Procura Mobile Workflow

Purpose
To identify workflow process for Direct Service Nurses issued WRHA Mobile Devices and using Procura Mobile

Applies to
Direct Service Nurses (DSN) who are issued WRHA Mobile Devices and Using Procura Mobile in all areas (Community, Community Intravenous, Palliative, Rapid Response and Respite)

Policy and/or Operational Directive
N/A

Process

Step	
1.0	Turn on mobile device at start of shift.
2.0	Log onto Procura Mobile App.
3.0	Open the Start/ Stop Attendance type and click start.
4.0	Review client schedules for the day and prioritize schedule. Review appointment and client details to assist in prioritization.
5.0	Use map on app to find best route to client's home. Drive to client home.
6.0	At client door, start the client visit on app.
7.0	Verify client identity using at least two client identifiers. In mobile app, use the client identifiers document to confirm which identifiers were used. Mark yes to the identifiers used. Complete document.
8.0	Review client in-home file and provide client nursing activities.
9.0	Document on client flow sheets and integrated progress notes care provided * See dated note SOP for dated notes to document on App. Exception: Palliative nurses will continue to document in EMR.
10.0	In mobile app, document nursing activities performed by selected complete or not completed to each activity listed. A reason must be selected if an activity is not completed
11.0	When leaving client residence, complete the client visit in app.
12.0	Refresh schedule after each visit and after each break.
13.0	Stop and stop all breaks (coffee and meal breaks)
14.0	Start and stop administrative and meeting times on schedule.
15.0	Stop the Start/Stop attendance type at end of the shift.
16.0	Record mileage at end of shift
17.0	Turn off mobile device and charge to ensure it is ready for next scheduled shift.

Contact
Nurse Educators

Appendix
N/A