



EMR Quick Reference Guide

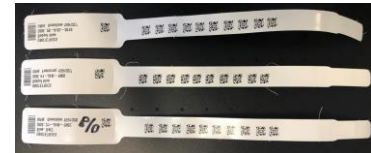
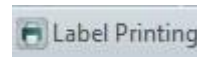
Midwife – Documentation for Neonates under Paediatric Care

1. Confirm Allergies and Alerts have been recorded, reviewed and updated as required

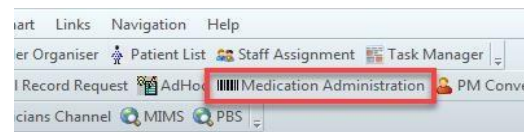
Allergies: Allergies Not Recorded
Alerts: Not Recorded

+ Add | Modify | No Known Allergies | Reverse Allergy Check

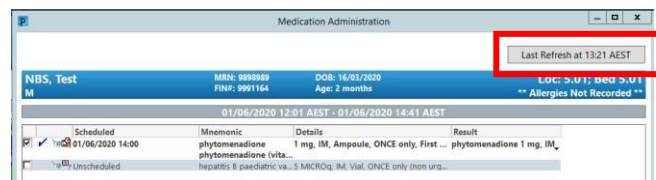
2. Print wristbands (as needed) via label printing



3. Review MAR. Click on the **Medication Administration Wizard (MAW)**



4. Scan the patient's EMR wristband (PPID). The **MAW** will open and show: **All** medications due in the next **80 mins**; **All** PRN medications; **Any** STAT Medications; **Any** overdue medications



Click on the **Last Refresh** button, top right of the window to ensure all medications are up to date.

5. Select the medications to be administered by **clicking** on the **checkbox** left of the scheduled date and time. Click on **Results** column, the line will appear in **red** and Charting window will open.

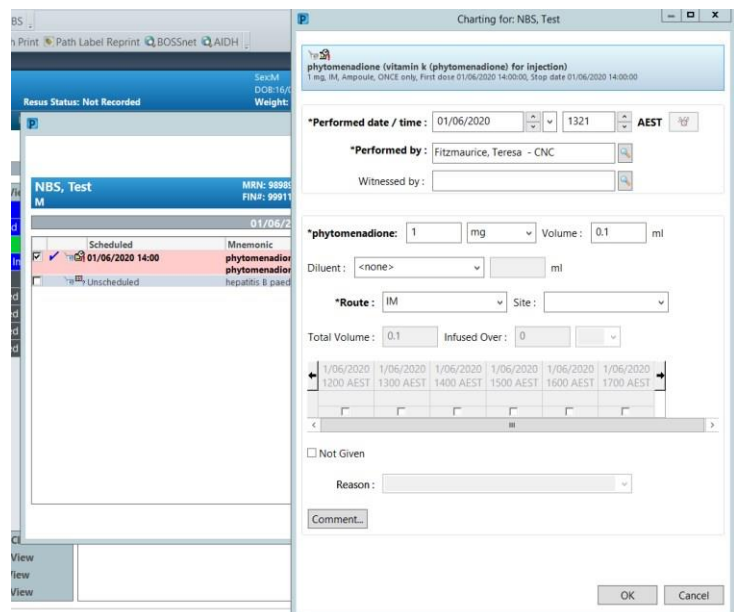
6. Complete any additional charting required (this is indicated by the clipboard in the Medication Administration window)

7. Complete details of 2nd nurse in **'Witnessed by'** box for medications requiring 2 signatures.

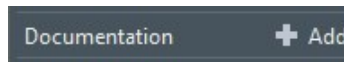
8. When all medications are administered then Sign the **MAW** in the bottom right corner

9. Password for 2nd nurse is required.

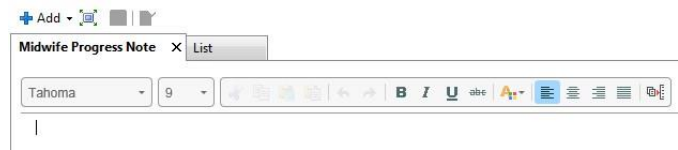
10. All administered medications can be viewed in the **MAR** or the **MAR Summary**



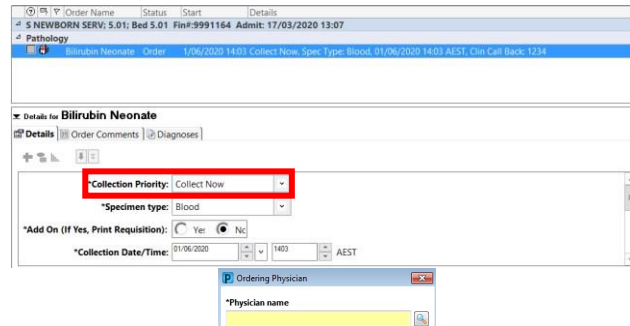
11. Review any notes from Paediatric team in “**Documentation**”



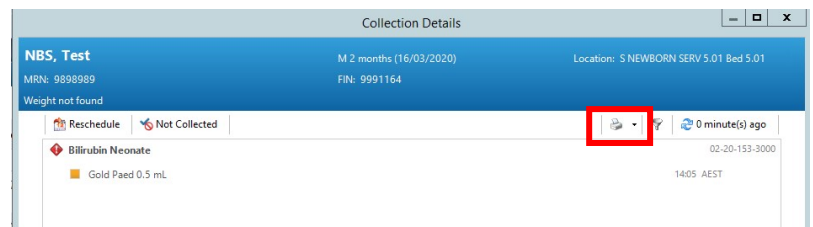
12. Complete any midwife progress notes in “**Documentation**” – select “**Midwife Shift note**”



13. **IF REQUESTED BY AN OBSTETRIC OR PAEDIATRIC MEDICAL OFFICER** select pathology from **Orders**, and co-sign with medical officer details. Select **Collect Now**.



14. Collect pathology as required through care compass. Right click on the specimen task and select **Document** or click on **Document** button at the bottom right of the window print labels



15. Click on the print icon and select **Print All Labels**.

16. Manually select the specimen label printer or use the scanner to scan the QR code attached to the printer and click on **Print**



17. Collect the specimen(s).

18. Use the scanner to **scan the barcode on the specimen labels**. A tick will appear next to each scanned specimen and mark as **Collected** when signed.



Note: Refer to Specimen Collection QRG for fuller explanation

!! Continue to use BOS and other paper documentation e.g. ViCTOR chart, neonatal variation assessment form !!