



Welsh Nursing Care Record (Hospital)

This guide will provide you with a reference to help you use the **Welsh Nursing Care Record (Hospital) (WNCR)** application and navigate around the assessment documentation on a digital device, such as an iPad or other tablet, in order to gather the information you need to plan the care of your patient.

IT DOES NOT PROVIDE ANY CLINICAL GUIDANCE. If you are in any doubt as to the actions required as a result of information gathered in the WNCR e-Documentation you must seek guidance from your clinical supervisor or ward manager.

WNCR USER GUIDE

DEVICE SECURITY, ACCESS AND CHARGING

Please familiarise yourself with the local ward procedures and arrangements for collecting, charging and returning a device at the end of your shift. Details are available from your ward manager.

Local procedures are in place for logging into a device. Typically, this will be a PIN or password used to unlock the tablet in a similar way to unlocking your smart phone or tablet at home.

Please refer to your Ward Manager or local IT team for details.

LOGGING ON TO THE WNCR

Once you have unlocked your device, look for this icon on the desktop or home screen.

Tap or click on the icon to open the WNCR application.



Enter your user name and password to log in to the application. This will either be your NADEX username or password or the temporary account username you have been assigned (see “Temporary worker registration” on page 2 section below).

Username

Password

Log in

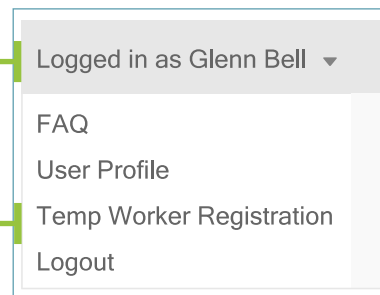
TEMPORARY WORKER REGISTRATION

When a bank or agency nurse is working a shift on a ward a temporary user account must be set up on WNCR so that they can use the app to complete inpatient and risk assessments. Please refer to your local policy or ward manager to see who has been given authority to set up these accounts on your ward.

To set up a temporary user account, first log on to WNCR (See Logging on to the Welsh Nursing Care Record (WNCR) above).

Click or tap on “Logged in as...” in the top right-hand corner of the WNCR home page.

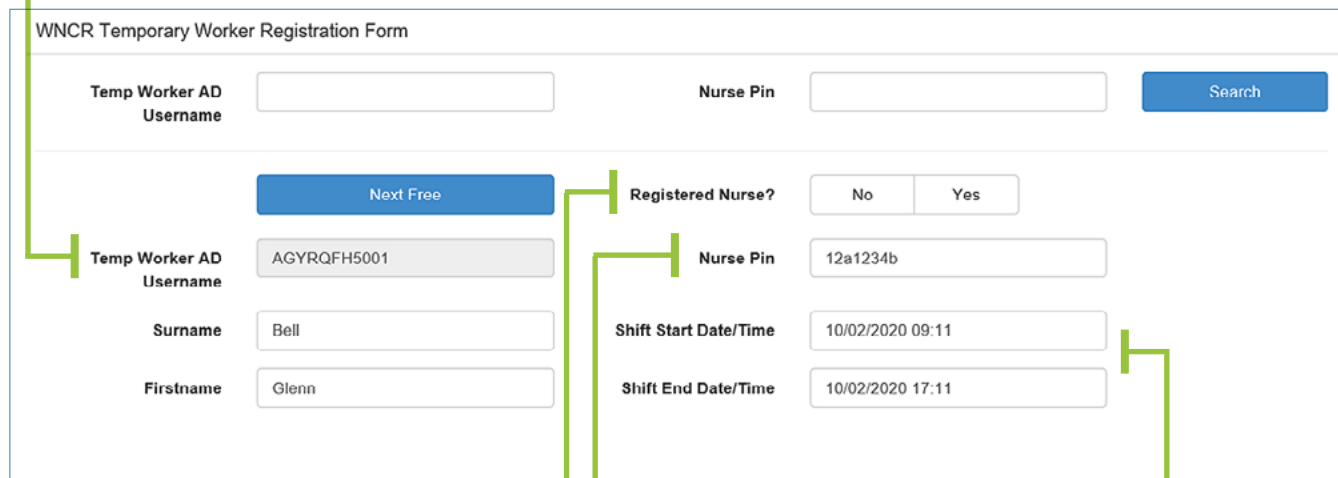
Select “Temp Worker Registration” from the drop-down menu.



To set up a WNCR account for a temporary worker, click or tap on “Next Free”.

A screenshot of the WNCR Temporary Worker Registration Form. The form is titled 'WNCR Temporary Worker Registration' and 'WNCR Temporary Worker Registration Form'. It contains several input fields and buttons. A green line points from the text 'on “Next Free”.' to the 'Next Free' button. The form fields include: 'Temp Worker AD Username' (input field), 'Nurse Pin' (input field), 'Search' (button), 'Next Free' (button), 'Registered Nurse?' (checkboxes for No and Yes), 'Temp Worker AD Username' (input field), 'Nurse Pin' (input field), 'Surname' (input field), 'Shift Start Date/Time' (input field), 'Firstname' (input field), 'Shift End Date/Time' (input field), and 'Set Password' (button). At the bottom, there is a section for 'WNCR Temporary Worker Registration History'.

A username will then be assigned to the worker and be displayed here. **Make sure the temporary worker makes a note of their username.**



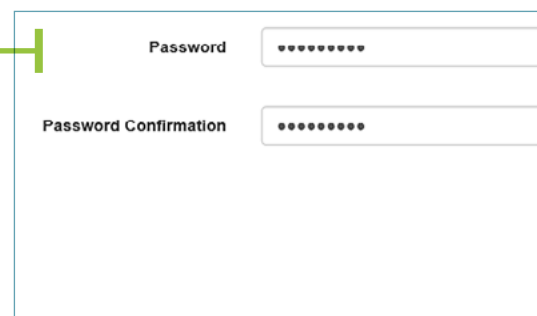
The image shows a 'WNCR Temporary Worker Registration Form'. It has two main sections. The top section has fields for 'Temp Worker AD Username' and 'Nurse Pin', with a 'Search' button. The bottom section has a 'Next Free' button, a 'Registered Nurse?' dropdown (with 'No' and 'Yes' options), and fields for 'Temp Worker AD Username' (containing 'AGYRQFH5001'), 'Surname' (containing 'Bell'), 'Firstname' (containing 'Glenn'), 'Nurse Pin' (containing '12a1234b'), 'Shift Start Date/Time' (containing '10/02/2020 09:11'), and 'Shift End Date/Time' (containing '10/02/2020 17:11'). Green lines with dots connect the text instructions to specific fields: one from the top text to the 'Temp Worker AD Username' field in the top section, and others from the bottom text to the 'Registered Nurse?' dropdown, the 'Nurse Pin' field, and the 'Shift Start Date/Time' field.

If the user is a registered nurse, ...and enter their Nurse PIN select “Yes”... here*

*If the user is a different health care professional or other user, add your agency employee number into the PIN field.

Complete this section by adding the users name and the date, start and end time of their shift.

Hand the device to the temporary worker and ask them to enter and confirm a memorable password* of their choice.



The image shows a 'Password Confirmation' form with two fields: 'Password' and 'Password Confirmation', both containing masked text (dots). A green line with a dot connects the text 'enter and confirm a memorable password*' to the 'Password' field.

Then click or tap on “Register” to complete the account set up.



The image shows two buttons: a green 'Register' button and a red 'Cancel' button. A green line with a dot connects the text 'click or tap on “Register”' to the 'Register' button.

*PASSWORDS MUST meet the following requirements in order for the reset procedure to complete successfully:

Be at least 8 characters long. Contain at least one Upper Case Letter, one Lower Case Letter and one Number

Passwords **MUST NOT** contain your first or last name or the temp worker username.

Entering the time and date of the beginning and end of a shift.

Click or tap “Shift Start Date/Time” or “Shift End Date/Time” to enter the times and dates of the temporary worker’s shift. Time and date default to the current time and date but can be changed in the dialogue box...

Click or tap to select the date from the calendar

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

10/02/2020 11:00

Then click or tap the time icon

To return to the calendar, click or tap the calendar icon

Tap or click on the up and down arrows to adjust the time.

12 : 21

Making shift end changes or deactivating a temporary user’s account. Begin by searching for the temporary worker’s account in the worker registration form.

You can search by the username or Nurse PIN.

WNCR Temporary Worker Registration Form

Temp Worker AD Username Nurse Pin

From here you can change and update the nurses shift end time or deactivate the account.

Status: Registered Nurse?:

Temp Worker AD Username: Nurse Pin:

Surname: Shift Start Date/Time:

Firstname: Shift End Date/Time:

PLEASE NOTE: that a temporary workers account will only be valid for the times of the shift you have entered. Accounts will be automatically deactivated 1 hour after the shift end time unless manually deactivated or the shift end time is updated sooner.

SEARCHING FOR A PATIENT

Once you have logged in to WNCR (see “Logging on to the Welsh Nursing Care Record” above).

Tap or click on Search to open the search window



Patient Search

Admissions Search

Hospital: Ward:

NHS Number	CRN	Name	DOB	Admission Date ▼	Consultant	Specialty	Action
No patients were found for this search criteria.							

The window opens on the admissions search by default. Select the hospital and ward your patient is on from the drop-down boxes and click or tap the blue search box to display a list of the patients currently admitted to that ward. For example...

Patient Search

Admissions Search

Hospital: Ward:

NHS Number	CRN	Name	DOB	Admission Date ▼	Consultant	Specialty	Action
	N4082719	SIT-TEST, Jolene	03-Dec-1990 (29 y)	03/12/2019 10:00	Mr RA Hurle	Urology	<input type="button" value="View"/>
	N4082694	O'WNCR, Jolene	15-Sep-1990 (30 y)	09/08/2019 08:00	Mr RA Hurle	Urology	<input type="button" value="View"/>
	N4082697	WNCRSIT, Frances	12-Nov-1968 (51 y)	04/08/2019 09:30	Dr HSN Santosh	Endocrinology	<input type="button" value="View"/>
	N4082695	SITWNCR, Binon	17-Oct-1982 (37 y)	01/08/2019 17:30	Dr F Edmunds	Cardiology	<input type="button" value="View"/>
	N4002696	WNCRSIT, Richard	01-Feb-1975 (45 y)	29/07/2019 10:00	Dr R Peter	General Medicine	<input type="button" value="View"/>

Tap or click on “View” to access your patient’s Assessments Summary... Note the status of the available assessments for this patient.

Assessments Summary

NHS No		Address	7 Church Road	Tel No (Home)	02920123456
CRN	N4082697		Penarth	Tel No (Work)	
Title	Mr.			Tel No (Mobile)	0789 726278
Surname	WNCRSIT	Postcode	CF64 1AE	Email	sittest@testing.com
Forename	Frances				
DOB	12-Nov-1968 (51 Y)				
Sex	Female				

Hospital	Ward	Consultant	Specialty	Start date	Updated Date	Status	Action
Princess Of Wales Hospital	POW - Bluebell Suite	Dr HSN Santosh	Endocrinology	15/05/2020 15:14	05/08/2020 11:00	Open	<button>Edit</button>
Princess Of Wales Hospital	POW - Bluebell Suite	Dr HSN Santosh	Endocrinology	25/11/2019 10:10	30/03/2020 11:51	Closed	<button>View</button>

Start a new assessment

Note the status of the available assessments for this patient.

- **OPEN** indicates an assessment has been started for this inpatient episode. Click or tap “Edit” to continue or add information to this assessment
- **CLOSED** indicates an assessment for a previous inpatient episode. Click or tap “View” to see the information captured during that episode. Please note: you cannot add anything to a closed assessment.

If this is a new inpatient episode and there are no open assessments tap or click “Start a new assessment” to begin your WNCR documentation for this episode.

Patient Search

Admissions Search

Hospital:

- Please Select -

Ward:

- Please Select -

Search

NHS Number	CRN	Name	DOB	Admission Date	Consultant	Specialty	Action
No patients were found for this search criteria.							

You can also search for an individual patient. On the search window, tap or click the Patient Search bar...

The below window will open and you can search by NHS Number, Hospital Number and/or demographics. Once you have found your patient **tap or click** on **“View”** to go to the Assessment Summary page for that patient.

Patient Search							
NHS Number:	<input type="text"/>	CRN:	<input type="text"/>				
Surname:	<input type="text"/>	Forename:	<input type="text"/>				
Date of Birth:	<input type="text"/>				<input type="button" value="Search"/>		

Admissions Search							
NHS Number	CRN	Name	DOB	Admission Date ▼	Consultant	Specialty	Action
No patients were found for this search criteria.							

STARTING A NEW ASSESSMENT

Tapping or clicking **“Start a new assessment”** from the Assessment Summary screen brings you to this page...

NHS No	432 044 8030	Address	2 Browns Drive	Tel No (Home)
CRN	N1029034		Southgate	Tel No (Work)
Title	Mr.		Swansea	Tel No (Mobile)
Surname	PERKINS	Postcode	SA3 2AE	Email
Forename	Jacob			
DOB	17-Apr-1948 (72 Y)			
Sex	Male			

Your patient’s location, consultant and speciality are pre-populated. The assessment start date and time defaults to the current time. You can change this if you are starting the form retrospectively.

If you know the Estimated Date of Discharge at this point complete that field. Otherwise leave it blank. **Click or tap “Start”** to begin the assessment.

Start New Assessment	
Hospital	<input type="text" value="Princess Of Wales Hospital"/>
Ward	<input type="text" value="Ward 6 IPWH"/>
Consultant	<input type="text" value="Dr A David"/>
Specialty	<input type="text" value="General Medicine"/>
Assessment Start Date	<input type="text" value="07/10/2020 08:15"/>
Estimated Date of Discharge	<input type="text" value="dd/mm/yyyy"/>
<input type="button" value="Start"/>	

NAVIGATING AROUND AN ASSESSMENT

The Assessment opens on the Assessment Home Page...

ROSSER, Terry Hugh (Mr)
24-Oct-1955 (64 y)
CRN: V126248K
NHS No: 400 441 0519

Assessment Summary

Assessment Home

Demographics

Cognitive Ability

Allergies

Infection Control

Care Support

Safeguarding

Admission Reason

Medical History

Surgical History

Mental Health History

Medication

Mental Capacity

Measurements

Care Domains (0/12)

Communication

Breathing

Nutrition & Hydration

Mobility

Bladder/Bowel

Personal Care

Mouth Care

Pain/Comfort

Skin

Sleep

Spiritual Beliefs

Health/Wellbeing

Assessment Homepage

Admission Details

Hospital	Velindre	Ward	First Floor: Ogmore & Usk Ward
Consultant	Prof Richard Alexander Adams	Specialty	Clinical Oncology
Date/Time of admission	11/11/2019 21:00		
Method of admission	Emergency	Source of admission	

Current Details

Hospital	Velindre	Ward	First Floor: Ogmore & Usk Ward
Consultant	Prof Richard Alexander Adams	Specialty	Clinical Oncology
Estimated Date of Discharge	<input type="text" value="dd/mm/yyyy"/>	Date fit for Discharge	<input type="text" value="dd/mm/yyyy"/>

Assessment Details

Status	Open		
Start Date/Time	15/01/2020 13:52	Last Updated Date/Time	15/01/2020 13:59
Closed Date/Time			

Last Update	Contributor
15/01/2020 13:59	Glenn Reil (C1094647)

Showing 1 to 1 of 1 entries

Save & Next

Complete & Next


Previous

1

Next

The Patient's location and details are displayed as before.

To the left of the screen is the navigation scroll bar. **Tap or click on the headings** to go directly to that section.

Note the arrow heads, , next to each section heading. These change colour according to the status of that section, as explained below.

At the bottom of each section you will see these buttons

Save & Next

Complete & Next

When you have entered the information you want to add to a section, **click or tap one of these buttons to proceed.**

SAVE AND NEXT

- Click or tap this option to proceed when you do not yet have all the answers to the questions in that section.
- Fill in the fields you do know the answers to
- The arrowhead will turn **yellow** next to the heading in the navigation bar
- You will be taken automatically to the next section
- You do not need to complete all the mandatory fields to click save and next

COMPLETE AND NEXT

- Click or tap this option when you have completed all the fields on that section
- You will be taken automatically to the next section
- The arrowhead will turn **green**
- You **MUST** complete all mandatory fields to use Complete & Next
 - If there are any incomplete mandatory fields, they will be highlighted like this...

this...



Possessions

Has a property disclaimer been completed?

This field is required

Comment 500 remaining

Enter details here

- Complete the mandatory fields and then you can use “Complete and Next”
- You can still return to the section to add information later, even when you use Complete and Next

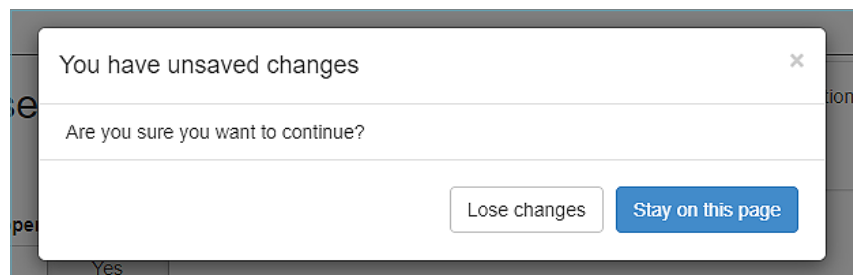


TOP TIP

The colour coding of the arrowheads next to the headings in the navigation bar give you a quick reference to the completeness of each section.

If you are interrupted during an assessment or pick one up from a colleague at hand-over, you can quickly see which parts of the assessment have been completed and pick up where it was left off.

If you try to navigate away from the current section without tapping or clicking on either button, you'll see this prompt...



Select “Stay on this page” to return to your work and save or select “lose changes” to move to another section without saving your work.



TOP TIP

Always click either “Complete and Next” or “Save and Next” whenever you add to a section. Otherwise you could lose your work in that part of the form and must re-enter the information.

RISK ASSESSMENT TOOLS

In addition to the Inpatient Assessment Documentation and Care Domains, there are 6 Core Risk Assessments included in this app:

- Purpose T Pressure Ulcer
- Pain
- Nutritional
- Patient Handling
- Falls and Bone
- Contenance

These can be accessed via the Risk Assessment heading in the navigation bar...

...to open the following table.

> Possessions
> Risk Assessments
> Care Plans
> Nurse Reports

Risk Assessments

Risk Assessment	Last Completed By	Date	Status	Due Date	Action
Purpose T Pressure Ulcer			Unassessed		New
Pain			Unassessed		New
Nutritional			Unassessed		New
Patient handling			Unassessed		New
Falls And Bone			Unassessed		New
Contenance			Unassessed		New

Start New Risk Assessment

Save & Next

Complete & Next

.... or through the links in the relevant Care Domain sections...

Nutrition and Hydration

Mobility

Bladder & Bowel

Skin

Complete Nutritional Risk Assessment - [Start Assessment](#)
None Completed

Complete Patient Handling Risk Assessment - [Start Assessment](#)
None Completed

Complete Falls Risk Assessment - [Start Assessment](#)
None Completed

Complete All Wales Continence Risk Assessment - [Start Assessment](#)
None Completed

Complete Pressure Ulcer Risk Assessment - [Start Assessment](#)
None Completed

Tapping or clicking “New” in the Risk Assessment table or “Start Assessment” in the Care Domain will take you to the relevant risk assessment tool.

Risk assessments are repeated throughout a patient’s stay. Where a previous assessment has been completed the Risk Assessment Table will have these buttons...

View

Print

New

... next to the risk assessment, like this...

Risk Assessments

Risk Assessment	Last Completed By	Date	Status	Due Date	Action
Purpose T Pressure Ulcer			Unassessed		New
Pain	Cheryl Entwistle (Ch125561)	07/10/2020 08:25	Completed		View Print New
Nutritional			Unassessed		New
Patient handling			Unassessed		New
Falls And Bone			Unassessed		New
Continence			Unassessed		New

[Start New Risk Assessment](#)

In this example, a pain assessment has been completed at the time and date stated. The name of the person who completed the assessment is also listed. You may now view or print the assessments **using the appropriate buttons or repeat the assessment by clicking “new”.**

Only the latest assessment is displayed in the table. **Tapping or clicking “View”** shows you all the previous assessments for this inpatient episode. Like this...

Pain Assessments

BackStart New

Date & Time	Completed By	Pain Assessment Tool Used	Pain Score	Equivalent Categorical Pain Score	Last Edited								
07/10/2020 08:25	Cheryl Entwistle (Ch125561)	Numerical (0-10)	0	<table><tr><td>NONE</td><td>MILD</td><td>MODERATE</td><td>SEVERE</td></tr><tr><td>✓</td><td></td><td></td><td></td></tr></table>	NONE	MILD	MODERATE	SEVERE	✓				<button>View</button> <button>Print</button>
NONE	MILD	MODERATE	SEVERE										
✓													

Showing 1 to 1 of 1 entries

Back

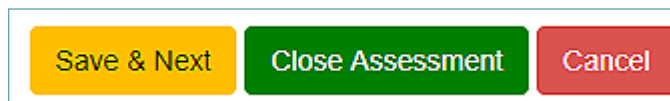
The other risk assessments work in this way too, making it easy to reassess the patient, view and track changes in the relevant risk in one place.

DISCHARGE CHECKLIST

When your patient ready to be discharged, complete the Discharge Check List, accessed from the navigation bar.

- Nurse Reports
- Discharge
- Summary

When the discharge checklist has been completed you will have the option to **“Save & Next”** or **“Close Assessment”**.



Choose **“Save and Next”** if you are not yet ready to close the assessment, or the patient is still on the ward. Choose **“Close Assessment”** when the patient has left the ward.

SUMMARY, PRINT AND AUDIT

The final three sections on the navigation bar are **Summary**, **Print** and **Audit**.

SUMMARY

Clicking or tapping on **“Summary”** allows you to view the information you have gathered so far into one, scrollable on-screen document. You can view a summary of the assessment at any time. You do not need to wait for an assessment to be complete to view the summary.

This may also be useful for other non-nursing staff who may need to review the assessment without editing it.

PRINT

Clicking or tapping on **“Print”** opens a printer friendly PDF version of the assessment.

PERKINS, Jacob (Mr.)
 17-Apr-1948 (72 y)
 NHS No: 432 044 8030
 CRN: N1029034

Assessment Summary
 > Mental Capacity
 > Measurements
 Care Domains (0/12)
 > Communication
 > Breathing
 > Nutrition & Hydration
 > Mobility
 > Bladder/Bowel
 > Personal Care
 > Mouth Care
 > Pain/Comfort
 > Skin
 > Sleep
 > Spiritual Beliefs
 > Health Wellbeing
 > What Matters To Me
 > Possessions
 > Risk Assessments
 > Care Plans
 > Nurse Reports

NHS Number 432 044 8030
 CRN N1029034
 Name PERKINS, Jacob
 Date of Birth 17-Apr-1948 (72 y)
 Address 2 Browns Drive, Southgate, Swansea, SA3 2AE

Welsh Nursing Care Record

Adult Inpatient Assessment

Demographics
Patient Details - Not Started

Patient Details
 NHS Number 432 044 8030

Patient Contact Details
 Home

From here, click on the printer icon  to print.

Please note, you cannot print directly from a mobile device. You will need to open the application from a desktop PC connected to a printer to print your assessment.

Please refer to your local policies and procedures for information on how and when to print your assessments

AUDIT

Tapping or clicking “Audit” opens a report showing who has contributed to or viewed your assessment in time and date order, with the latest access shown at the top of the page.

Click or tap on “View Data” next to each entry to see what was changed in the box below.

Audit Report			
Time	User	Description	Action
07/10/2020 08:30:15	Cheryl Entwistle (Ch125561)	Print Assessment ('Assessments')	view data
07/10/2020 08:25:32	Cheryl Entwistle (Ch125561)	Section updated ('Assessments')	view data
07/10/2020 08:25:32	Cheryl Entwistle (Ch125561)	New data input into section ('RiskAssessment_Pain_Unified')	view data
07/10/2020 08:16:03	Cheryl Entwistle (Ch125561)	New data input into section ('NavigationSections')	view data
07/10/2020 08:16:03	Cheryl Entwistle (Ch125561)	Clicks Edit Assessment ('Assessments')	view data
<< 1 2 >> Showing page 1 of 2			
Data for audit entry 07/10/2020 08:30:15			
Property	Old Value	New Values	
AssessmentId		108-bea782b2-cd3c-4f10-9ad7-19ed3baa6a90	
PatientId		N1029034	
UserName		Cheryl Entwistle (Ch125561)	



A HUGE **THANK YOU**

to all staff for supporting the WNCR and sharing their knowledge and skills with other members of the multidisciplinary team.



Welsh Nursing Care Record
(Hospital)