



Connect Care

Dietetic Intern & Preceptor Workflows

Quick Start Guide

Dietetic Intern and Preceptor Workflows

Introduction

Connect Care Clinical Information system (CIS) is the electronic health record that will eventually be used across Alberta Health Services. The full implementation of this system will take until 2023. During this time, there will continue to be other CIS in use. Dietetic Interns, as part of their clinical and advanced clinical placements, are required to do the Allied Health ILT course and pass the End User Proficiency test to have access to the system. As the interns move through their internship and become more competent, they will be able to do more things independently. This should be assessed and determined by the preceptor and intern together.

Interns, as active participants in the health care setting, have clinical documentation responsibilities. Many of these are secondary in nature, as the preceptor is responsible for overseeing the intern as a learner.

Below are some workflow guidelines to be used between student and preceptors when documenting in Connect Care. Just like a Registered Dietitian, interns should always work within their scope of practice. Interns are expected to follow dietitian workflows (see [Documentation Norms](#)), except when there is specific guidelines for interns, as outlined in this document.

Inpatient Note

Workflow option 1:

1. Intern selects a Note type of “Progress note”, Service “Nutrition”. Selects “Cosign required” and enters the preceptor name in the “co-signer” box.
2. Intern completes the note and selects “sign”. (Co-signed notes are released to the system for all providers to see at the time the note is signed. The note will stipulate that co-signing is needed).
3. The preceptor receives an In-basket message in her “Cosign notes” folder.
4. Preceptor opens the message to review/edit the note.
5. Preceptor signs the note.

Workflow Option 2:

1. Intern selects a Note type of “Progress note”, Service “Nutrition”.
2. Intern completes the note and selects “pend”¹ (only the person who “pends” the note can see it in the system). “Incomplete” note can be found in the notes tab of chart review.
3. Intern reviews the note with the preceptor.
4. Intern includes “reviewed by Dietitian (preceptor name)” before signing the note.
5. Intern signs the note.

Ambulatory Note

1. Intern writes the note and then selects “pend on saving note” or “pend”. This note can then be seen by anyone who opens the chart.

¹ Pend: Incomplete, not final.

2. Intern can find the “incomplete” note in the notes tab of chart review.
3. Intern reviews the note with the preceptor.
4. Intern includes “reviewed by Dietitian (preceptor name) before signing the note.
5. Intern signs the note.
6. If it is a multidisciplinary appointment and the encounter is closed before the note is reviewed, then the encounter can be addended.²

Inpatient Order

1. Intern selects and enters the order as directed by preceptor.
2. Intern accepts order then selects “Save work” then “Ready”.
3. Intern enters a message of “Dietitian to review and sign”.
4. The intern notifies the preceptor of the order.
5. Preceptor finds the patient and reviews the order with the student and signs the order.

Ambulatory Order

1. Intern selects and enters the order as directed by preceptor.
2. Intern accepts order then selects the “Pend” button (to the left of the Sign Order button). They do not enter a reason for pending as nothing is appropriate. In the comment box enter “Dietitian to review and sign”.
3. Intern notifies preceptor of order to review.
4. Preceptor reviews the order with the intern then signs the order.

Attendance/Activity

Inpatient Workflow

1. If both the preceptor and intern are involved in a patient’s care, only the dietitian captures the activity for that patient.
2. If the intern sees a patient independently, they should follow the same process to capture activity as a dietitian does; however only the intern **or** the preceptor should capture activity, not both.
3. For *unscheduled* telephone encounters, select the **Change Enc Prov/Dept** button. Select the required Department for this encounter. If the intern completes the telephone encounter independently, leave the Provider as the intern; otherwise, change the Provider to the preceptor.

Ambulatory Workflow

1. If the patient has an appointment booked within the preceptor’s schedule, once the patient is Checked In to the appointment, the attendance will be captured automatically.
2. If the patient’s appointment is booked with a different healthcare professional’s schedule, either the intern or the preceptor will need to complete the Attendance/Visit tab to capture activity, not both.

² Addend: Information added to or edited in an encounter after it is closed.

Chart Correction

If an error is entered by the intern:

Does the student still have access to Connect Care? Are they still a student? *see next page*

Yes > The intern adds the encounter and corrects the chart.

No > The preceptor that the intern was working with during the placement that the error was made adds the encounter and corrects the chart. If the preceptor is no longer in the same position, the manager adds the encounter and makes the correction.

Refer to the Chart Correction Manual for Connect Care, which can be found [here](#).