



EMR Quick Reference Guide

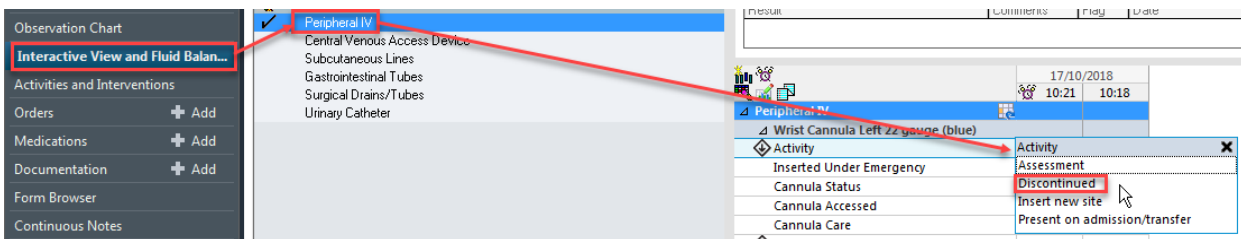
Day Procedure Unit – Stage 3 Nurse

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

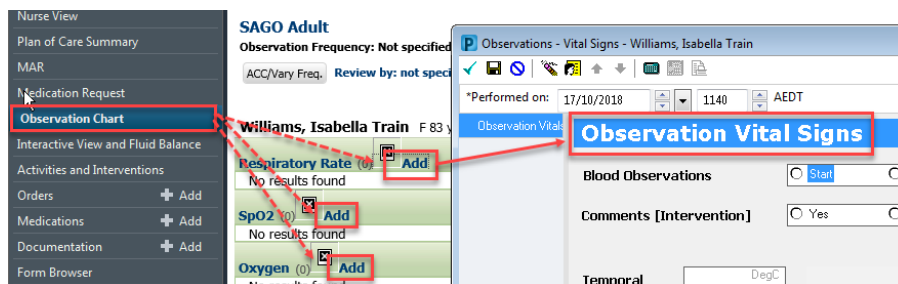


2. **Remove a Cannula** – Document after removing a cannula. Follow the pathway **iView** → **Peripheral IV** → **Activity** → **Discontinued**.

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

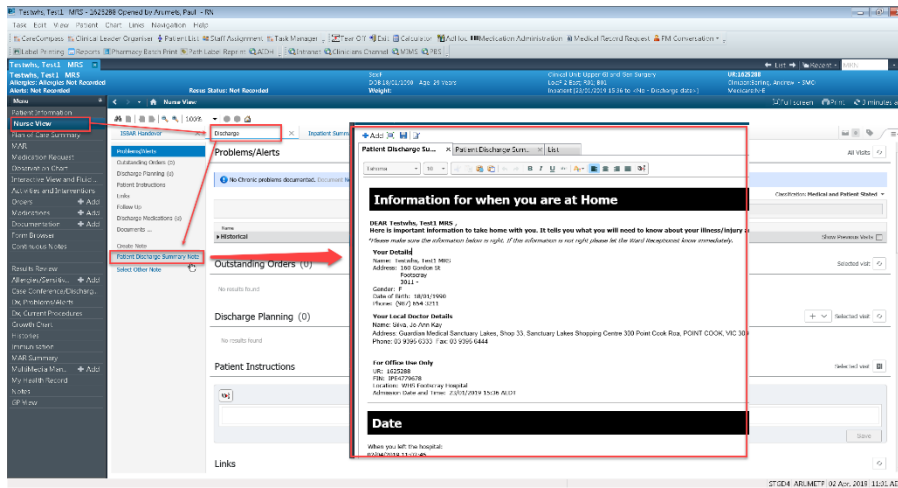


3. **Final Discharge Observations** – go to the TOC and select **Observation Chart** and click on any of the **+Add** buttons to open the **Observation Vital Signs** entry page.

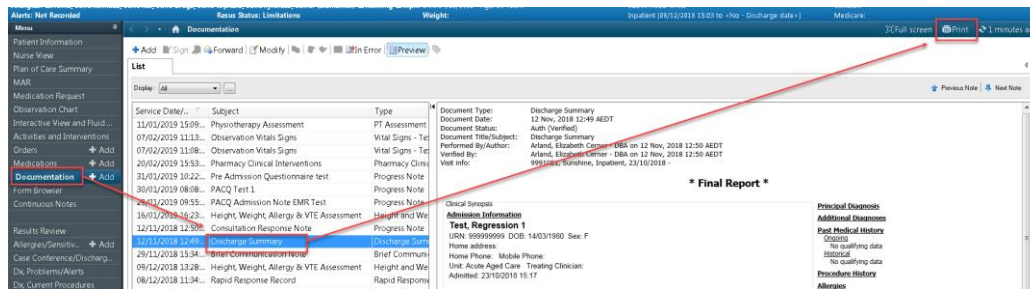


4. **Discharge Medication Scripts** – Can **ONLY** be printed by Medical Officers. Nursing Staff do not have access to this function.

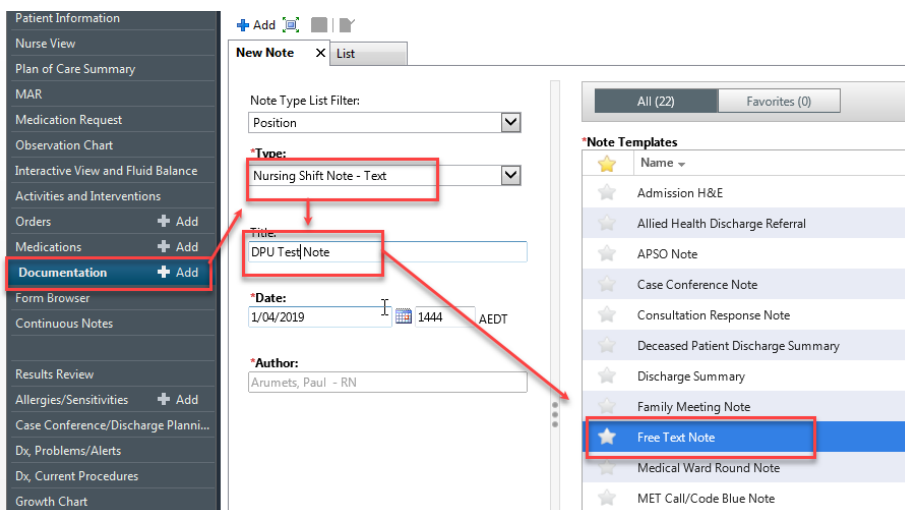
5. **Nursing Discharge Summary** – From the TOC choose the following pathway **Nurse View** → **Discharge** → **Patient Discharge Summary Note**. This will open the **Patient Discharge Summary Note**.



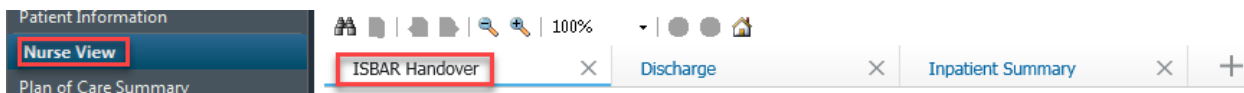
6. **Medical Discharge Summary** – Can be found in, and printed from the document list, if required. Note: Printing is not often required because a copy of the discharge summary should be automatically sent to the patient's nominated health care provider.



7. **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**.



8. **Clinical Handover (if required)** - the **ISBAR Handover** tool and the **Inpatient Summary** view are located in the **Nurse View** section of the TOC.



9. **Handover Documentation (if required)** – All clinical handovers must be noted using the the **Handover Communication** tool. It is located in:

iView → Adult Quick View → Handover Communication

