

INSTRUCTIONS FOR USING GRAMPIANS REGION PERSONAL CARE PROTOCOL ELECTRONIC FORMS

There are six electronic forms contained in the Grampians Region Personal Care Protocol:

- Service Handover Plan – Personal Care Tasks
- Medical Practitioner – Medication Service Handover Plan
- Client Consent to Service Delivery and Information Sharing
- Community Care Worker – Assistance with Medication Record – Task Instructions
- Notification of Commencement of Personal Care Support
- Community Care Worker – Client Specific Training Record

Each of these forms can be used electronically or as a paper document.

You will need Acrobat Reader 7 and above to be able to complete and save the form electronically. Acrobat Reader is a free download from the internet.

To insert your logo:

- o Left click at top left of the page in the “click here to insert logo” yellow box. This will open into your computer files allowing you to choose a logo
- o You must choose a logo which is in JPG format (RGB colourmode)
- o Double click on the chosen logo (or click the logo & then ‘select’)
- o The logo will self size into the box on the form
- o Remember to put your logo on both pages if it is a two page document with an insert logo box on each page
- o Save a blank form with your logo (then it can be given to staff ready to use with the logo in place)

To use the electronic features:

- o Left click on the relevant place to put information and then just type – the character level is limited so you need to be concise
- o You can press the “tab key” to get from box to box (or the mouse to move the cursor – dependent on your preference)
- o For tick boxes, put your cursor on the box and left click, you can left click to take the tick out again
- o For dates put your cursor in the box and a little down arrow will appear to the right of the box – click on the arrow and it will give you an electronic calendar. The electronic calendar has not been used for Date of Birth (DoB) as it takes too long to scroll back through the years
- o If you are wanting to use the Client Consent form electronically be sure that you have the client/ authorised representative sign a paper copy and that the client/authorised representative is to be given a copy as well as one for your records

Save As – this button is at the bottom right of each form and allows you save this form to your own computer – the form can then be sent with an referral or printed for the client's record.

NB This document can also be saved using the normal File/Save commands on your computer tool bar.

Please Note:

All of the forms are in PDF format and as such are “unlocked”. This means that you can save a copy of the completed form to your computer, but, if you send this form through an encrypted email vehicle (such as Connecting Care) it will remain unlocked and open to change by the receiving organisation. This can be simply fixed through a free software program which can be downloaded by your IT provider - this software is simple to use (eg CutePDF Writer).

Alternatively the Public Records Act, 1973, Section 7c - allows for public documents to be duplicated and reproduced for official and other purposes - providing the originating organisation maintains a completed copy for their own record

If you encounter a problem:

If you find an error on one of the forms, are having difficulty inserting your logo or any other operational activity – please feel free to contact Robyn Fletcher at the City of Ballarat on 5320 5586 – this number will remain active until at least June 30th 2010.