

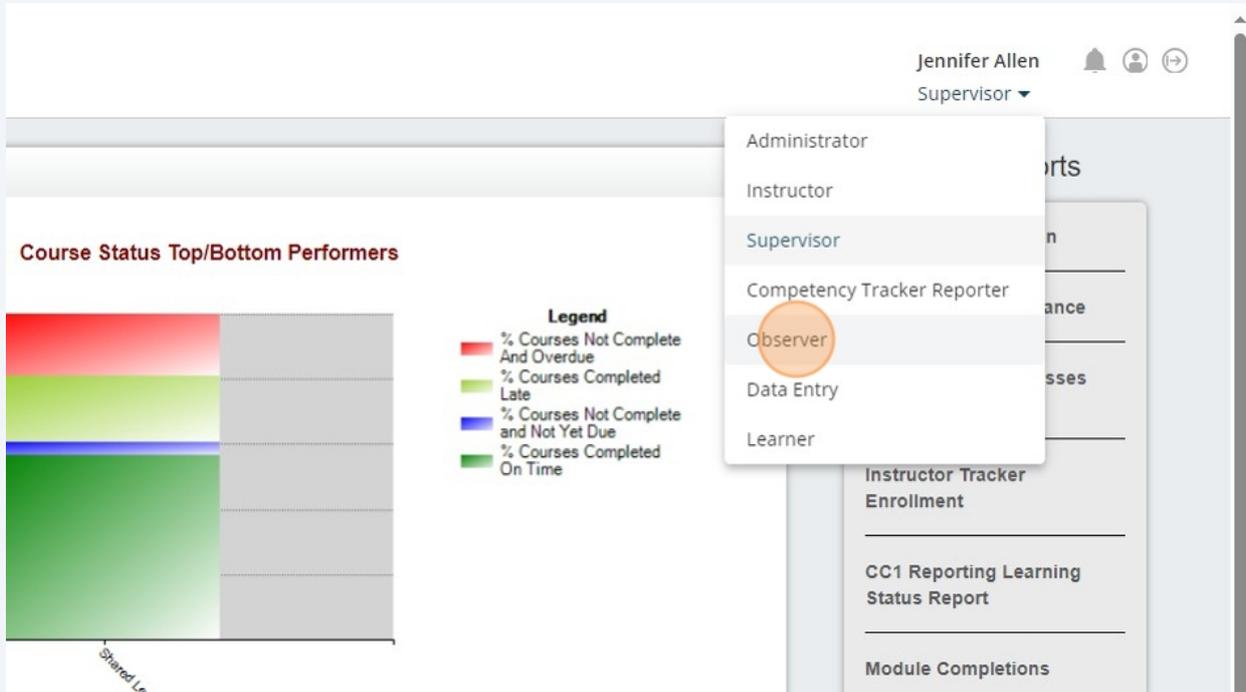
How To Record Nurse Consultation Observations Online

1 Navigate to <https://dhss.training.reliaslearning.com/Dashboard.aspx>

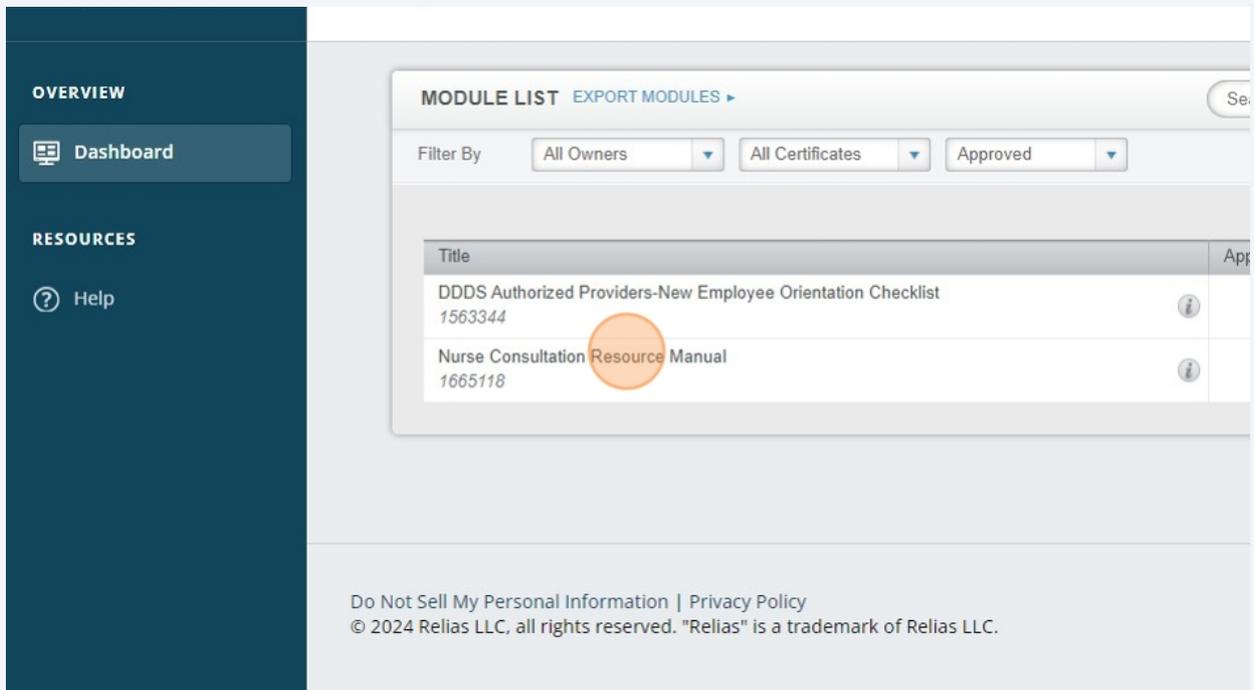
2 Click the drop-down menu "Supervisor"

The screenshot shows a dashboard interface. At the top right, the user's name "Jennifer Allen" and role "Supervisor" are displayed, with a dropdown arrow next to "Supervisor". Below this, there is a section titled "My Saved Reports" containing a list of reports: "LLAM report for John", "Live Classes Attendance", "Attendance Live Classes Missed", "Instructor Tracker Enrollment", "CC1 Reporting Learning Status Report", and "Module Completions". On the left side, there is a chart titled "Course Status Top/Bottom Performers" with a legend. The legend includes: "% Courses Not Complete And Overdue" (red), "% Courses Completed Late" (light green), "% Courses Not Complete and Not Yet Due" (blue), and "% Courses Completed On Time" (dark green). The chart shows a bar with segments of red, light green, blue, and dark green. A "Shared L" label is visible at the bottom left of the chart area.

3 Click "Observer Role"



4 Click "Nurse Consultation Resource Manual"



5 Find the learners name and Click this checkbox.

RESOURCES

Help

Skills Checklist | Instructor Samara Kaminski | + SHOW DETAILS

LEARNERS ENROLLED | EXPORT LEARNERS ▶

Filter By A - Z ▼

Record Observation Email Learners

	Name & Username	Hierarchy
<input type="checkbox"/>	Last Name, First Name Example123	DDDS - Community Services

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6 Click "Record Observation"

Dashboard

RESOURCES

Help

PROPERTIES

Skills Checklist | Instructor Samara Kaminski | + SHOW DETAILS

LEARNERS ENROLLED | EXPORT LEARNERS ▶

Filter By A - Z ▼

Record Observation Email Learners

	Name & Username	Hierarchy
<input checked="" type="checkbox"/>	Last Name, First Name Example123	DDDS - Community Services

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7 Click the date box and select the date it was completed.

The screenshot shows a web application interface for recording an observation. The main title is "Nurse Consultation Resource Manual". Below the title, there are fields for "First Name Last Name" (Example123) and "Location" (DDDS - Community Services). The "Observer" field is set to "Jennifer Allen". The "Observation Date" field is highlighted with an orange circle, indicating it is the next step in the process. Below these fields is a "Checklist Tasks" table with columns for "Met", "Not Met", "Title & Description", and "Rationale". The table lists several tasks, including "Introduction", "Section #1- Nursing Assessments", and "Section #2-Service Provider Health Education".

Met	Not Met	Title & Description	Rationale
<input type="radio"/>	<input type="radio"/>	Introduction • Welcome to Nurse Consultation • Diagnostic Overshadowing • HealthCare Basics for People who Have Developmental Disabilities • The "Fatal Five" o Aspiration o Constipation/Bowel Obstruction o Dehydration o Seizure Disorder o Infection/Sepsis o Additional: GERD • Developmental Disability and Co-Morbidity • Disability Types • Understanding the Difference Between Developmental Disability and Intellectual Disability • Adaptive Behavior • Down Syndrome and Alzheimer's Dementia • Developmental Disability & Depression • Post-Traumatic Stress Disorder (PTSD) • Trauma Informed Care (TIC) and Re-traumatization	
<input type="radio"/>	<input type="radio"/>	Section #1- Nursing Assessments • Electronic Comprehensive Health Assessment Tool (ECHAT) • Fall Risk Assessment • Aspiration Risk Assessment • Significant Medical Conditions Form • Medical Alert Form • Medical Alert Form Guidelines • Nurse Consultation Provider's Responsibility for the Person Centered Plan (PCP)	
<input type="radio"/>	<input type="radio"/>	Section #2-Service Provider Health Education • Health Promotion • DDDS Training Requirements • Recommended Preventative Screenings/Immunizations	

8 Click the "Observation Notes" field. Enter any notes you would like to have on the record.

The screenshot shows the "Observation Notes" field highlighted with an orange circle. Below the field are two radio buttons: "Nurse Consultation Resource Manual Requirements Met" and "Nurse Consultation Resource Manual Requirements NOT Met". At the bottom, there is a checkbox for "I attest that I, Jennifer Allen, have observed all of the above listed learners demonstrating all tasks e Resource Manual on the date indicated above. I report that this learner Did/ Did not meet all requireme documented above."

<input type="radio"/>	<input type="radio"/>	Section #8 - Electronic Chart Data Management System • Dashboard/First Page • Case Notes • Individual Data Form (IDF) • Emergency T-logs • General Event Report (GER) • S-Comm • Health Tracking (HT) • Medication Record (MAR)/Electronic Medication Administration Record (eMAR) • Medication Medical Information
<input type="radio"/>	<input type="radio"/>	Section #9 - Service Guidelines and Billing Guidance Service Guidelines and Billing Guidance
<input type="radio"/>	<input type="radio"/>	Section #10 – DDDS Commonly Used Acronyms and Abbreviations DDDS Commonly Used Acronyms and Abbreviations

Observation Notes

Nurse Consultation Resource Manual Requirements Met
 Nurse Consultation Resource Manual Requirements NOT Met

I attest that I, Jennifer Allen, have observed all of the above listed learners demonstrating all tasks e Resource Manual on the date indicated above. I report that this learner Did/ Did not meet all requireme documented above.

9

Click the "Nurse Consultation Resource Manual Requirements Met/Or NOT Met" box

		Medical Information
<input checked="" type="radio"/>	<input type="radio"/>	Section #9 - Service Guidelines and Billing Guidance <i>Service Guidelines and Billing Guidance</i>
<input checked="" type="radio"/>	<input type="radio"/>	Section #10 – DDOS Commonly Used Acronyms and Abbreviations <i>DDOS Commonly Used Acronyms and Abbreviations</i>

Observation Notes

type any notes here

Nurse Consultation Resource Manual Requirements Met
 Nurse Consultation Resource Manual Requirements NOT Met

I attest that I, Jennifer Allen, have observed all of the above listed learners demonstrating all tasks & Resource Manual on the date indicated above. I report that this learner Did/ Did not meet all requirements documented above.

10

Click the "I attest that I, NAME OF OBSERVER, have observed all of the above listed learners demonstrating all tasks associated with Nurse Consultation Resource Manual on the date indicated above.

I report that this learner Did/ Did not meet all requirements outlined in this skills checklist as documented above." field. Click on the "RECORD OBSERVATION" Blue tab.

The screenshot shows the RELIAS interface for recording an observation. The main header includes the RELIAS logo, Delaware Health & Social Services, and the user name Jennifer Allen. The page title is "Module Enrollment: Nurse Consultation Resource Manual". A modal window titled "NURSE CONSULTATION RESOURCE MANUAL" is open, featuring a "Record Observation" button. The modal contains a table with columns for status and a list of tasks including "Person Centered Care", "Team Meetings", "Emergency Team Meetings", "Transfer Planning", "Family Discharge Meetings", "Attending Medical Appointments as Appropriate", "Hospital and Nursing Home Visits", "Section #8-Electronic Client Data Management System", "Section #9 - Service Guidelines and Billing Guidance", and "Section #10 - DDDS Commonly Used Acronyms and Abbreviations". Below the table is an "Observation Notes" field with the placeholder text "type any notes here". At the bottom of the modal, there are radio buttons for "Nurse Consultation Resource Manual Requirements Met" and "Nurse Consultation Resource Manual Requirements NOT Met", and a checkbox for the attestation statement: "I attest that I, Jennifer Allen, have observed all of the above listed learners demonstrating all tasks associated with Nurse Consultation Resource Manual on the date indicated above. I report that this learner Did/ Did not meet all requirements outlined in this skills checklist as documented above."