

Advance Care Planning Tracker via mobile devices

The Viewer guide

Overview

The Advance Care Planning (ACP) Tracker was established in January 2018 by the Office of Advance Care Planning, Metro South and The Viewer team. The ACP Tracker, from within The Viewer desktop application, enabled sharing of clinical information regarding patient choices between health professionals.

Now Queensland Health staff, approved service providers, authorised Qld General Practitioners and RACF Nurses through the Health Provider Portal (HPP), can review ACP documents on the move through ACP Tracker via mobile devices.

Available documents

The following ACP documents are reviewed and uploaded by the Office of Advance Care Planning, Metro South and CIMHA to patient Queensland Health electronic hospital records:

- Advance Health Directive
- Enduring Power of Attorney
- Statement of Choices
- Guardianship Orders
- Revocations of the above documents

Accessing ACP Tracker

1. Login to The Viewer via your mobile device

For more information on how to access The Viewer via mobile devices, acquire a corporate device or enrol your personal devices please visit [The Viewer resources](#); [Smart Devices Service](#) or contact the Smart Devices team directly on [1800 875 131](tel:1800875131).

2. Navigate to the Care Plans tab and select the icon



3. The ACP Tracker button and a list of available documents will display

Date	Document Type	Details	Facility
15-Mar-2020	Advance Health Directive		
20-Jan-2019	Guardianship Order	Financial and personal including health care	
24-Nov-2017	ACP Note		
22-Jun-2016	Statement of Choices		

Note:

- Counter on the button indicates the number of comments/documents available
- Rows expand/collapse when selected



4. Click on the **ACP Tracker** button and the following screen will display

The screenshot shows the 'Advance Care Planning Tracker' interface. It has two main sections: 'Advance Care Planning documents' and 'Advance Care Planning comments'. The documents section contains a table with columns for Date, Document Type, Details, and Facility. The comments section contains a table with columns for Date, Service provided by, Profession, and Outcome, followed by a text area for the comment and an 'Add Comment' button.

Date	Document Type	Details	Facility
15-Mar-2020	Advance Health Directive		
20-Jan-2019	Guardianship Order	Financial and personal including health care	
24-Nov-2017	ACP Note		
22-Jun-2016	Statement of Choices		

Date	Service provided by	Profession	Outcome
02-Jan-2018	General Practice	Doctor	ACP discussion
01-Jan-2018	Emergency Department	Doctor	ACP discussion

Note:

- The most recent of each document type is shown by default.
- Older documents can be displayed by clicking on the document type.

Viewing ACP documents

Documents open in a separate window when the document icon  is selected

The screenshot shows the 'Advance Care Planning Tracker' interface with a red dashed box around the document icon for the 'Statement of Choices' document. A red arrow points from this icon to a separate window on the right, which displays the document content.

ACP Comments

Viewing comments

Available comments can be viewed under the ACP comments section.

The screenshot shows the 'Advance Care Planning comments' section. A red dashed box highlights a comment entry for the date 02-Jan-2018, showing the service provided by (General Practice), profession (Doctor), and outcome (ACP discussion). The comment text includes 'Test practice', 'This is a test discussion. test test test edit notes', and 'Entered by Mustafa Aamer (Aaerm) on 02-Jan-2018'.

Adding a comment (authorised users only)

1. Select the **Add Comment** button to the right of the heading and the following window appears

Note: Users with 'Clinical Support' access cannot add/edit comments

2. Complete the next steps utilising the drop-down menus and free text field:
 - I. Select the **Patient URN** as per their current encounter/location URN
 - II. Enter **Service Provided** by e.g. Hospital (inpatient)
 - III. Select **Facility** = Facility of current encounter/location
 - IV. Check **Date of Service** = Current date is prepopulated
 - V. Select **Profession** = e.g. Doctor, Nurse etc
 - VI. Select **Outcome** =
 - *ACP discussion*
 - *ACP documents completed*
 - *Existing ACP documents reviewed*
 - *ACP declined*
 - VII. Enter **Comments** = free text field provided for a succinct overview
 - VIII. Click **Save**
3. Select **Confirm** to acknowledge information entered is true and accurate.

Warning message

The below message will display if the patient identified facility differs from the patient identifier selected for the ACP comment.

Editing comments

Users can edit their own comments by completing the next steps:

1. Select the edit icon  to the right of comment

Date	Service provided by	Profession	Outcome	
08-May-2020	Hospital (inpatient)	Doctor	ACP discussion	
Royal Brisbane & Women's Hospital				
Discussion with patient and family took place, ACP documentation is to be completed.				
Entered by Toni Willcock (willcock) on 08-May-2020				

2. Update all fields as required
3. Select **Update**

Reporting an issue

1. Click on the eye icon  next to the relevant comment

Advance Care Planning comments				Add Comment
Date	Service provided by	Profession	Outcome	
02-Jan-2018	General Practice	Doctor	ACP discussion	
Test practice				

2. Select **Report issue**

Advance Care Planning Tracker

Patient URN 9999999 at Royal Brisbane and Women's Hospital

Service provided by General Practice

Facility Test practice

Date of Service 02-Jan-2018

Profession Doctor

Outcome ACP discussion

Comments This is a test discussion. test test test
edit notes

3. Add comments in the free text field regarding the possible issue

Advance Care Planning Tracker

Please provide details on the data quality issue:

Enter free text here

This information will be sent to Advance Care Planning administrators for action

4. When complete click **Submit**.

The information will be sent to ACP administrators for review/action.

Important contacts

For further information, or to submit ACP documentation, please contact the Office of ACP via:

Phone: [1300 007 227](tel:1300007227) | Email: acp@health.qld.gov.au | Fax: [1300 008 227](tel:1300008227)