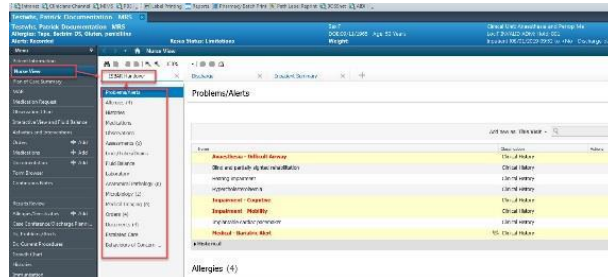




EMR Quick Reference Guide

ICU - Inpatient Transfer to ICU: Nurse Handover and Admission

1. **Nurse View** – Complete a handover with the ward Nurse/Midwife from **Nurse View>ISBAR Handover** page. Review the risk assessment section and **Care Plan Summary**.

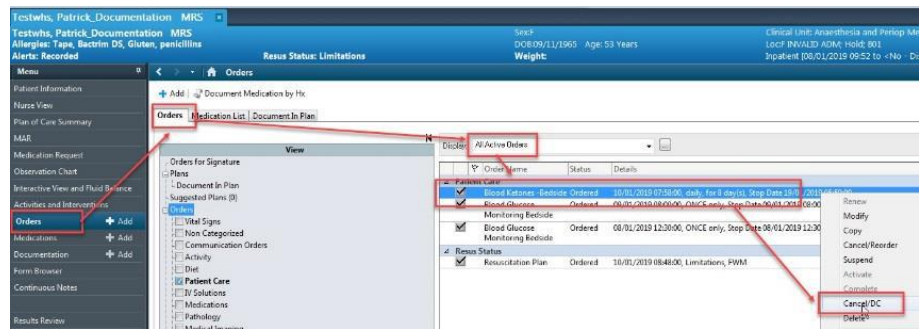


2. Ceasing Patient Care Orders

a) Click on the **Orders** tab in the TOC and review all active orders.

b) Any active orders that will no longer be required for the ICU stay **must be cancelled** by the ICU nurse.

c) Right click on each order and select **Cancel/DC** and **Sign**. Also, see **QRG: Inpatient Transfer to ICU Cease Orders and Activities**

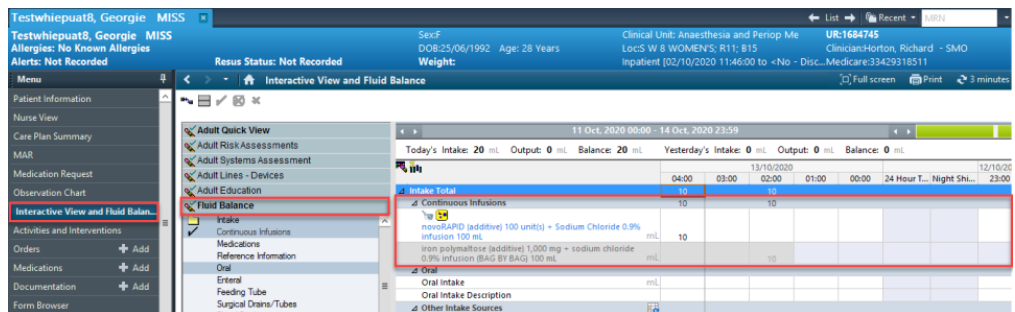


4. **Review prescribed Medications & Infusions** - Use the **MAR Summary** in the TOC to review all medications for the purpose of a complete handover.

NB: It is the responsibility of the ICU MO to cease all medication and infusions in the EMR for the duration of the patients admission in ICU.

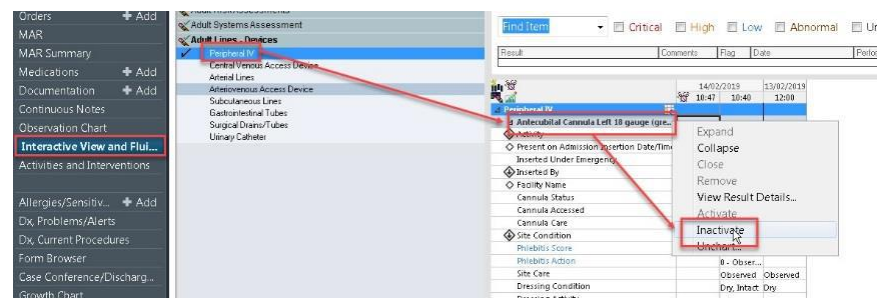
5. Review Fluid Balance Chart (FBC) –

Click on **Interactive View and Fluid Balance (iView)** in TOC. Select **Fluid Balance** from the submenu and review the contents. Discontinued infusion orders will appear greyed out on the FBC.



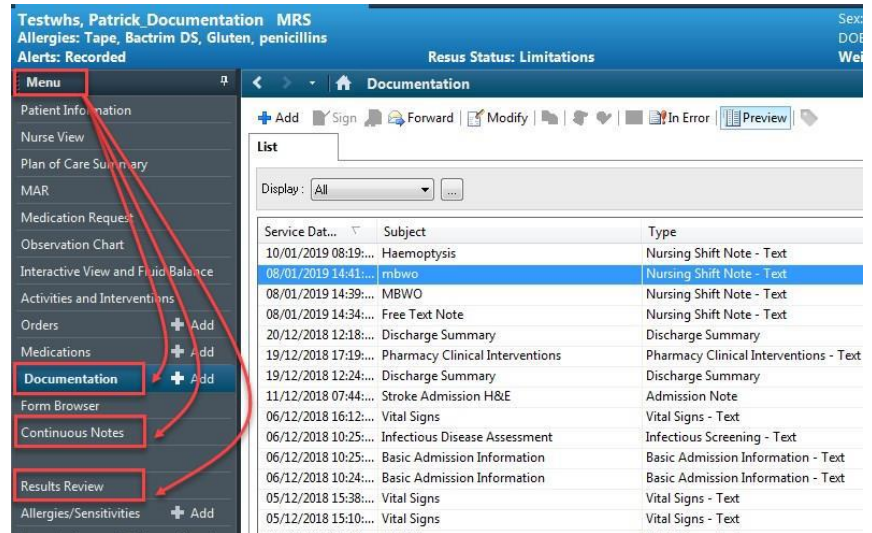
6. Review Lines and Devices –

Review lines and devices. **Inactivate lines**, such as peripheral cannulas and document that they have been removed.



7. Review Other Charting – To ensure a complete handover: the Ward Nurse should direct your attention to any other relevant sections such as a wound chart.

8. Review Documentation – Click on **Documentation, Continuous Notes** and **Results Review** in the TOC to view all of the patients' notes and results.



9. Complete the Handover Communication Tool – iView> Adult Quick View > Handover Communication Tool.
Complete relevant information. This handover tool needs to be completed when receiving and transferring any patient in or out of ICU.

