

What is changing?

On August 26th, 2015 we are **upgrading BC PSLs** so we can offer several new enhancements to our users.

BC PSLs Handlers will notice **faster system performance** and **improvements to the Safety Learning Form** (follow-up):

- **Orange text** in the navigation panel to help you identify which **sections contain data**
- **New record headers** that remain visible at the top of each screen as you navigate throughout a record
- **New “Last updated”** field so you can see who made the most recent changes to a record
- **Automatically remain in a record after you click “Save”** (no longer need to “Return to record”)

Note: This bulletin is an overview of the most significant improvements. If you have questions or need help after the August 26th upgrade, please contact your Health Authority BC PSLs Coordinator.

What you need to know!

Headings for record sections are **bold orange** if they contain data

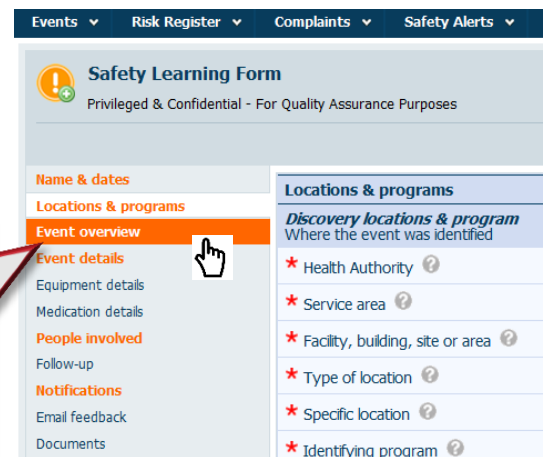
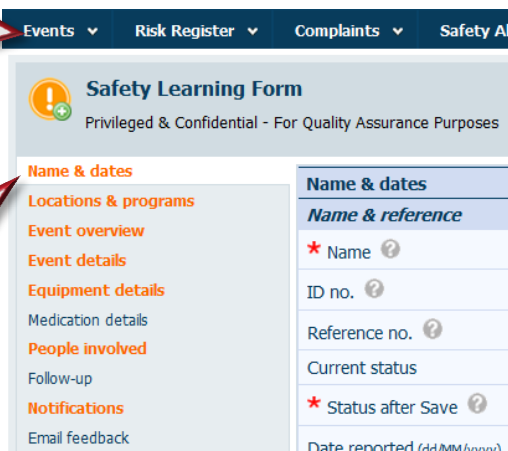
At a glance, you’ll be able to identify which sections of a record contain data without having to click in and out of every section to check. That means you can open only those sections that contain data and review them. In addition, as you move your cursor (mouse) over each section heading it will be **highlighted orange**, making it easier to make your selection.

Tip! Just because the section is **orange** does not mean all of the fields in that section are complete, just that there is some data in that section. You may still need to add or correct important details about the event!

Tip! Click “Events” to return to the main menu, or the down arrow for more options.

Bold “orange” text shows you which sections of a record contain data, saving you time.

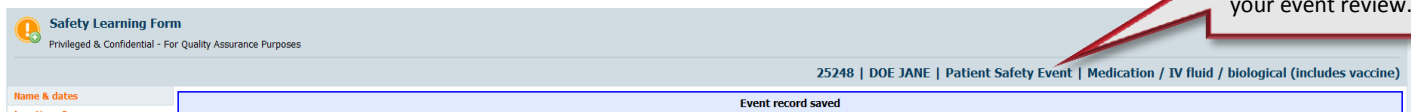
Each section turns “orange” as you move your cursor over it, making navigation easier.



New record headers at the top of every page

Record headers with Event ID number, patient name and category of event remain visible as you move throughout a report.

New record headers at the top of every page provides context during your event review.



New “Last updated” field

Quickly identify when a record was last updated and by whom.

Tip! If you need to see all changes made to a record, when the changes were made, and the users involved, click on the “**Audit trail**” for a complete history.

This screenshot shows a record view with several callouts. On the left, a callout points to the 'Audit trail' link, stating: 'Click on the “Audit trail” to see all changes made to a record.' In the center, a callout points to the 'Last updated' field, stating: 'New “Last updated” field shows you who updated the record last.' The record details include: 'Date opened (dd/MM/yyyy) 03/02/2015', 'Handler Taylor, Annemarie - Executive Director', and 'Last updated Jesse St. Mars 31/03/2015 12:04:20'. A 'Discovery date & time' link is also visible.

Remain in a record after you click “Save”

When you make changes to a record and click “Save,” a message will appear at the top of the screen to confirm “Event record saved.” You will remain at your current place in the record and the system will no longer close the record and require you to “Return to record” (reopen) if more changes are needed. If you are finished with the record you can close it and move on to another activity, or log out.

This screenshot shows a record view with a callout pointing to a message at the top of the screen. The callout states: '“Event record saved” message will show when you click “Save” and you will remain in that record.' The message itself says 'Event record saved'. The record details include: '25248 | DOE JANE | Patient Safety Event | Medication / IV fluid / biological (includes vaccine)'. The page title is 'Safety Learning Form' and it includes a disclaimer: 'Privileged & Confidential - For Quality Assurance Purposes'.

Move from record to record with the click of a button

Handlers and other users who review multiple records in one session will appreciate the ability to quickly move from record to record by clicking the “previous” or “next” arrow keys located in the lower left corner of a record. Buttons to save, cancel, go to the first/last record and view menu options are also available.

This diagram shows a set of navigation buttons with callouts. The buttons are: 'Menu' (document icon), 'Save' (floppy disk icon), 'Cancel your change' (red X icon), 'Go to first record' (left arrow icon), 'Previous record' (left arrow icon), 'Next record' (right arrow icon), and 'Go to last record' (right arrow icon).

What else do I need to know?

These changes will be in place by the **end of day August 26th** following a period of system downtime required for the upgrade. During the downtime, your organization will have a paper option available to you if you need to report a patient safety event.

If you need help or have questions, please contact your BC PSLs Coordinator.