

Crib sheet for complex actions on the Care App

Please use this crib sheet to familiarise yourself with complex actions on the Care App and the instances in which they should be used.

Action icon	Important notes
Personal Care ADL	
Wash Wash	Don't use wash action if service user has shower or bath/bed bath as the hygiene chart won't be correct. When evidencing on the Care App use the green rotary button on the Wash/Shower/Bath action to swap between these 3 actions and record care accurately.
Dressed	Use dressed action for dressing/undressing and change text to specify which it is. Instructions for scheduling dressed action as 'Undressed' on Plan Care Day in the guide.
Bath	Bath action gives the option for full bath, body bath and bed bath in the slider buttons.
Bath temperature	To make sure you don't scald your service users!
Catheter care	Catheter care action is in the Personal Care ADL because it is usually done when bathing or showering a service user.
Other	Other action used when a care note doesn't suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.

Personal Safety and Environme	Personal Safety and Environment ADL	
Check OK	Check OK action for service users who need checked regularly or wellbeing visits once a shift.	
Check mattress Check chair	For evidencing that specialist mattresses and chairs are correct and operating.	
Pendant alarm	Pendant alarm action for checking the service user's call bell/pendant alarm is on them and is operating.	
Nutrition Eating and Drinking A	ADL	
Thick drink	For drinks that have thickening powder added.	
Ensure	High calorie drink prescribed by doctor. Another brand is 'Complan'.	
Fluid watch	If service user needs to be on fluid watch use this action as it will turn on the fluid dashboard titles for service user and can be used as generic drink action. Also schedule this action in Plan Care Day as a 'Watch for'.	
Nutrition Watch	If service user needs to be on nutrition watch schedule this action in Plan Care Day as a 'Watch for'.	

Weigh	Use 'change' button within the care note to add the service user's weight in kilograms.
Other	Other action used when a care note doesn't suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.
Activities ADL	
Magical	For when something magical happens for the service user. Not a visiting magician!
Other	Other action used when a care note doesn't suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.
Communication ADL	
Bell	To evidence when a service user rings the nurse call alarm.
Mentoring	Use when providing help/advice to service user or when service user is mentoring staff in a particular area where they are skilled e.g. gardening.
Other	Other action used when a care note doesn't suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.

Toileting ADL	
Toilet help	Toilet help is a generic action mostly used for scheduling on Plan Care Day. When recording this action use the green rotary button to select a more specific Toileting ADL action.
Bowels	If service user needs to have their bowel movements monitored schedule this action in Plan Care Day as a 'Watch for'.
elt Other	Other action used when a care note doesn't suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.
Mobility ADL	
Hoist 2 people	All hoist 2 people must be evidenced by the 2 staff who performed the hoist, within 30 minutes of each other or else an alert will show up.
Standing	For when a standing hoist is used or any hoist that only requires one person.
Moved	Evidence using moved action for all transfers with assistance even if it's just escorting.
Turn	Turn action goes on the turning chart. It is good to schedule service users' turns on Plan Care Day.
Fall	Falls action goes on the falls report. Don't forget to mark whether the fall was an accident or an incident.

Other	Other action used when a care note doesn't suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.
Medical ADL	
Specialist	Specialist action for any medical professional who is not Doc or nurse e.g. speech therapist, osteopath, podiatrist, tissue viability, paramedic etc.
Doctor Gall doctor	Doctor action is for when there is a doctor present. Call doctor is for when a doctor is called or a telephone consultation about a service user.
Ambulance	Used when ambulance is called and for any information from the paramedics. Make certain you add important care notes to shift handover.
Skin integrity	Skin integrity action has slider buttons for fissure, bruise, sore, redness, broken skin and healthy skin
Pulse Blood sugar Insulin	Click the 'Change' button in care note to add measurement.
Temperature Blood pressure Blood 02 V V V INR V Blood INR Respiration	

Hospital	Used when service user is taken to hospital or has an appointment at the hospital. Other action used when a care note doesn't
Other	suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.
Emotional Support ADL	
Other	If the service user requires emotional support monitoring schedule this action in Plan Care Day as a 'Watch for'.
Sleeping ADL	
	Check sleep action for service users who need checked during the night. If you are using the QR code scanner for a service user's night checks then you do not need to also schedule this action in Plan Care Day.
Gheck pad	For checking service users' pads during the night.
Other	Other action used when a care note doesn't suit any of the available actions. Use the specific actions at all other times so that charts and reports are accurate.
Processes ADL	
Handover	For any information that staff want to communicate to shift handover that isn't on a care note flagged up for handover.

Personal money	Used for service users who are given their own money by staff.
Suspended	Suspended action is used when a service user goes to hospital or on holiday. This will stop them from showing up on the device while they are away.
Record	To record service users' height. Click the change button to add the measurement in centimetres. Once a height has been entered the weight chart is replaced with a BMI chart.
Complaint	For any complaints from service users or their families.
Action icons only on Plan Care Day	
Visit	The visit action on Plan Care Day allows you to set a total duration for several actions that have been planned at the same time. See the Plan Care Day guide for more info.