

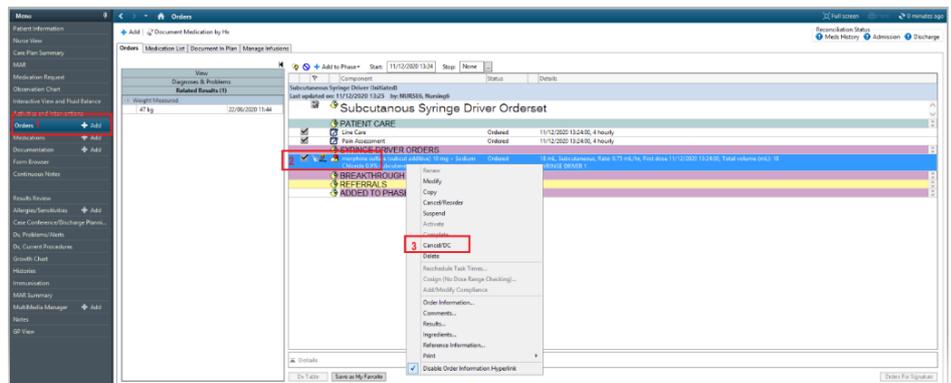


## EMR Quick Reference Guide

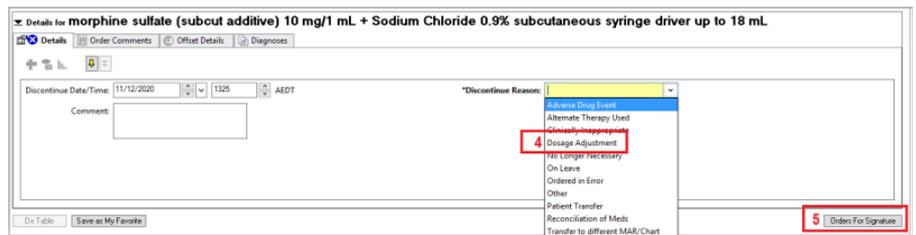
### INFUSIONS – Phone Order for Modifying Syringe Drivers Nursing Midwifery

**NB:** If this is the initial order for syringe driver it needs to be ordered by MO  
If informed by MO over phone that current syringe driver needs to be modified and the MO is unable to do so (e.g, no remote EMR access) please follow the following steps:

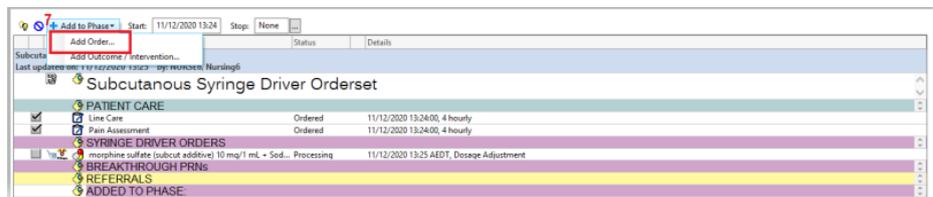
1. Navigate to the **Orders** from Table of Contents and locate the current Subcutaneous Syringe Driver Orderset (Initiated) orderset
2. **Right click** on the syringe driver order
3. Select **Cancel/DC**
4. **Ordering Physician** window will open enter in the MO name and select **Phone Order** and **OK**



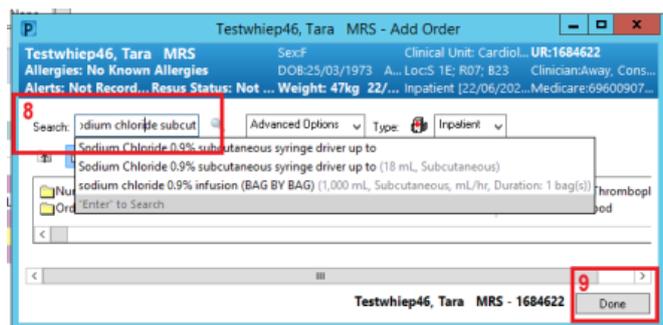
5. Details Order Entry Form (OEF) will open select **Dosage Adjustment** as reason for discontinuation
6. Click on **Orders For Signature** and **Sign** and refresh the page



7. Click on **Add to Phase** and select **Add Order** (This is to keep all related orders within the same order set (e.g. PRN medications))



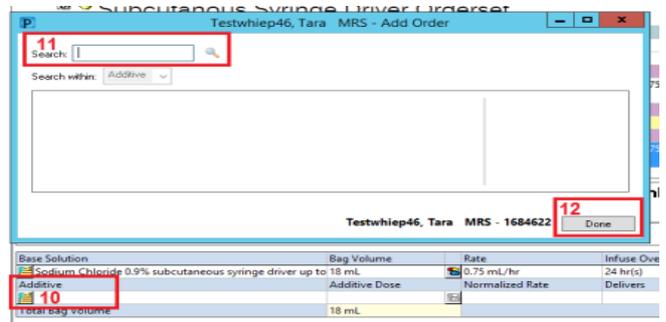
8. Enter the required diluent ('Sodium Chloride 0.9% subcutaneous syringe driver' or 'water for injection subcutaneous syringe driver') in the **Search Bar**, and select the appropriate order sentence
9. Click **Done**



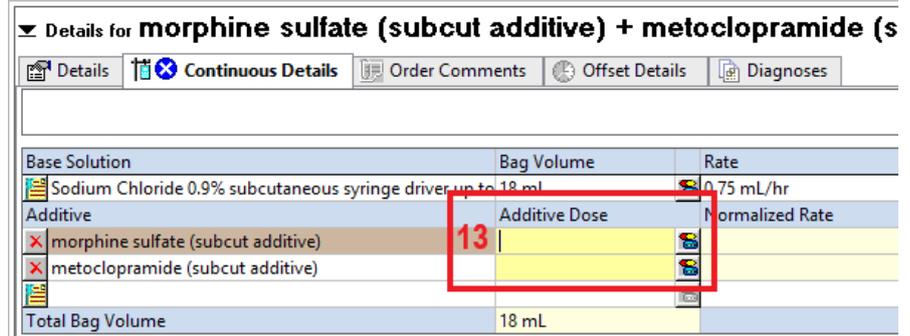
10. Click on the icon under **Additive**

11. Enter Medication(s) ordered by the MO in **Search bar**, and select appropriate subcut order

12. Click **Done** when all medications have been added to the order



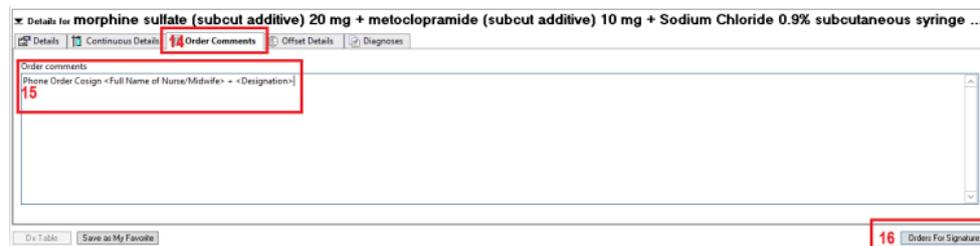
13. Enter in **Additive Dose** in Mandatory Field (Yellow Field), remember to include the unit eg mg



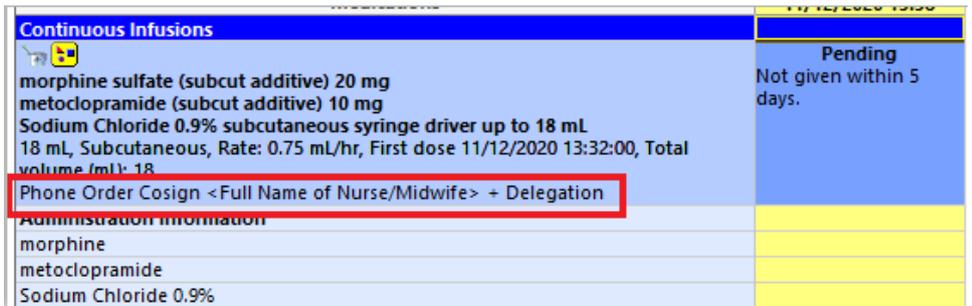
14. Click on the **Order Comments Tab**

15. Enter in second Nurse Midwife details - **Phone Order Cosign, <Full Name of Nurse/Midwife> + Designation**

16. Once all information entered, click **Orders for Signature**, and **Sign** and **refresh** the page



17. Navigate to MAR to review order, here you can see the order comment identifying the second Nurse/Midwife details.



The MO will review and co-sign the order within 24 hours.

If an order has not been co-signed by the ordering MO, this icon  will appear next to the order. Once co-signed this symbol will disappear

