



# MEDWAY

## TASK MANAGEMENT

Manages and accelerates patient flow from admission through to discharge

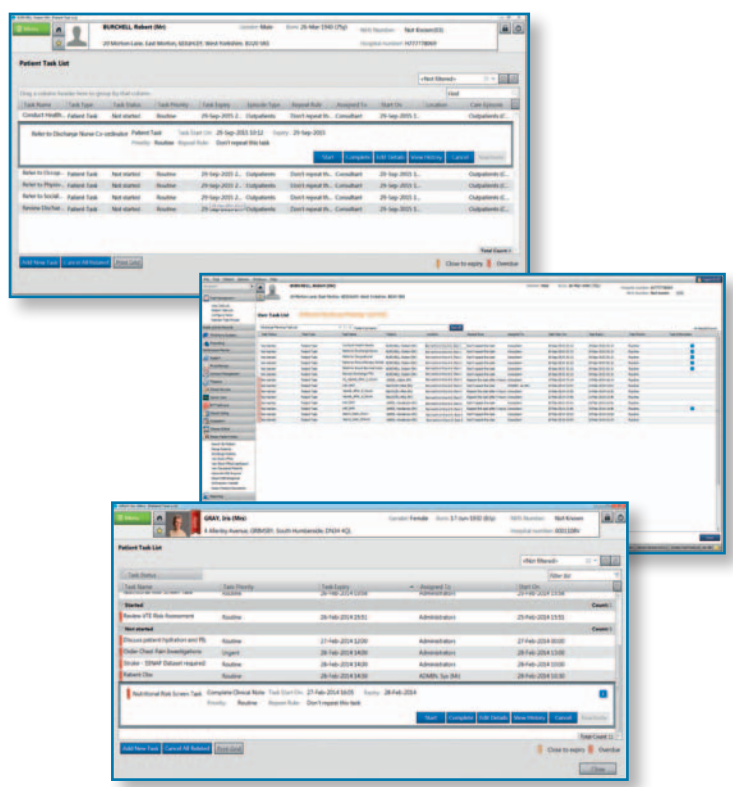
Supports basic pathways through configurable clinical and administrative tasks

Enables prioritisation and assignment of tasks, supporting safe handover and internal referrals

System C's Task Management module spans the entire Medway EPR, driving administrative and clinical processes by creating 'tasks' and workflow associated with the care of a patient. Its powerful functionality allows Trusts to manage and accelerate patient flow from admission through to discharge.

Included is a task configuration toolkit, supporting customers in creating their own task definitions, which links to existing functions. When deployed as part of the full Medway EPR, Task Management can be used to build basic clinical pathways.

When starting a task, the software launches into the relevant Medway workflow. There is no need to remember menu items or how to get to a particular function; just start tasks and complete the process and then return to the task list. This can have significant time saving benefits for organisations as well as decreasing the training overhead.



It is possible to set up tasks linked to clinical notes that are completed on the patient's admission. This means that, after completing the admission documentation, a set of assessment tasks appropriate to the patient's condition can be added – VTE assessment, falls risk, dementia and MUST assessments, for example. These tasks can then be assigned and given due date and time to be completed; staff can identify these tasks on their task list and carry them out appropriately.

Tasks are managed through task lists which can be configured to provide a view for individual clinicians, for different roles or for all tasks relating to a particular patient. The task lists provide visual alerts identifying tasks that are approaching due or overdue. The lists can be sorted and filtered based on patient location, the type of task and task status. Task lists can support efficient discharge planning and be used to monitor patients progress on a care pathway.

### User benefits

Saves time as the task launches immediately into the appropriate Medway function, with relevant items selected.

Supports clinical pathways with the ability to add tasks for the next action directly from clinical notes/assessments, such as requesting further tests, booking internal referrals (specialist nurses, therapies), or asking for follow up appointments.

Helps with handovers. Manages tasks through intuitive worklists, instructing staff what needs to be done for a patient.

### Hospital benefits

Drives workflow and activity by supporting the configuration of tasks to be added at admission or discharge. This helps the completion of information for CQUINs such as VTE and dementia.

Improves safety during handover between shifts and transfers between wards, as tasks are linked to the patient, not the location.

Task Management can be used in conjunction with Medway BI to run reports for incomplete or overdue tasks, in order to help manage issues in staffing levels, SOPs or clinical pathways.

### Key features of Medway Task Management

- Assigns and prioritises tasks to other staff for efficient patient flow and safe handovers
- Improves patient safety through identification of overdue tasks or tasks due to expire
- Extends and locally configures tasks for basic care pathways
- Provides configurable task lists with customisable filters to view all user or role-related tasks
- Immediately launches into the relevant Medway workflow with items pre-selected
- Ability to set up repeat rules for tasks that need to auto-repeat
- Reports on tasks missed and complete through Medway BI

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