

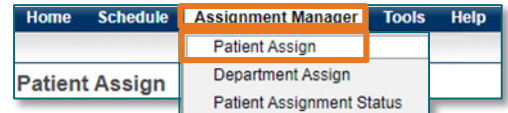
During nursing change of shift, it may be necessary for the Virtual Observation Technician to look up a nursing assignment on Clairvia so the nursing contact information can be updated.

Viewing Patient Assignments

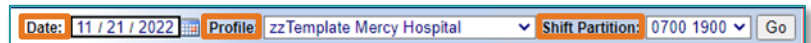
STEP 1: From the **Intranet** page, select **Clairvia** from the **Quick Links** search and save as a **Quick Link**.

STEP 2: Sign in to **Clairvia Web**.

STEP 3: In the toolbar, select **Assignment Manager**.
▪ Then click **Patient Assign**.

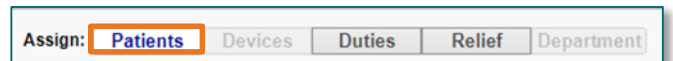


STEP 4: In the top right-hand side of the screen, click **Profile**.

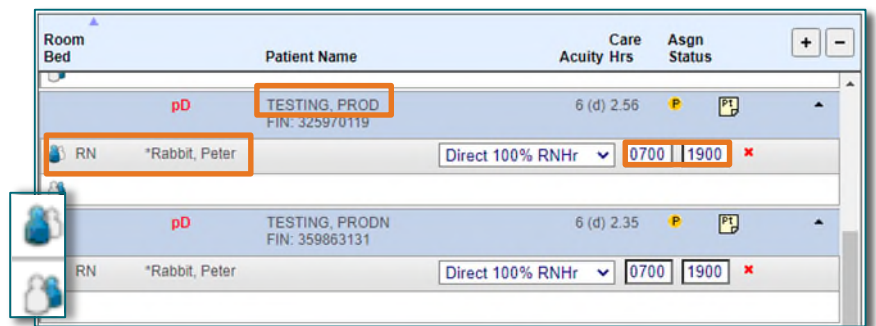


- Select which hospital and unit to view the patient assignment.
- Make sure the **Date** and **Shift Partition** are correct.

STEP 5: In the top left corner of the screen, click **Patients**, next to **Assign**.



STEP 6: The first box below the patient is reserved for the **primary caregiver**, as indicated by the icon with the **blue** person on the **left**. Assigned care hours for the nurse's shift displays on the right.



- The second box below the patient is reserved for **relief staff**, as indicated by the icon with **blue** person on the **right**.

STEP 7: From the touch screen, update the nurse's name and any contact information for each patient in the Note.

NOTE: Repeat Step 3 through Step 6 for each patient under observation.