperature. Use the notes icon to the right, to add any additional information.

7 Syst	mOne Care Home:	Susan Hind at The Phoenix Care Home - Pat	ent Record	_ 🗆 X		
Address Tet: 071	STER, Lucy (Mi E Everdale Grange 791 234567	SS) Care Home, 78-80 Lutterworth Road, Ayles	Born 02 Oct 1948 (70y) Gender Female tone, Leicester, LE2 8PG	Nha No. Unknown		
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≣	Cancel Changes		Observations			
		Care Home Observations Weight	67.0 Kg			
•	Navigate	O/E - rate of respiration	Respimin			
+	Next Page	Blood oxygen saturation	*	₽.		
+	Previous Page	Systolic BP	196 mmilig	De la companya de la comp		
_		Diastolic BP	50 mmHg			
Ø	Previous Values	O/E - pulse rate	bpm			
		O/E - temperature	degC	₽.		
		Urinalysis Blood Urine Test				
		Glucose Urine Test	Onne crood rest = negative	•		
		Level of Consciousness				
			Mentally alert			
			Able to respond to communication by others			
			Slowness and poor responsiveness	₽,		
				8		

5. You can enter weight in stones instead of kgs if you follow the number with an 's'. SystmOne will convert this to kgs

SystmOne Care Home: Susan Hind at The Phoenix Care Home - Patient Record			
LEICESTER, Lucy (Miss) Address: Everdale Grange Care Nome, 78-80 Lutterworth Road, Aylestone, Leicester, LE2 8PG 7ci (07791 23667			
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• Cancel		Obse	rvations
Changes	Care Home Observations		
	Weight	v 10 3s	Kg
Navigate	Systolic BP	_	mmHg
Next	Diastolic BP	T	mmHg

Please note: - There is an Early Warning Score chart associated with the observations appearing in the bottom section of the template. If the patient's score seems to have increased, make sure you have reported this to a more senior member of staff.

CESTER, Lucy ress: Everdale Gra	(Miss) Born 02 Oct 1948 (70y) Gender Female I/Ins I/o. Un nge Care Home, 78-40 Lutterworth Road, Aylestone, Leicester, LE2 8PG	known
07791 234567		
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Cancel Changes	tine Leucoofes	
	National Early Warning Score	
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Navigate	lood dirygen saturation %	R.
Next Page	IE - temperature degC	
Previous Page	estalic BP mmHg	
	E - pulse rate bpm	
Previous Values	evel of consciousness	•
	Early Warning Score Chart for Reference	
	Chart 1: The NWS scolar system	
	Physiological Scene 3 2 1 0 1 2 3	
	Teophicion Inte et 9-11 12-20 21-24 s25	
	5p0,5xxii 1(X) #1 92-93 94-95 229	
	500,50x+2(N) #3 84-85 85-87 81-92 93-94 01 95-95 01 95-95 01 97-97 01	



How to add data onto a Template



6. Click 'Save Changes'



Please send a task to the GP Practice to inform them of data that has been added to the template.

7. From the toolbar on the left hand side select Tasks.



Select New Task from the top right-hand corner.



Select the most appropriate **Task Type** e.g., Care Home Patient Information





How to add data onto a Template



Write as many details as possible in the box e.g. what data has been added to the templates.

SystmOne Care Home: An XXTESTPATIENTAACB, Address: Leicestershire Hea Tel: 07986 541268	yesha Sattar at Everdale Gra Ebs-donotuse (Ms) alt, Gwendolen Road, Leice	nge Care Home - Patient Record ester, LE5 4QF	Sorn 04 Aug 1978 (42y) Gender Female	- - O X Nhs No. 999 002 6122 12 Patient Status Alerts
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Cancel	Task type	Care Home Task	Unassigned to Everdate Grange Care Home User group Unassigned to LLR CMHS Unassigned to LLR CMHS Unassigned to LLR Referral Support Service Unassigned to University Hospital of Leicester NHS Trust - EPR Unassigned to Genteld Support Unassigned to Gent Health Unassigned to South Leicestershire Medical Group	*
	There a	re no previous updates for this task	Notfy when sent in Mark as complete	
۵			Uploading data	4

Select the name of the GP Practice from the list on the right.

Please <u>do not</u> select a user group or staff member.

You can select the option '**Notify when sent**' this gives you a reminder that you have sent a task.



Select **create task** in the top left-hand corner, if you cancel out of the task screen, the information will be lost.

🍸 SystmOne Care Home	: Susan Hind at The Phoenix C	are Home ·
LEICESTER, Lucy (M Address: Everdale Grange Tel: 07791 234567	l iss) e Care Home, 78-80 Lutterwoo	rth Road, A
Create Task		
Cancel	Task type	Care Ho
	please visit Lucy a	as she h



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How to add data onto a Template





Select **Save** in the top left hand corner, if you select **Discard**, the task will not be sent to the GP Practice and the task will disappear.

SymmOne Care Home: Sur	an Hind at The Phoenix Care Home - Patient Record			
EIGESTER, Lucy (Miss) files: Eventale ficange Car at 07791 234567) In Roma, 78,001 utterworth Road, Aylestone, Leizester, LE2 IPS	Box 02.0d.1548170y) Carder Ferri	le Nis In Britanne A	
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