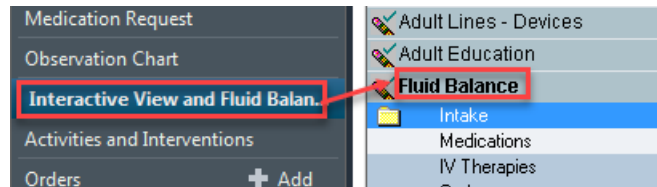




EMR Quick Reference Guide

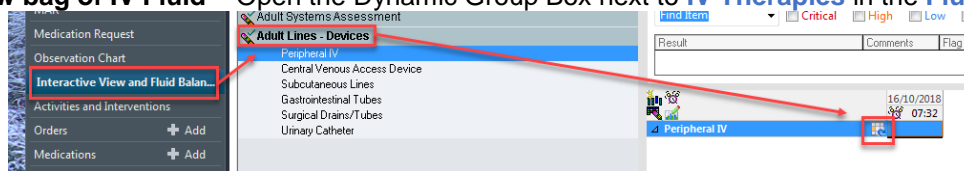
Day Procedure Unit – Stage 1 & 2 Nurse

1. **Fluid Balance Chart** – Go to the table of contents and select: **Interactive View and Fluid Balance** and then select **Fluid Balance**.

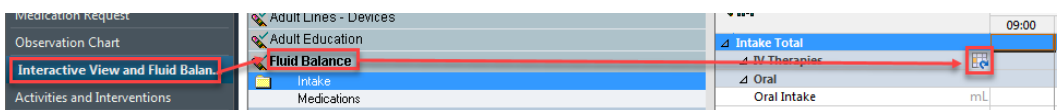


2. **Lines and Devices** – go to the table of contents and select **Interactive View and Fluid Balance**. Go to **Adult Lines and Devices** and highlight the type of device to be documented. Open the **Dynamic Group** and enter the correct details (they will flow through to the Fluid Balance Chart).

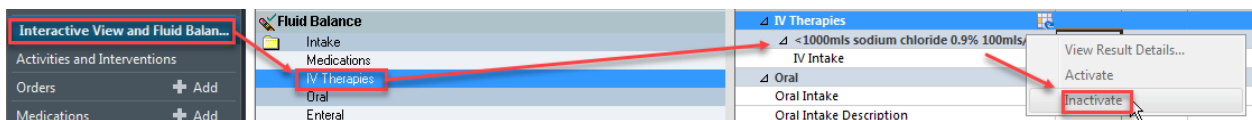
3. **Add a new bag of IV Fluid** – Open the Dynamic Group Box next to **IV Therapies** in the **Fluid Balance Chart**.



4. **Cease an IV fluid** – First record the volume of fluid infused then Right Click on the bag to be ceased and click



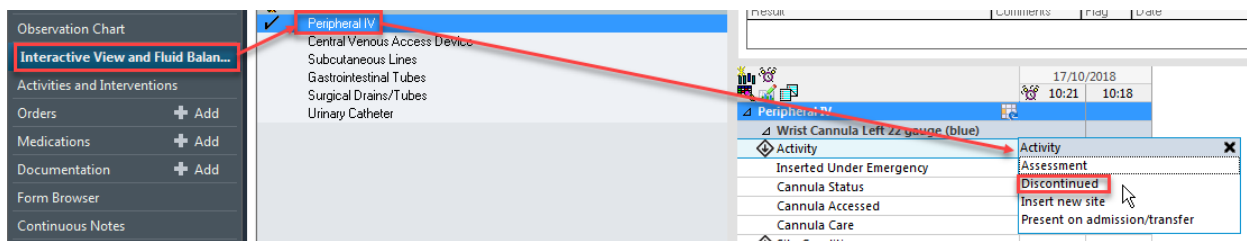
Inactivate.



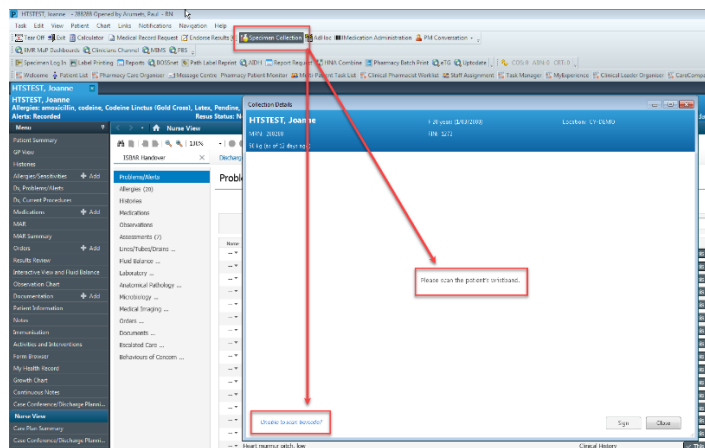
5. **Remove a Cannula** – From the Table of Contents follow the pathway **Interactive View and Fluid Balance** → **Peripheral IV** → **Activity** → **Discontinued**.

Note: a **Reason for Removal** option will appear after you have clicked on the **Discontinued** option.

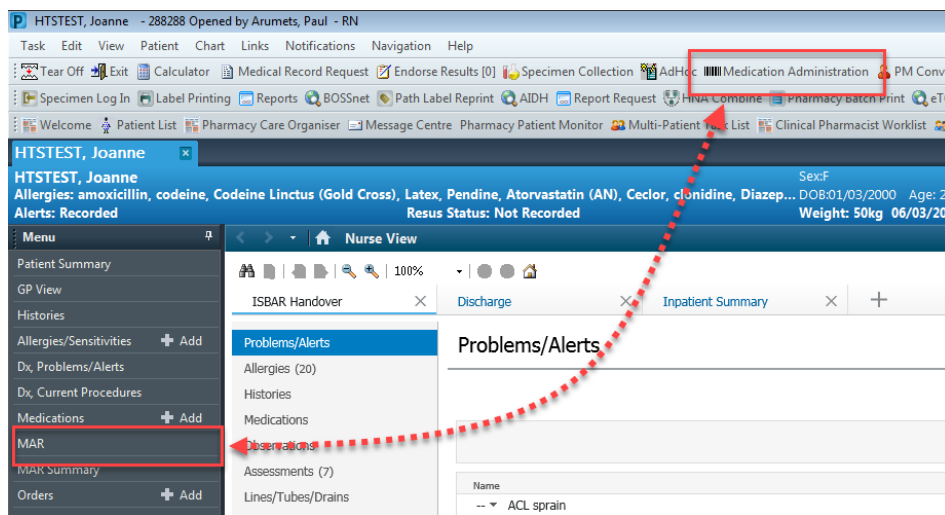
RIGHT CLICK on the cannula title bar and choose the **Inactivate** option.



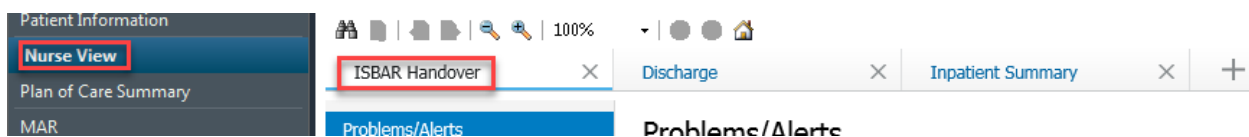
6. **Specimen Collection** - Choose the Specimen Collection Tab in the Navigation Toolbar to open the pathology collection window. Choose the **Please Scan the Patient's Wristband** or the **Unable to Scan Wristband** (as appropriate) option to proceed.



7. **Medication** - The **Medication Administration Wizard (MAW)** with Wristband scanning, when available, is the preferred and safest option. The **Medication Administration Record (MAR)** may be used if the **MAW** is unsuitable in the current circumstance.



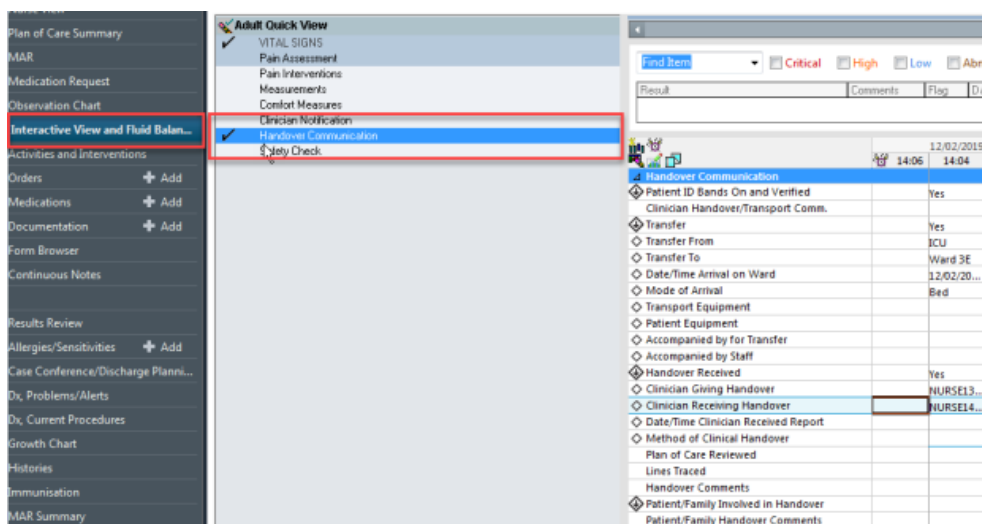
8. **Handover** - the **ISBAR Handover** tool and the **Inpatient Summary** are located in the **Nurse View** section of the Table of Contents.



- Handover Communication Tool** – is required for for All clinical handovers (eg admission to inpatient services, handover to transport staff). It is not required for movements within the DPU or for routine discharge home.

The **Handover Communication** tool is located in:

iView → Adult Quick View → Handover Communication



- Additional Documentation in the EMR (if required)** – most documentation can be achieved with a blank Nursing Shift Note.

Choose **Documentation +Add** in the TOC.

Select **Type: Nursing Shift Note – Text**.

Insert an appropriate title in the **Title:** field.

Choose the **Free Text Note** template and press **OK**.

