



### Workflow Process Without Procura Mobile

#### Purpose

To identify workflow process for Direct Service Nurses not issued WRHA Mobile Devices

#### Applies to

Direct Service Nurses in all areas (community areas, Community Intravenous, Palliative, Rapid Response, Respite)

#### Policy and/or Operational Directive

N/A

#### Process

Step	
1.0	Report to office to pick up Nursing Report of Service (NRS)
2.0	Review client schedules for the day and prioritize schedule. Use map to find best route to client home.
3.0	Drive to client home
4.0	At client door, verify client identify using at least two client identifiers. Document identifiers used on Client Identification Record in-home file.
5.0	Review client in-home file and provide client care nursing activities.
6.0	Document care provided on flow sheets and integrated progress notes.
7.0	Take coffee and meal breaks.
8.0	Attend planning and meeting times as outlined on NRS.
9.0	Return completed NRS to office at end of shift or within two business days.
10.0	Record mileage at end of each shift on mileage form. Submit mileage on first day of following month.

#### Contact

Nurse Educators

#### Appendix

N/A