

# Unit Assistant Lesson Plan

This document lists the curriculum for KP HealthConnect Inpatient Clinical software as of September 2008, and includes topics and tasks required for this specialty.

Module	Lesson	Topics	Time
Getting Started with KP HealthConnect	Logging in and out of KP HealthConnect	Logging into KP HealthConnect	15 Minutes
		Logging out of KP HealthConnect	
		Logging Into another department or unit	
	Exploring the KP HealthConnect Environment	Exploring the Home Workspace	
	Viewing Patient Information	Locating a Patient Record in a System List	
		Opening and Closing a Patient's Hospital Chart	
		Accessing and Reviewing Patient Information	
Managing Patient Lists	Creating and managing personal list	Creating a personal lists using the default layout	40 Minutes
		Customizing your personal list layout	
Accessing and Reviewing Patient Information	Reviewing the patient history	Demographics	90 Minutes
		Previous encounters	
		Allergy information	
	Reviewing lab results	Select a specified date range for lab results	
		View results for an individual component	
		View the legend for flagged results	
		Display only abnormal results	
		View the reference range for results	
		Time-mark reviewed results	
	Reviewing assessments	Check for new results	
		Progress notes	
	Exploring Activity Screens	The face sheet	
		Patient Reports Activity	
		Snapshot Activity	
		Chart Review Activity	
		Notes Activity	
		History Activity	
		Demographics Activity	
	Utilizing the Unit Draw	Results Review Activity	
		Doc Flowsheet Activity	
		Unit draw list	
		Creating the Unit draw list	

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Module	Lesson	Topics	Time
Lab Orders	Labeling lab orders	Specimen specific label Printing a generic label and a lab order	15 Minutes
	Lab Blood Specimens	Lab collect Unit collect Unit collect expectations Conditional orders The Clap Board on the Unit	
	Utilizing the Discharge Writer	Documenting in the Discharge Writer	
	Immunization Documentation	Documenting Immunization in KITS	
Discharge Instructions	Patient Discharge Instructions	Accessing and reviewing the discharge instructions Adding an addendum and printing discharge instructions Preparing Discharge Instruction for Printing	30 Minutes
		Identifying the types of patients lists	
		The definition of Downtime and the KPHC NCAL application	
Downtime Procedures	An overview of Downtime Procedures	Code White Accessing the DRPC and Printing Downtime Reports	10 Minutes
		Downtime Terminology used in KP HealthConnect	