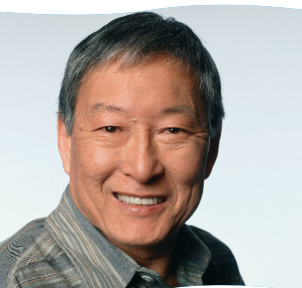


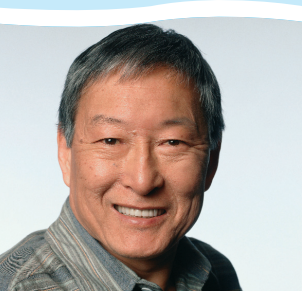
CAREnotes|CORE TRAINING



Course Name	CareNotes CORE
Overview	<p>The CareNotes CORE training course provides all the vital foundations necessary to start using the CareNotes system and is aimed at everybody within the care team.</p> <p>Through classroom led tuition, users will see how CareNotes mirrors the key features of paper case notes in electronic form and shows them how to access information quickly and efficiently.</p> <p>CareNotes is based on documents which are in use within your organisation on a daily basis. Users will be able to instantly relate to the system and access a set of case notes effortlessly and understand them intuitively.</p>
Who should attend?	Care Team Clinicians & Care Team Administrators.
What are the minimum requirements for attendees?	It is assumed that delegates will be familiar with using a keyboard, mouse and Microsoft Windows.™
What areas does this cover?	<ul style="list-style-type: none"> ✓ How to input information into the system ✓ How to perform basic and more advanced searches ✓ How to register clients ✓ How to add Care Team members ✓ How to save documents and authorise changes ✓ How to set alerts ✓ How to attach external documents ✓ How to create letters from templates ✓ How to identify icons.
Time Required	Full day.
At the end of the course	Users will have learnt the skills required to use CareNotes on a daily basis; to process care records and client information efficiently, saving valuable time and giving users 'more time to care'.
Linked Courses	This course should be followed by either CareNotes CRS, CareNotes CAMHS or CareNotes SM.

STRAND | TECHNOLOGY

CAREnotes|CRS TRAINING



Course Name	CareNotes CRS
Overview	<p>The CareNotes CRS course provides care team members within the adult mental health service with a more in depth knowledge of the CareNotes functionality specific to their job role.</p> <p>Through classroom led tuition, users will learn how to use the system to care for their clients from initial contact, through all their spells and episodes of care, contacts with other disciplines and external agencies and onto their ultimate discharge.</p> <p>Clinicians will gain the skills to review and analyse the care being provided. They will learn how to authenticate notes and the other crucial aspects of case note security.</p>
Who should attend?	Care Team Clinicians & Care Team Administrators.
What are the minimum requirements for attendees?	<p>The CareNotes Core training module must be completed before this module is attempted.</p> <p>It is assumed that delegates will be familiar with using a keyboard, mouse and Microsoft Windows.™</p>
What areas does this cover?	<ul style="list-style-type: none"> ✓ How to create a referral / spell ✓ How to create an episode ✓ How to schedule an event / create appointments ✓ How to create and work with clinical documents ✓ How to close an episode or spell ✓ How to re-open a discharged client or reopen a spell or episode ✓ How to recognise the document names and icons ✓ Summaries of the documents and how to access them.
Time Required	Full day.

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