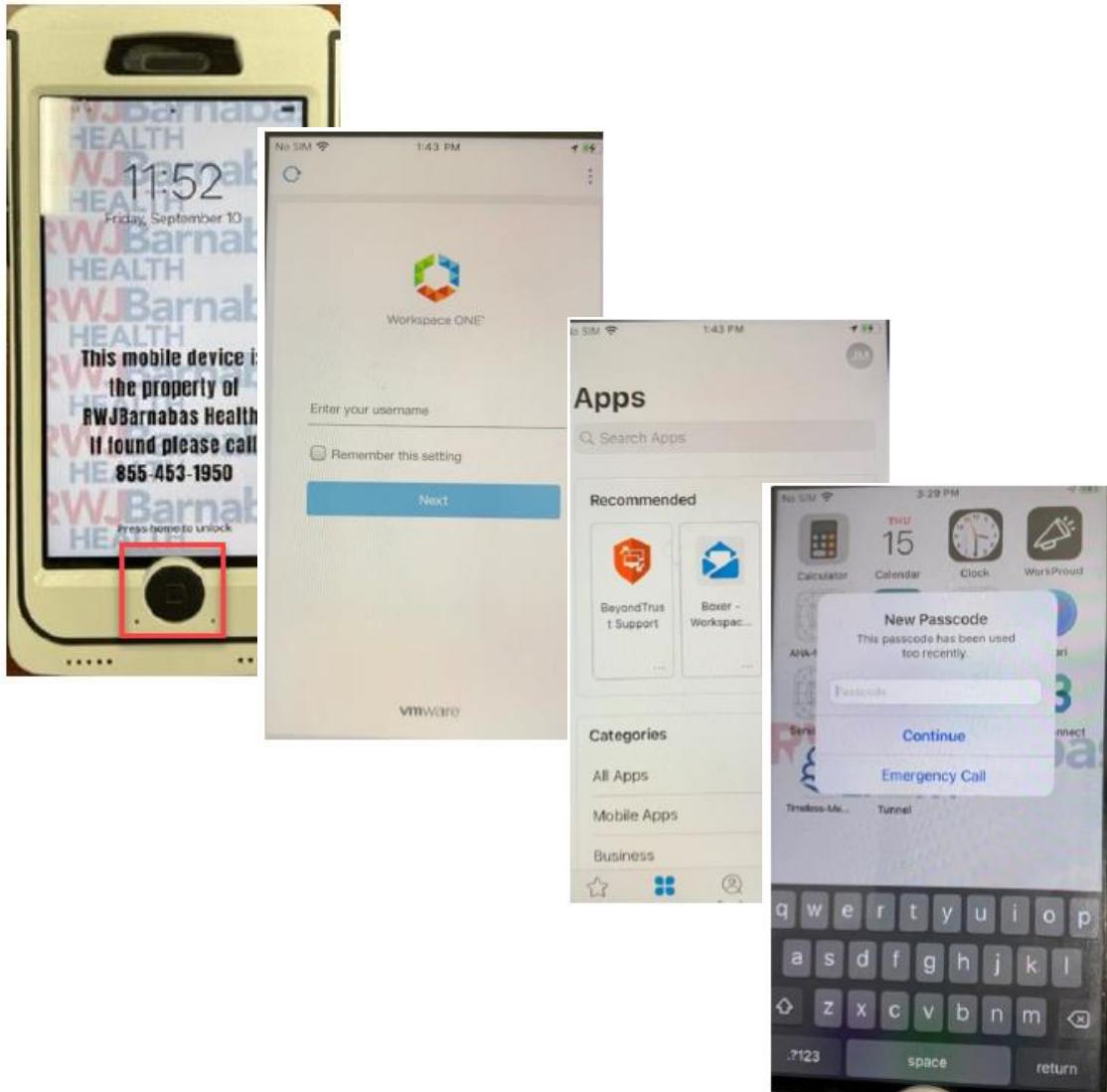


# Epic Rover and Vocera Vina Workflows

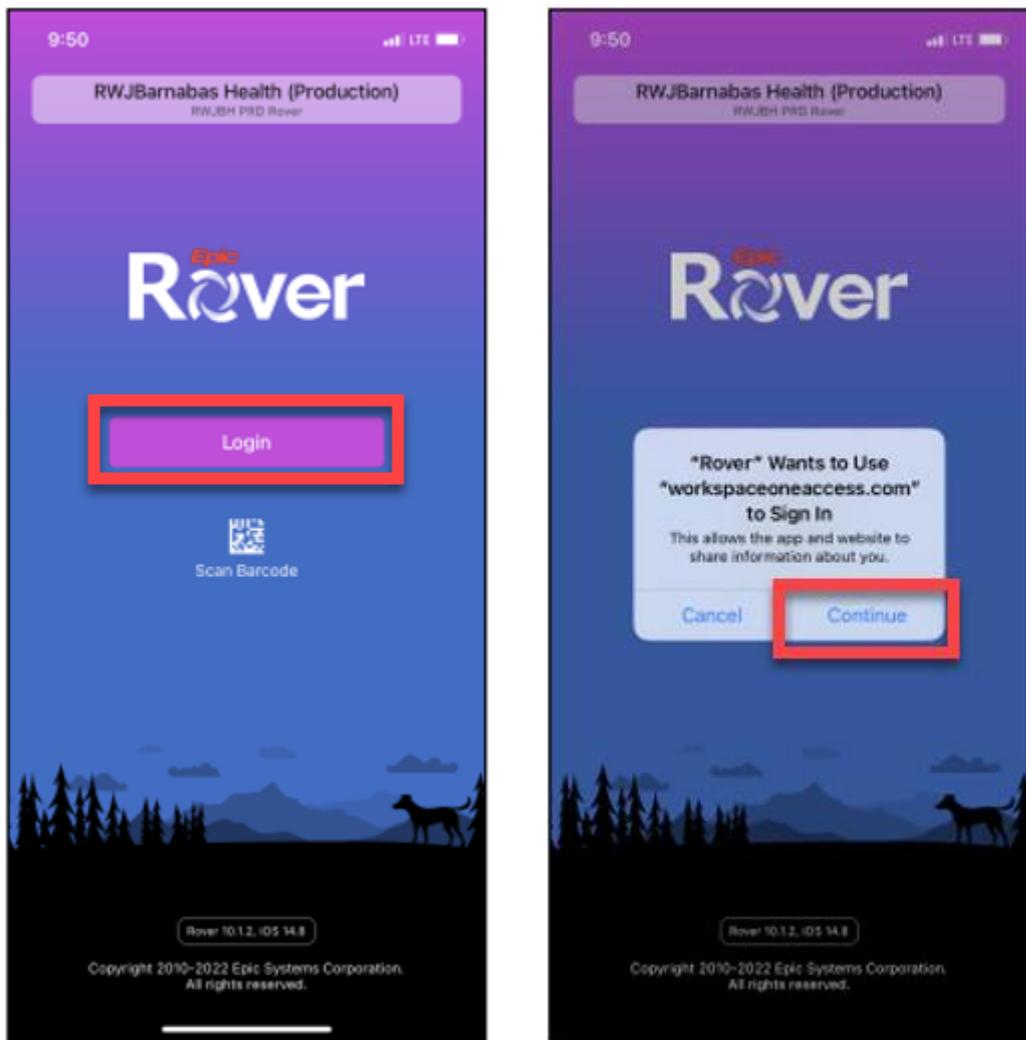


# Device Sign In



- Press the Home button on the device to login
- Follow the prompts to enter your username and password
- Upon logging in the Hub application will open
- Press the Home button and you will be prompted to create a **shift-specific** Passcode to unlock the device throughout today's shift

# Workspace One Sign In



- Confirm that RWJBarnabas Health (Production) is listed as the environment at the top of the screen
- Select Login and tap Continue when prompted to sign in using workspaceoneaccess.com

If RWJBarnabas Health (Production) is not listed, tap the environment name at the top and navigate to the Production environment.

# Shift Sign In

9:37

Skip Shift Details **Next**

Role: Registered Nurse >

Start Time: 4/26/22 09:37

End Time: 4/26/22 21:37

8H 12H

Contact Type: Phone >

Contact Number: 401-441-9500

Comment: >

Service: Nursing >

9:37

Back Select Patients Departments: 1, Patients: 0 **Sign In**

Add Department +

SOM 1E GERIATRICS  
Selected patients: 0 | **SELECT ALL**

SOM 2E CARDIOLOGY  
Selected patients: 0 | **SELECT ALL**

SOM 2W CARDIOLOGY  
Selected patients: 0 | **SELECT ALL**

SOM 4...  
Selected patients: 0 | **SELECT ALL**

SOM 4W N...  
Selected patients: 0 | **SELECT ALL**

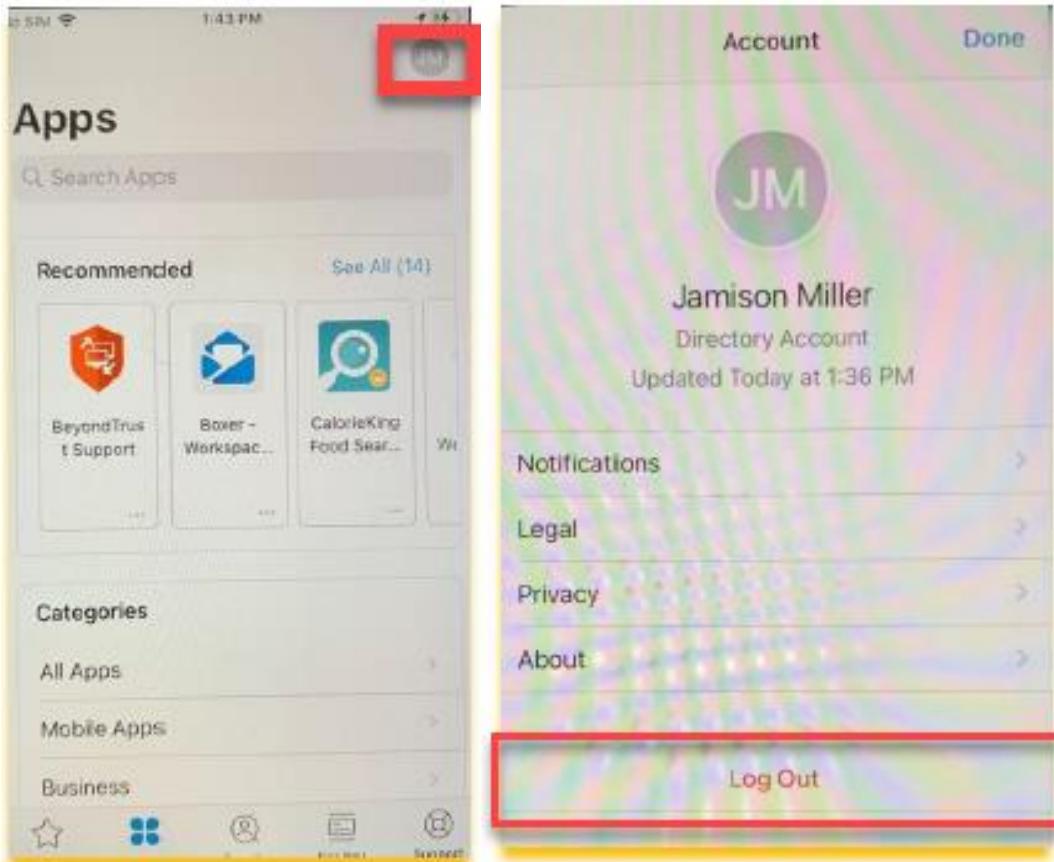
SOM 2...  
Selected patients: 0 | **SELECT ALL**

SOM 1PA...  
Selected patients: 0 | **SELECT ALL**

SOM 1PAV ORTHOPEDICS  
Selected patients: 0 | **SELECT ALL**

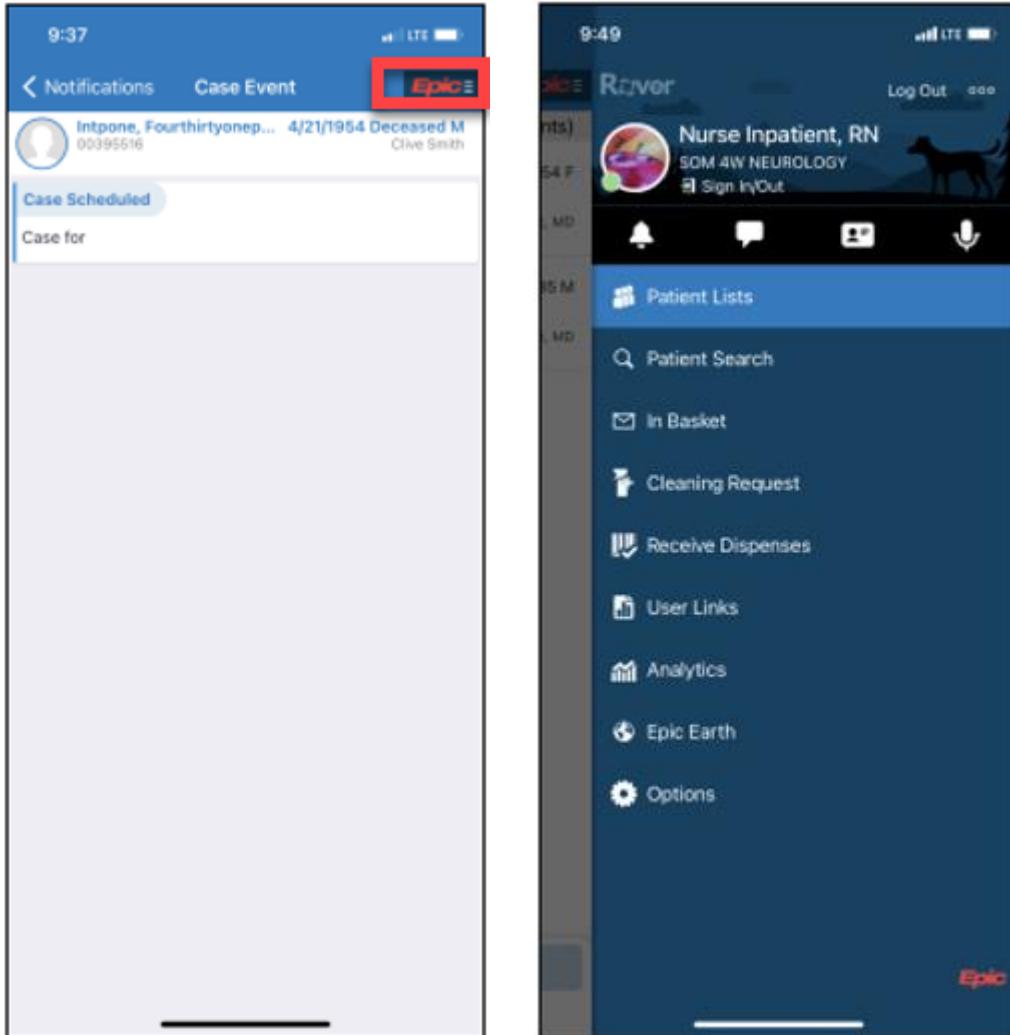
- On Shift Details screen confirm or update all information before selecting Next
- On the Select Patients screen select the correct department or patients from the list before tapping Sign In

# Shift Sign Out



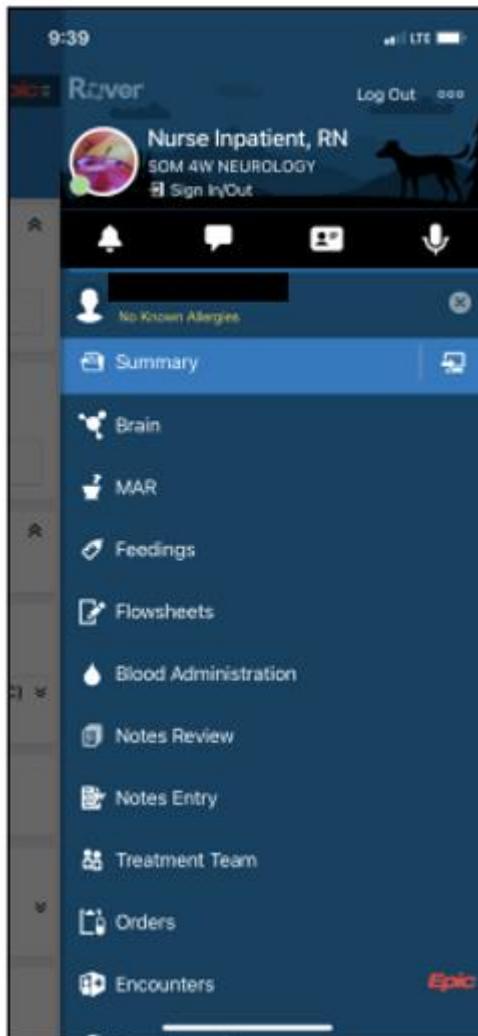
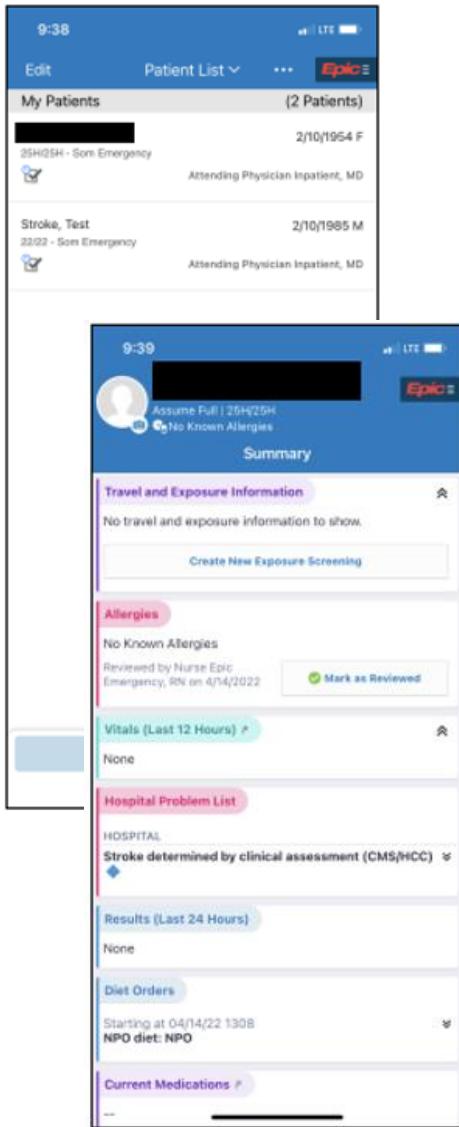
- At the end of the shift all team members **must** sign out of the mobile devices
- Open the Hub application and tap your initials at the top right of the screen
- Select the Log Out option and confirm that the device returns to the initial sign in screen with fields for the Username and Password

# Case Events and Rover Navigation



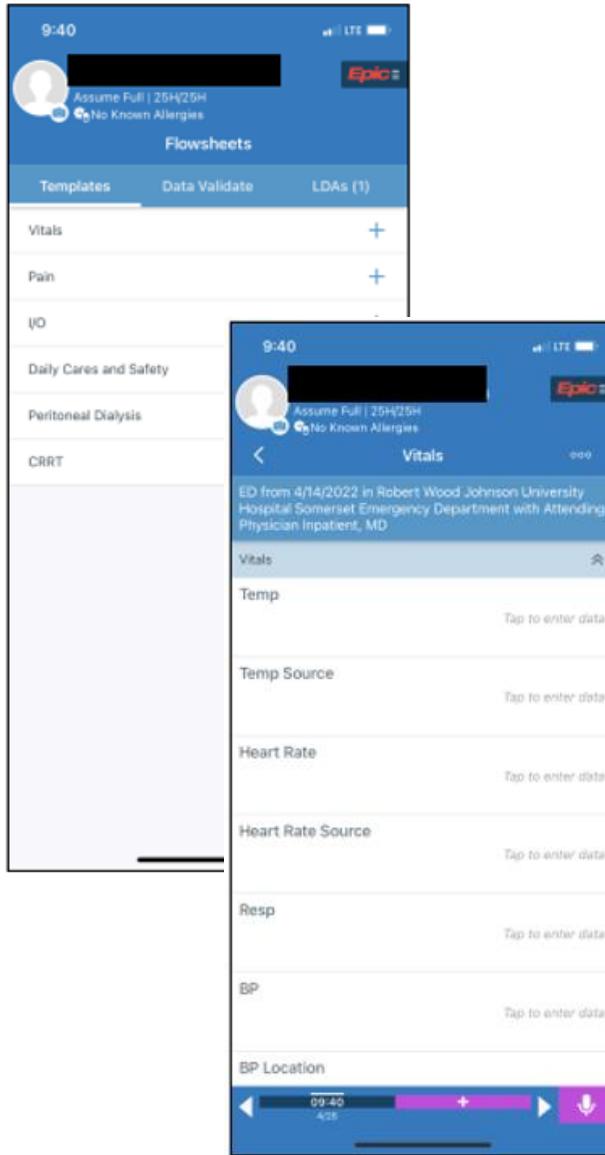
- If there are any Case Events ( such as a scheduled procedure) that have occurred the Case Events screen will appear to notify the user; open the patient's chart by tapping on the row with their name and information
- To navigate to general Rover activities tap the Epic button in the upper right of the screen to open the menu

# Patient List and Chart Navigation



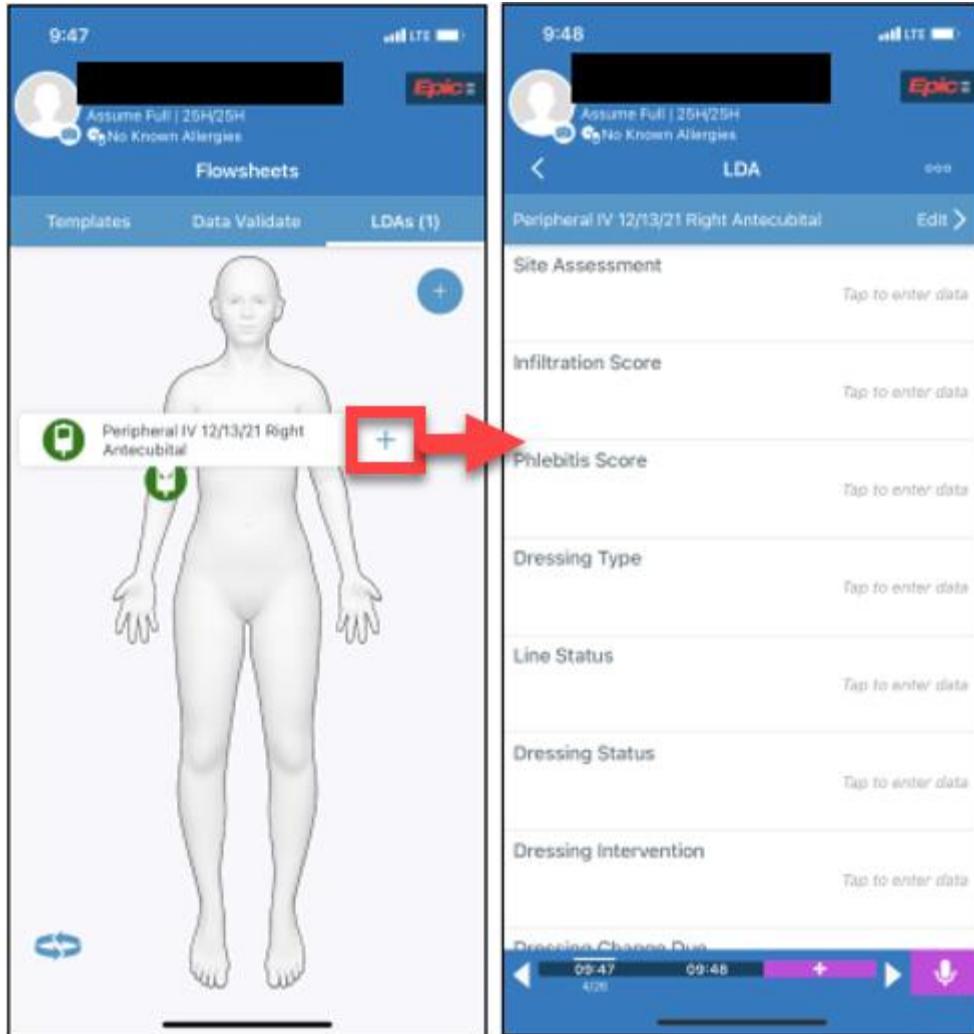
- From the Patient List users can tap on a patient to open the Summary activity
- To navigate to other patient activities tap the Epic button in the upper right corner of the screen to open the menu

# Flowsheets - Templates



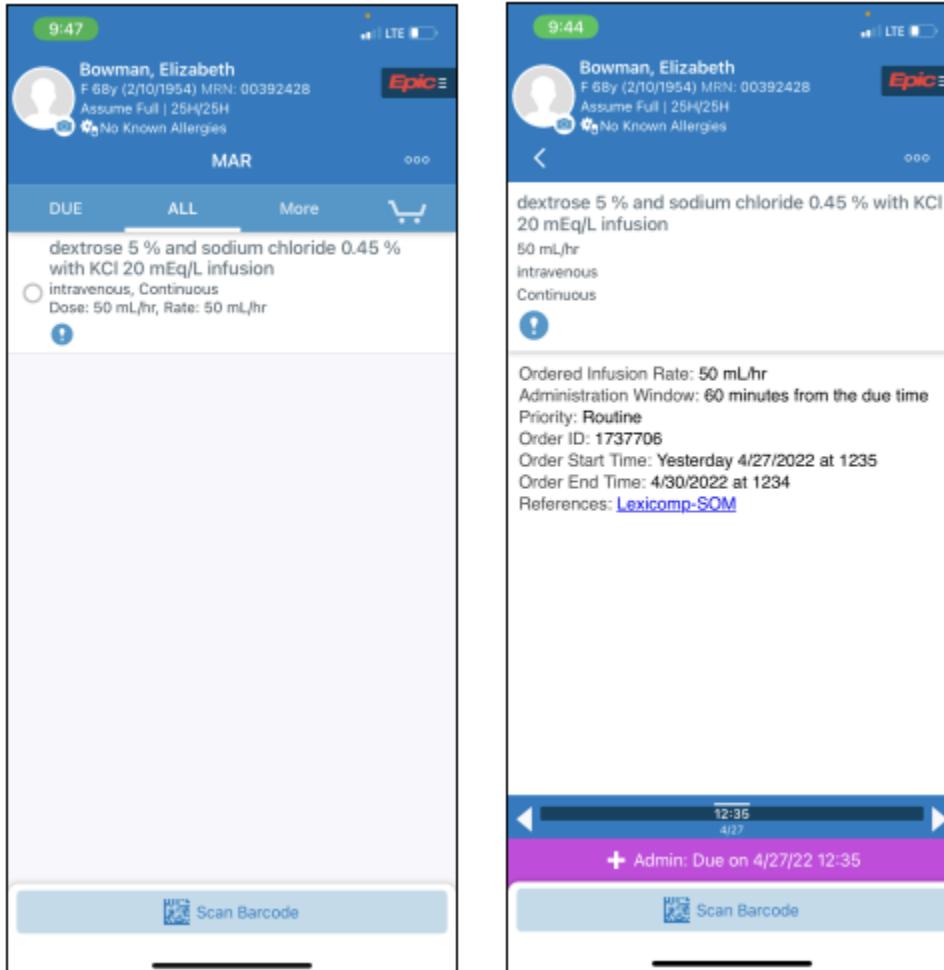
- Tap the + icon to begin an entry onto any of the available flowsheets
- Tap on a row to open the data entry screen, or tap the microphone in the bottom right to dictate entries

# Flowsheets - LDAs



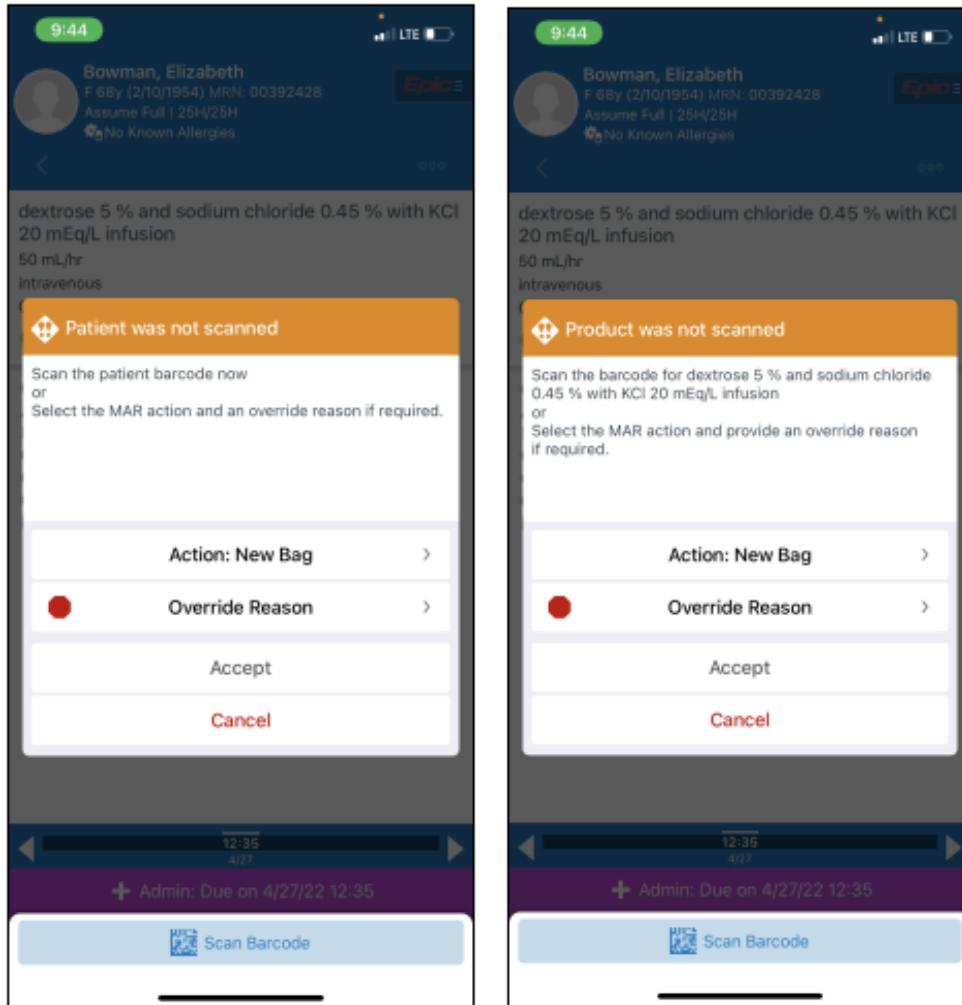
- From the LDAs section, tap on an existing LDA to review information and tap the + icon that appears to create a new assessment
- To enter a new LDA tap the + icon in the blue circle to the upper right of the avatar and follow the prompts

# MAR – Review Details



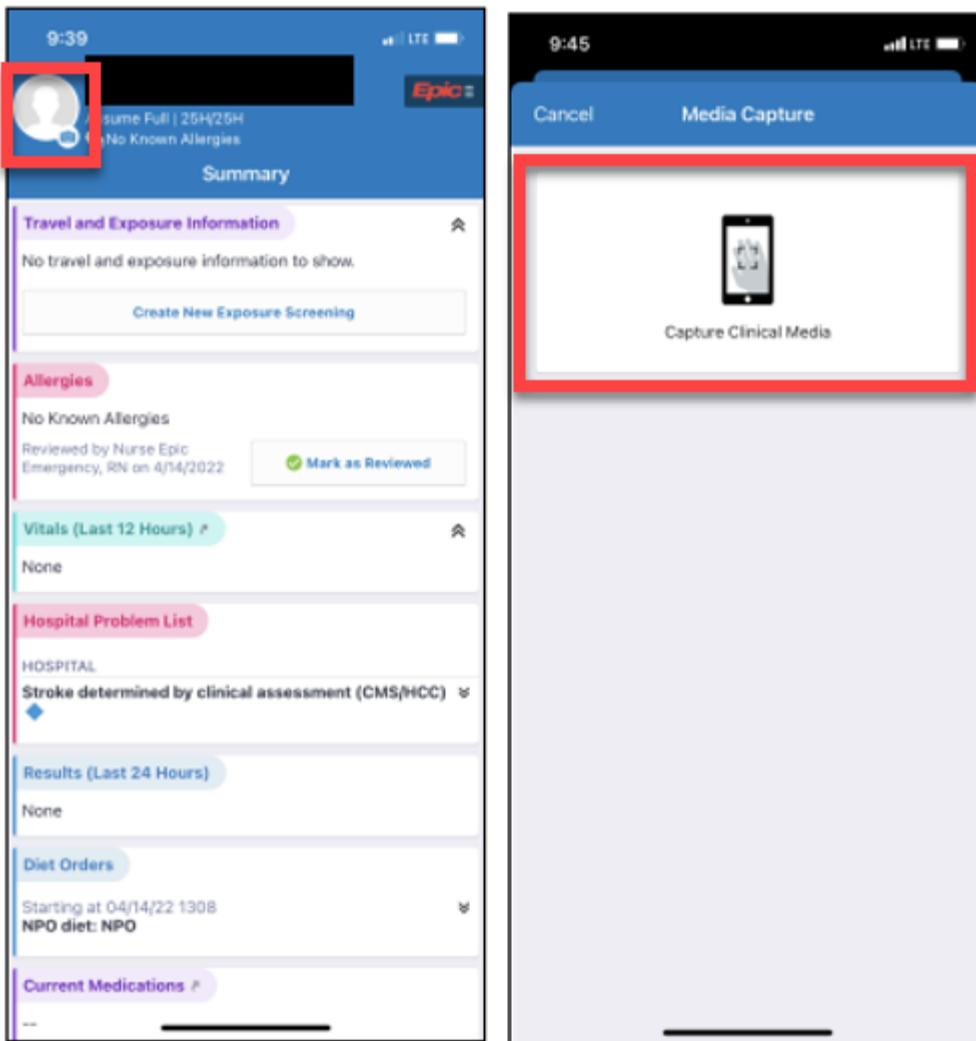
- In the MAR activity, select a medication to open the order details
- Tap the + Admin Due button to document an administration

# MAR – Document an Administration



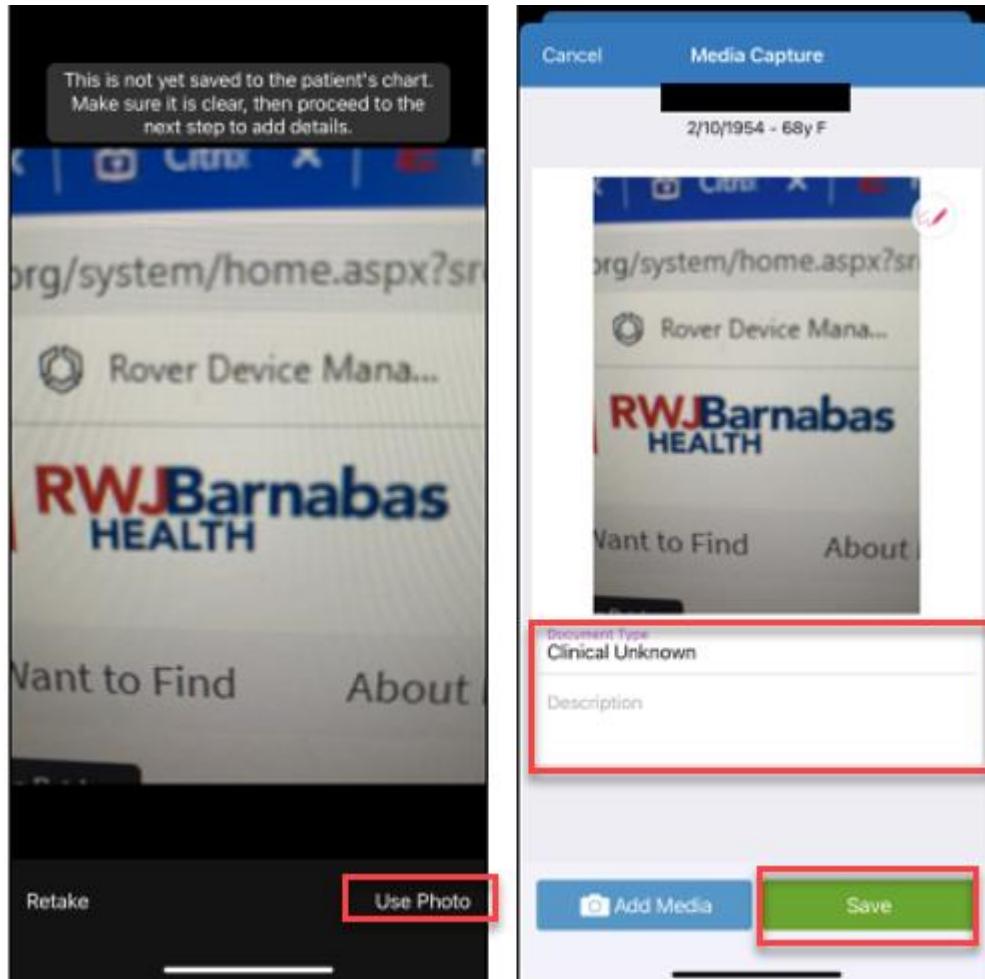
- When the Patient and Product scan prompts appear tap the Scan Barcode button at the bottom to scan, or select an Override Reason before tapping accept

# Capture Clinical Media



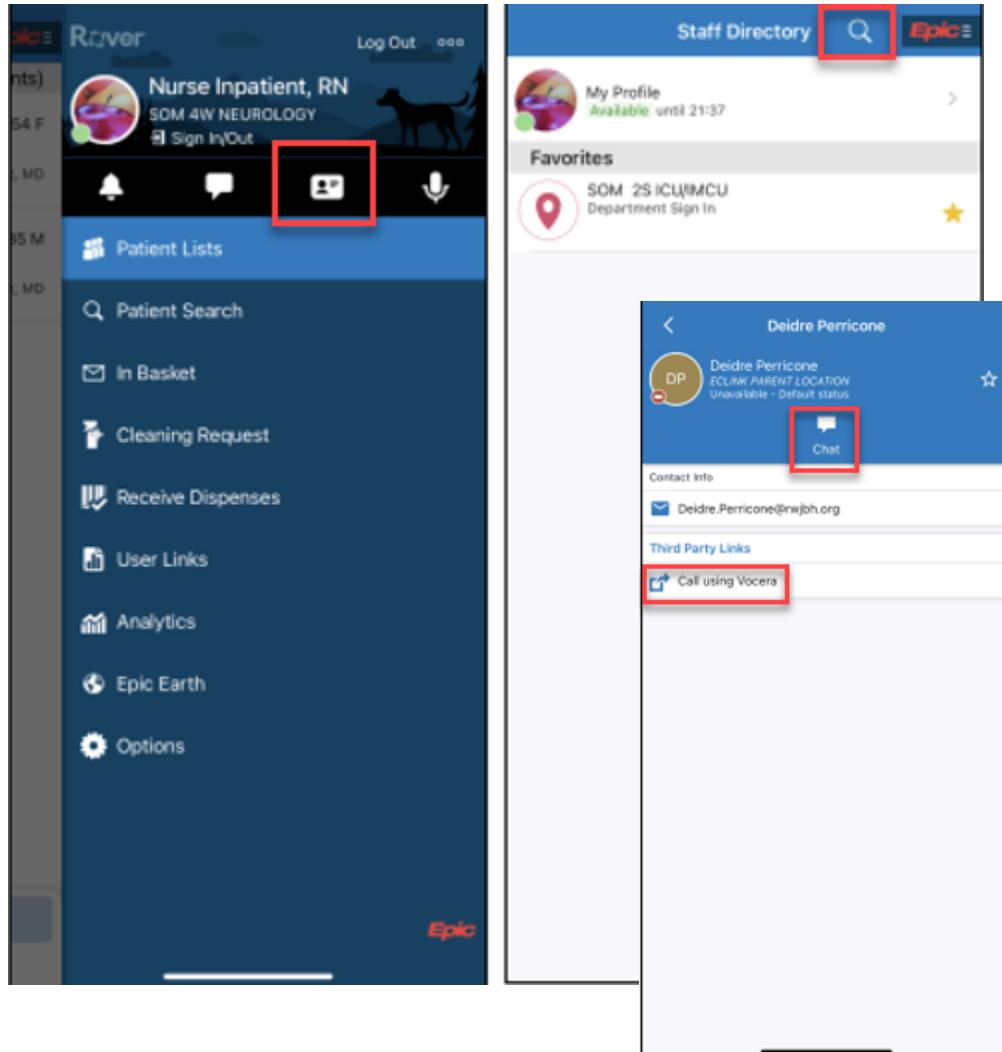
- Tap the patient photo area in the upper left of the screen to open the Media Capture activity
- Tap the Capture Clinical Media button to open the camera

# Capture Clinical Media



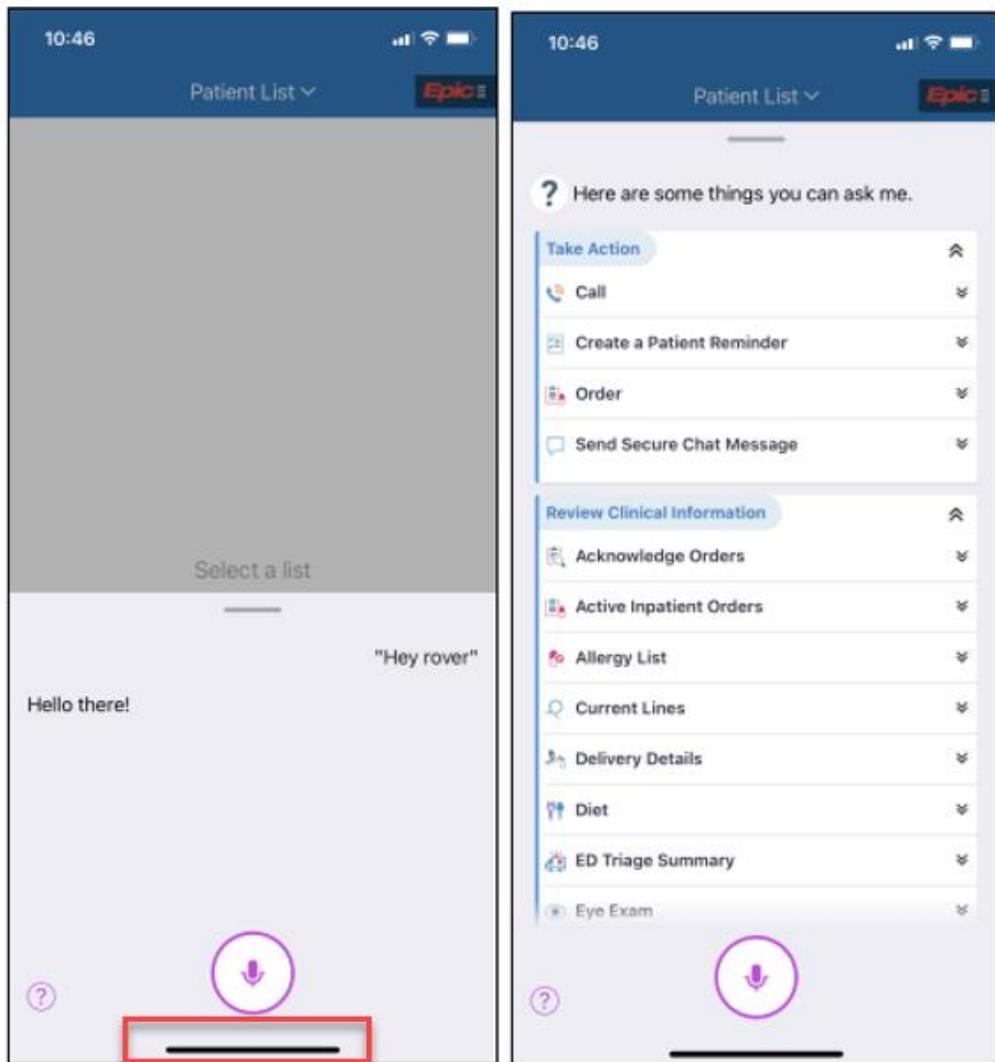
- After capturing the photo, select the Use Photo button to proceed
- Confirm the correct Document Type and add a Description, if needed, before pressing the Save button
- Additional photos can be uploaded by using the Add Media button

# Staff Directory – Secure Chat and Vocera Calling from Rover



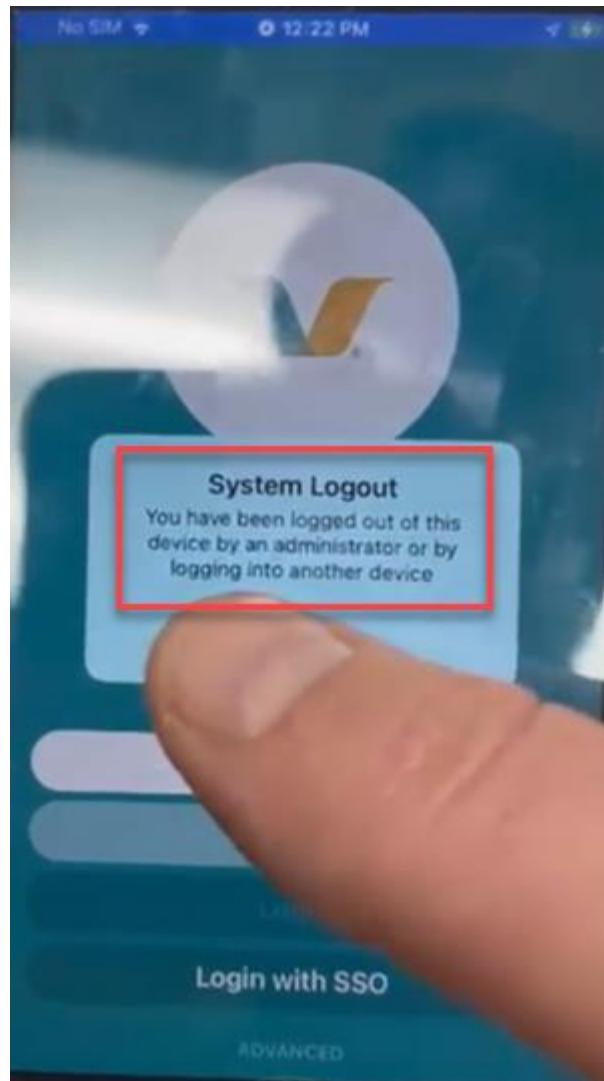
- From the Epic menu, tap the Staff Directory Icon to open the activity
- Select a department or team member from your Favorites, or use the magnifying glass icon to search for the desired team member or group
- Once the desired team member or group is selected, use the Chat button to open an Secure Chat message or the Call using Vocera button to call via the Vocera Vina application

# Hey Epic (Mobile App Voice Assistant)

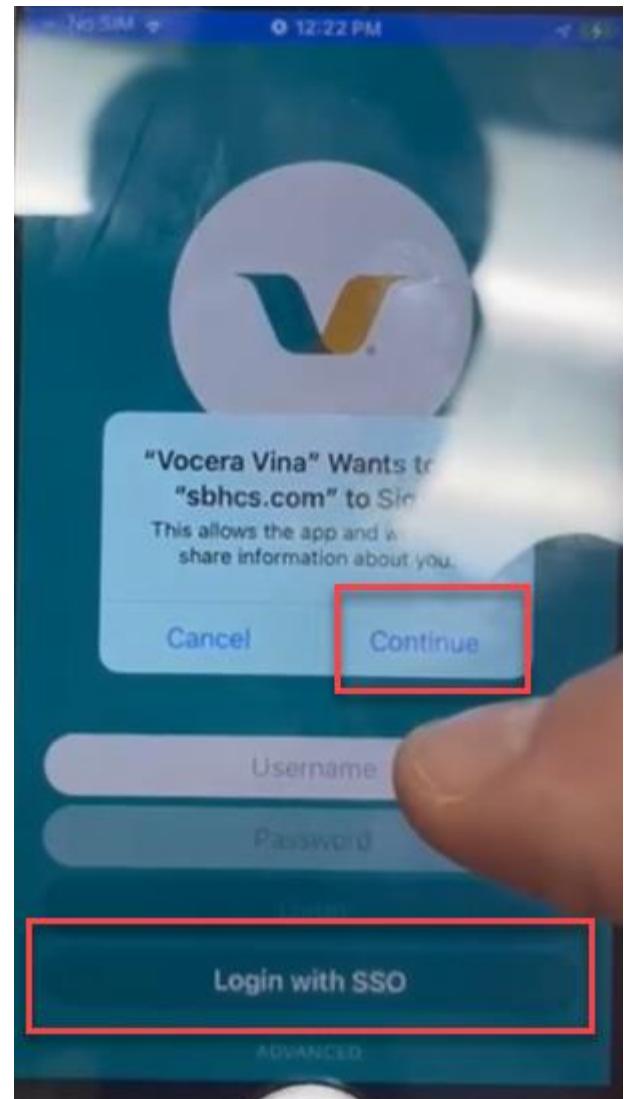


- From any Rover screen, swipe up to open the Hey Epic voice assistant
- Tapping the ? icon in the lower left displays some of the commands that can be used

# Vocera Vina Login

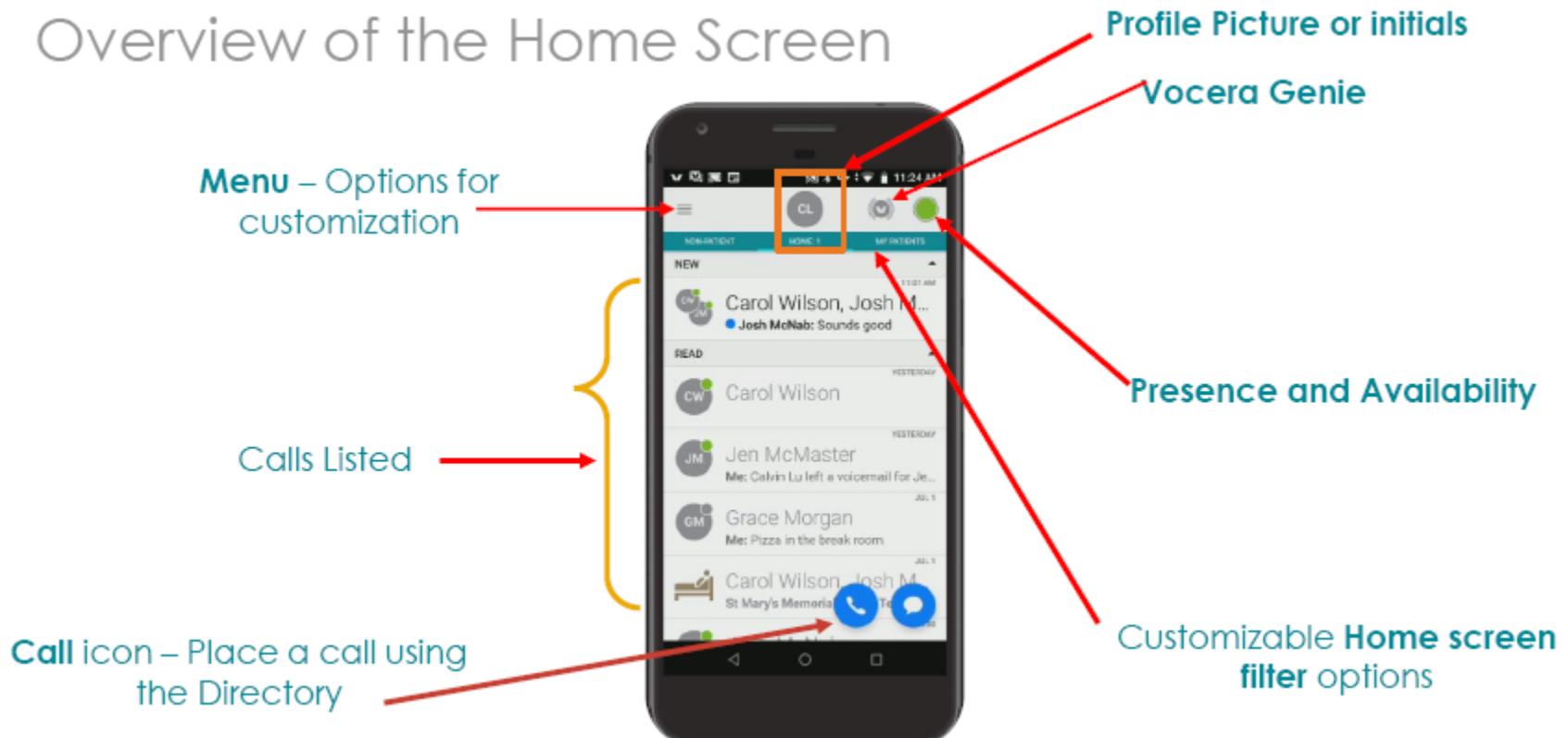


You will see a system logout message for when a previous user was logged out. Press OK, then the Login with SSO button to login.



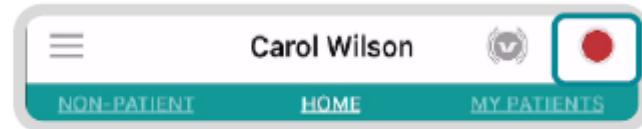
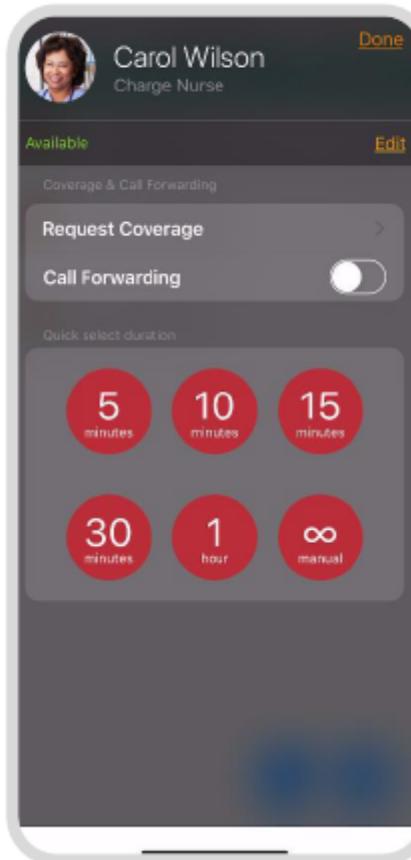
# Vocera Vina – Home Screen

## Overview of the Home Screen



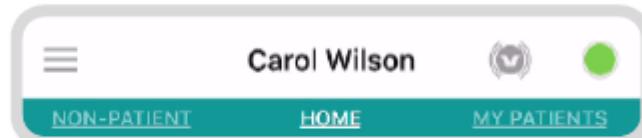
# Vocera Vina – Availability Status

## Presence and Availability



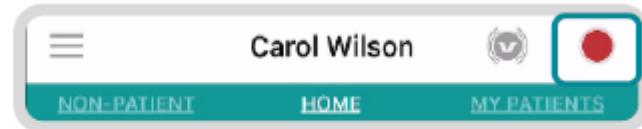
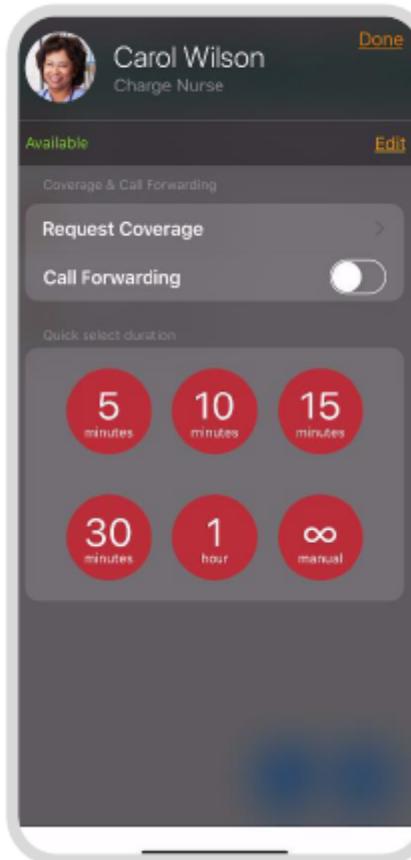
- Select the Presence and Availability indicator in the top right corner of the home screen to reveal options for a custom availability message, requesting coverage, forwarding calls, and not receiving alerts
- Approved preconfigured options to set Do Not Disturb time are available along with the option to forward incoming calls

- A single tap of an Unavailable (red) indicator returns your status to Available



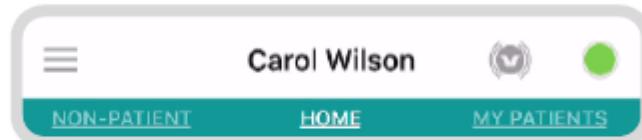
# Vocera Vina – Availability Status

## Presence and Availability



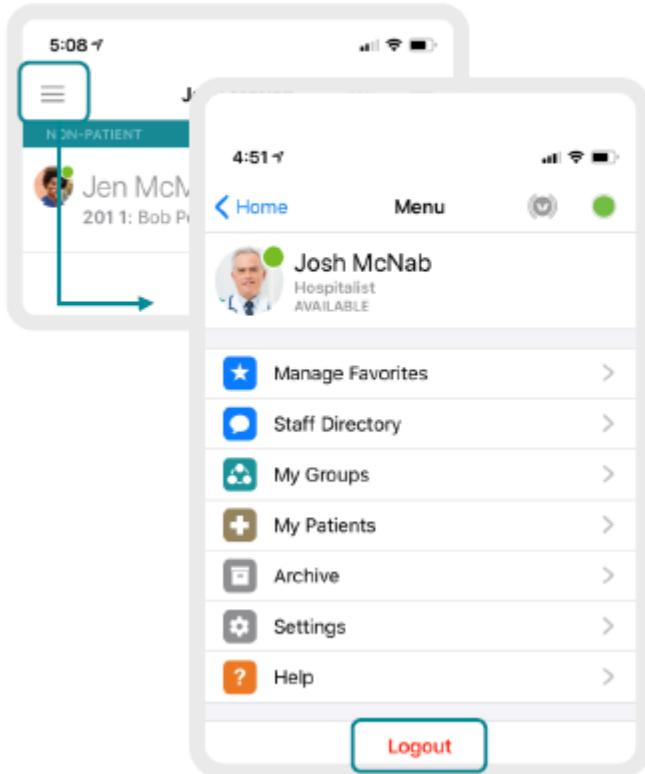
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# Vocera Vina – Menus

## Menu Options



### Manage Favorites

- Flag the individuals and groups you contact frequently

### Staff Directory

- Searchable Directory of all Staff and Groups

### My Groups

- View or edit your Group memberships

### Settings

- Access your user profile and site location as well as options to set a PIN, adjust the message font size, and Change the left and right tabs of the home screen

### Help

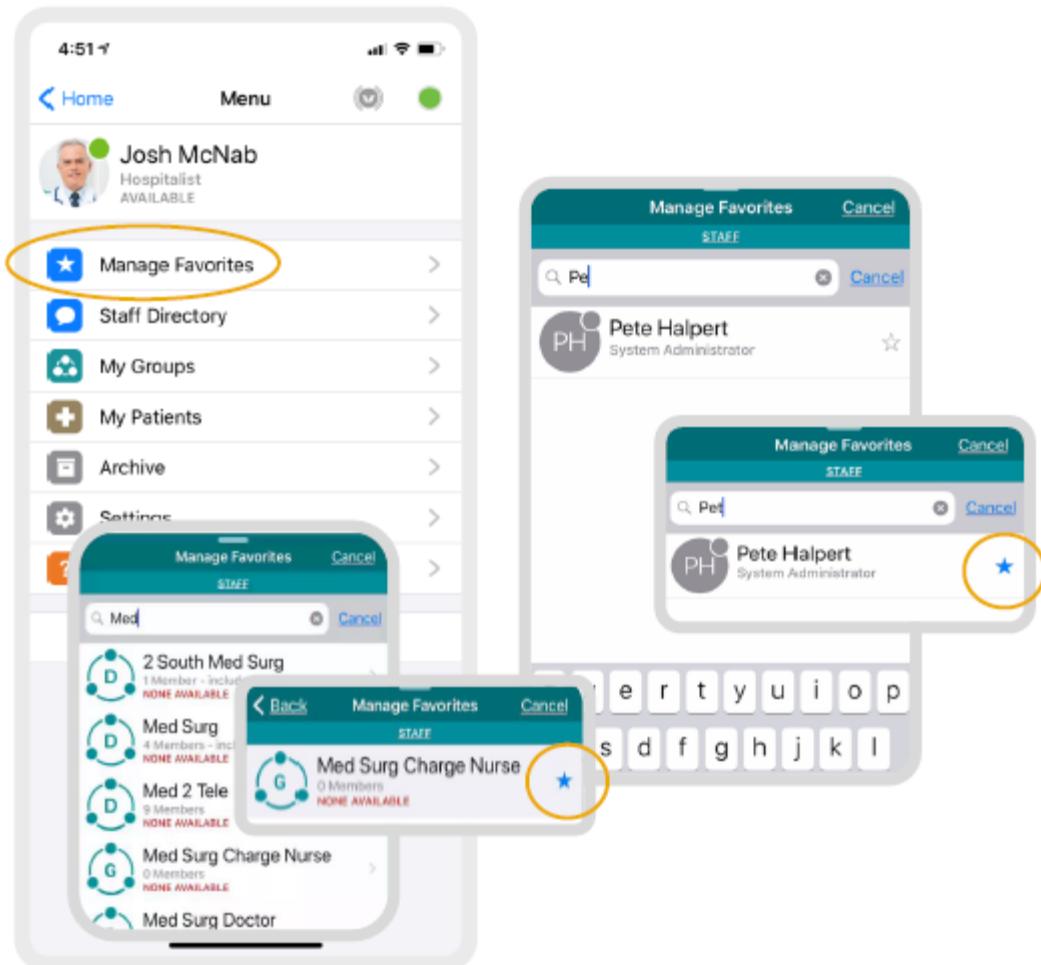
- Displays information about the installed application, access to a full User Guide and an option to upload device logs to the server.

# Vocera Vina – Manage Favorites

## Manage Favorites

### Menu > Manage Favorites

- Use 2 or more characters in the search field to reveal individuals or groups
- Tap the star to identify the user or group as a favorite

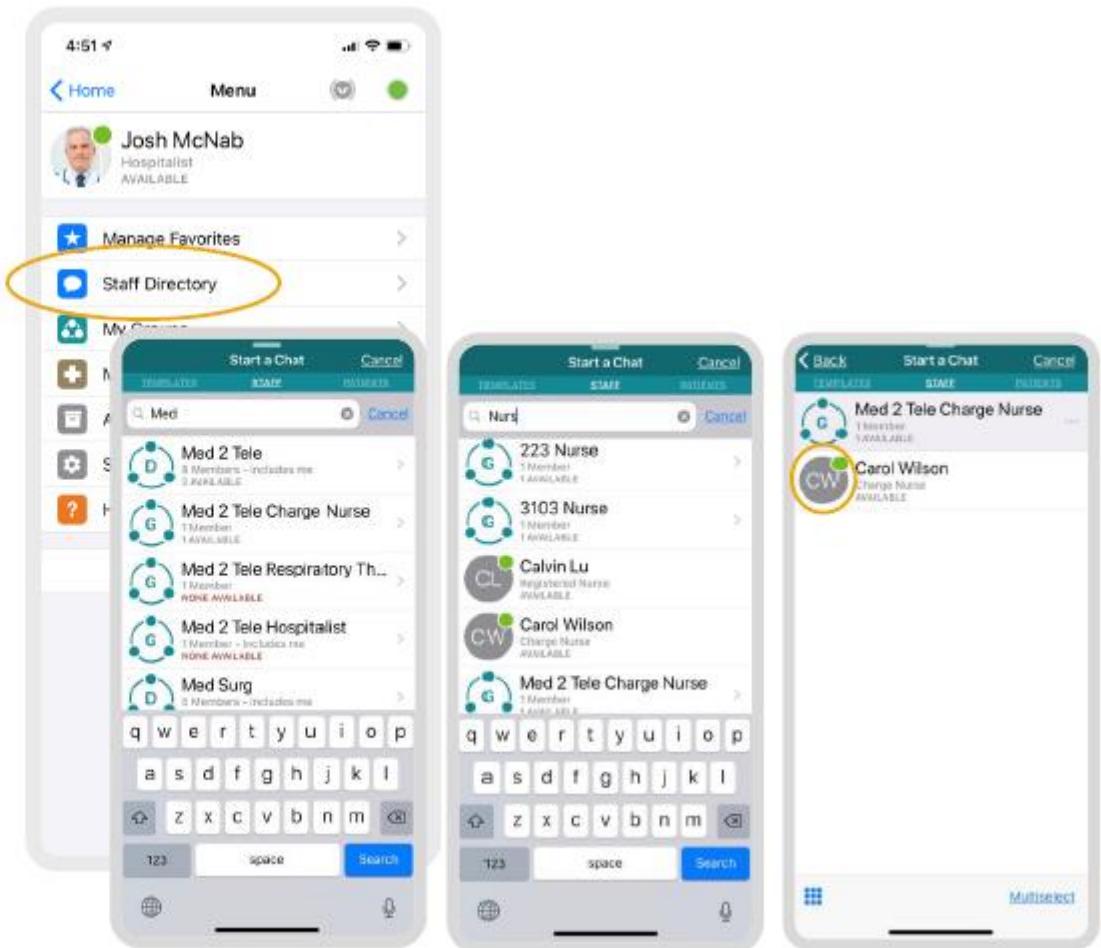


# Vocera Vina – Staff Directory

## Staff Directory

### Menu > Staff Directory

- Use 2 or more characters in the search field to reveal individuals or groups
- All individuals, groups, and contacts (address book entries) are searchable

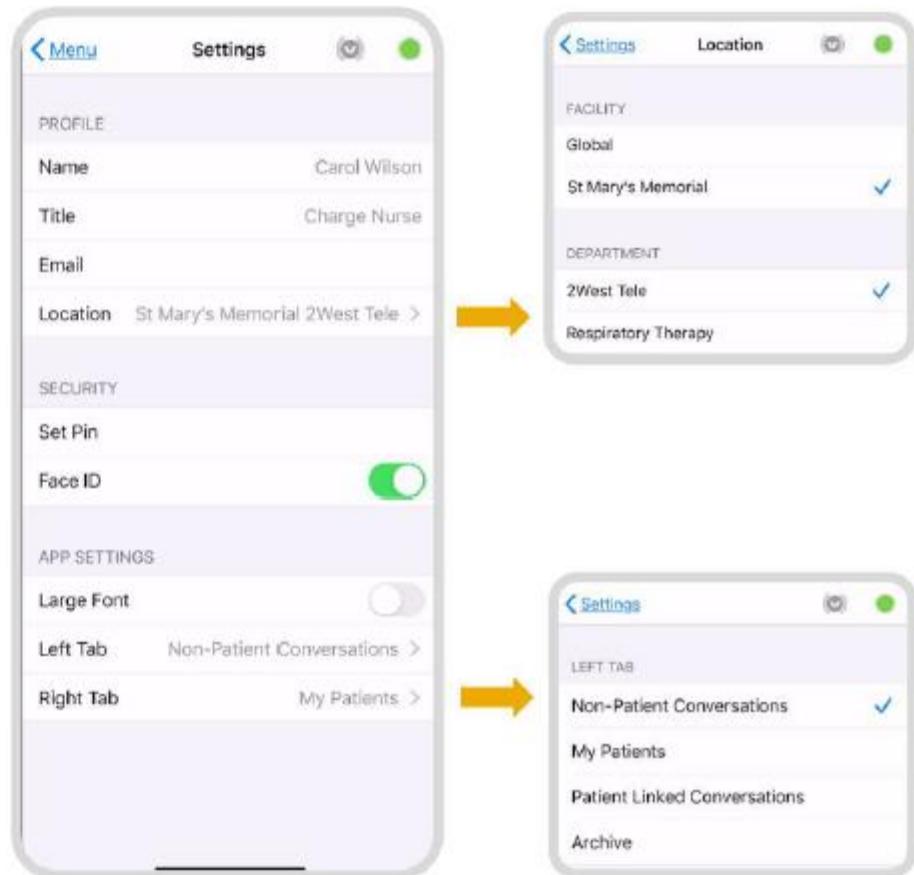


# Vocera Vina – Settings

## Adjusting Settings

### Menu > Settings

- Options for Name, Title, and Email will not be editable from the mobile application
- Change your location when you float to another unit or facility – your assigned unit will be in this section and will not change unless you change it
- Vina PIN can be prompted at first log in and then can be changed as needed – If set, PIN can be used instead of password for logging in

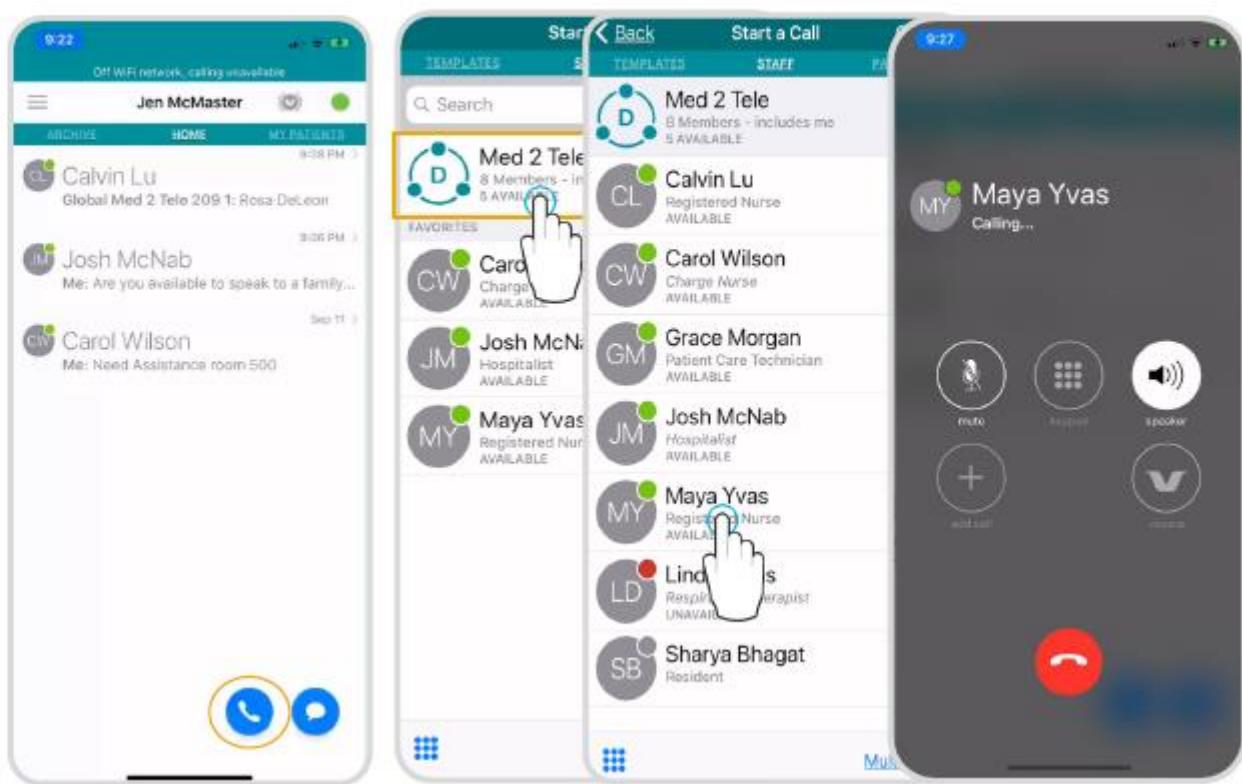


# Vocera Vina – Making Calls

## Directory

### Making Calls Using the Directory

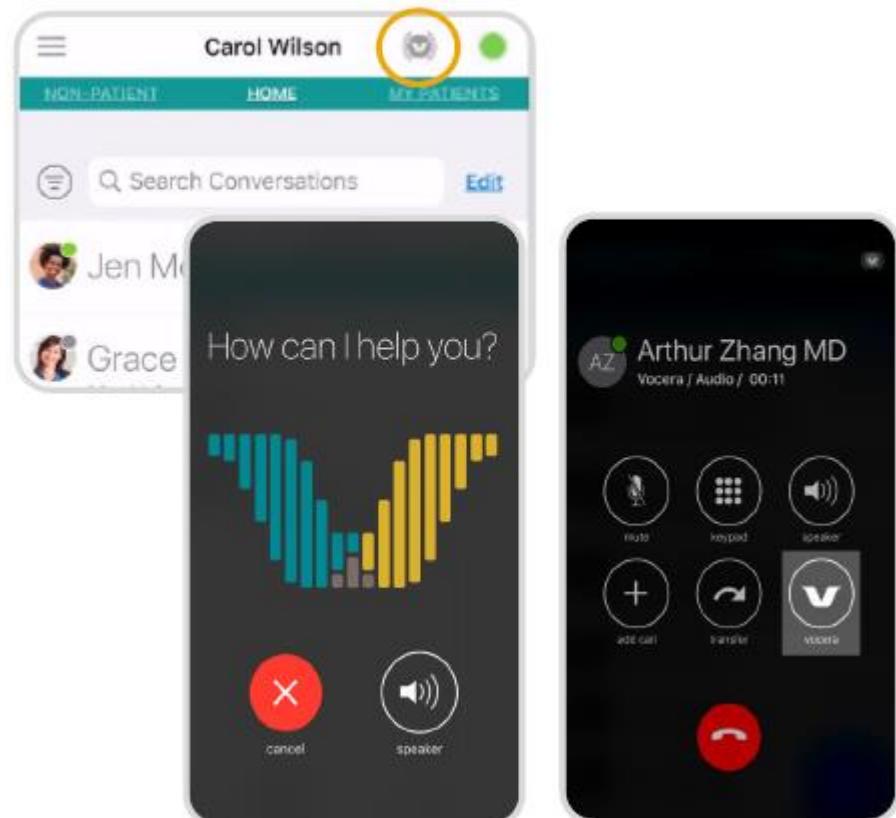
- Tap the **Call** icon on the bottom of the home screen
- Select a recipient from your department or from your Favorites list
- Presence indicators show for all possible recipients



# Vocera Vina – Making Calls Genie/Voice Assistant

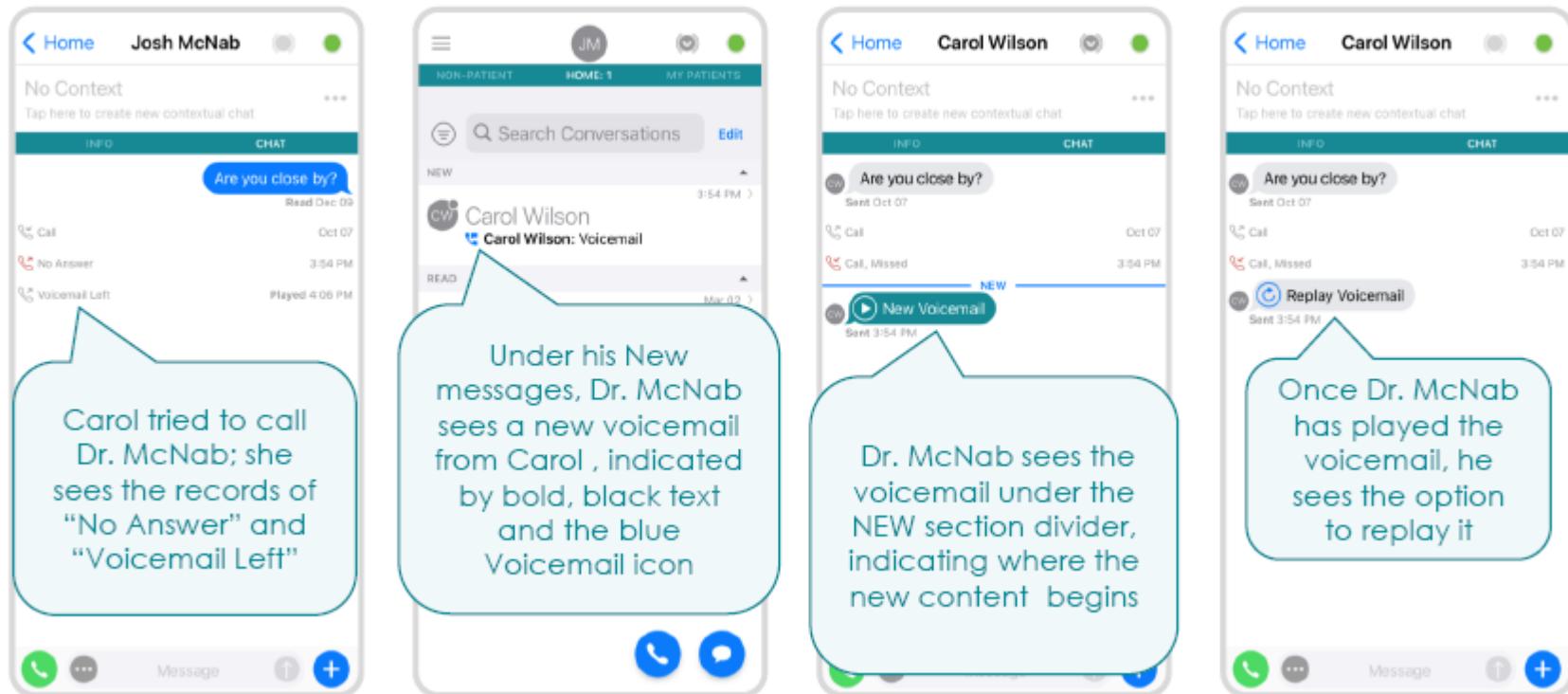
## Making Calls using the Genie

- Select the **V** at the top of the screen to summon the Genie
- Standard call commands can be used to call users, groups, and address book entries



# Vocera Vina – Missed Calls and Voicemails

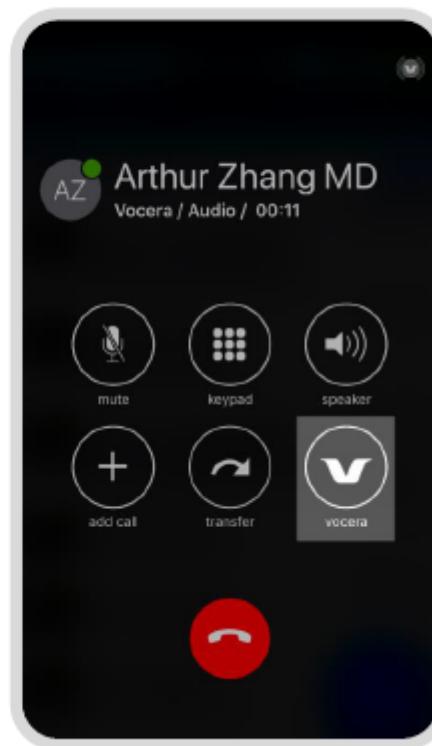
## Unanswered Calls, Missed Calls and Voicemails



# Vocera Vina – Advanced Calling Features

## Advanced Calling – Transfers, Mute, Speaker, and Conference

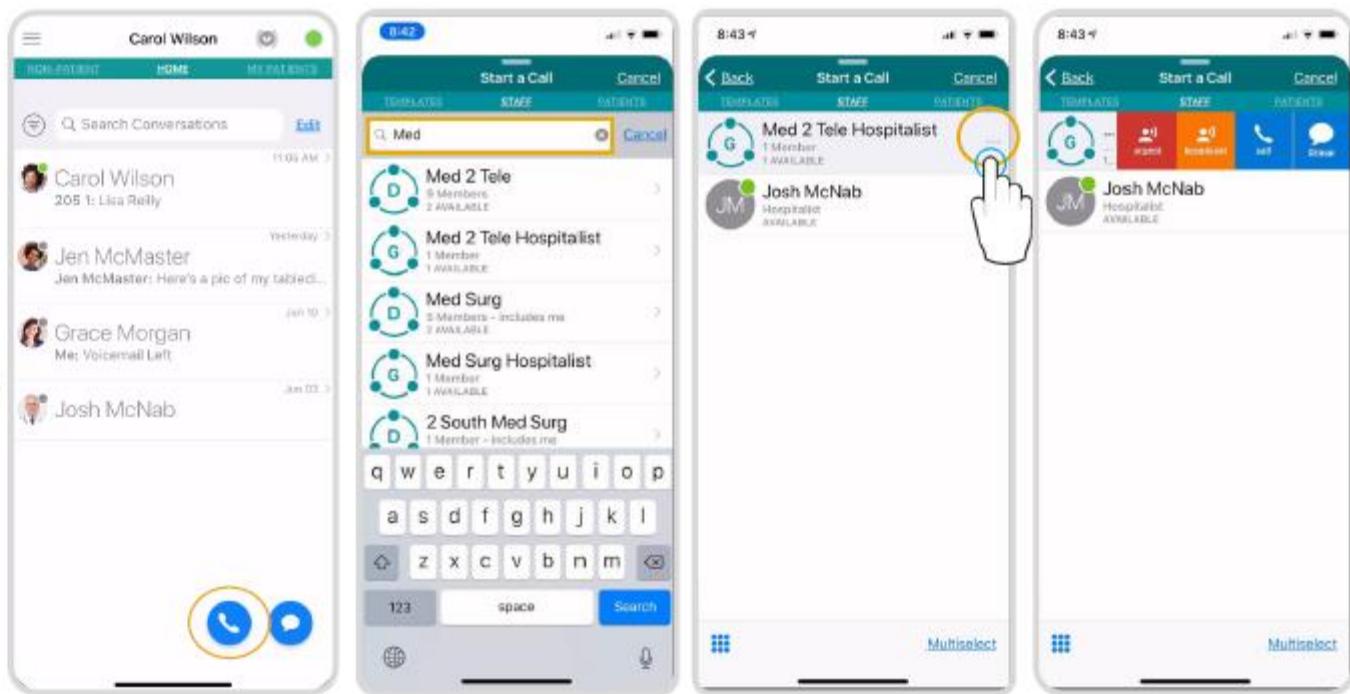
- Screen options appear when you are in an active call to transfer, mute, speaker, and add a caller



# Vocera Vina – Advanced Calling Features

## Advanced Calling Features using the Directory

- Tap the **Call** icon on the bottom of the home screen
- Search for a **Group**
- Select the Group
- Tap on the ellipses to reveal the Advanced Calling Features
- Urgent Call and Broadcast Features are here



# Vocera Vina – Advanced Calling Features

## Advanced Calling – Transferring a Call from a Desk Phone to Vina on a Smartphone

- Calls can be transferred from a desk phone to Vina
- Your hospital location will be assigned a unique Genie extension.



- Select the transfer option on the desk phone
- Dial the Genie extension for your location
- When the Genie asks, say the first and last name of the person you would like to take the call
- Wait for that person to answer your call and ask if they can take the transfer
- When confirmed that they can take the call, complete the transfer on the desk phone