

Documentation - Documenting Insertion and Removal of Packs



This Quick Reference Guide will explain how to:


Document the insertion and removal of packs in a clear and organised manner

*if the packs are being inserted into a wound or incision please complete the Wound documentation as well

Definitions:

Pack insertion refers to the process of placing or inserting a pack into a specific location that will need to be removed and documented at a point in time.

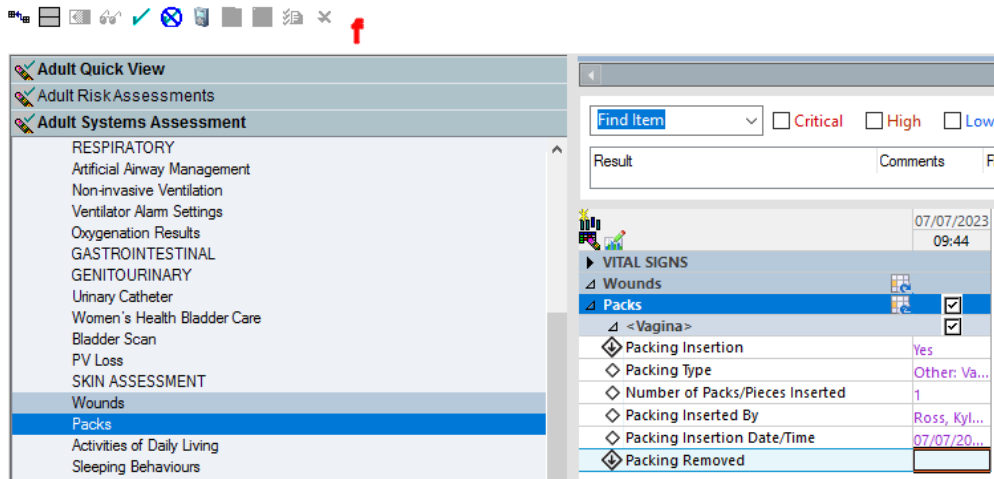
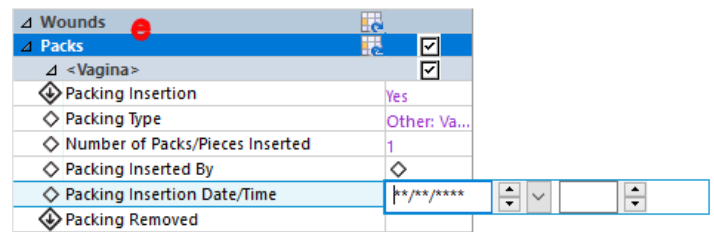
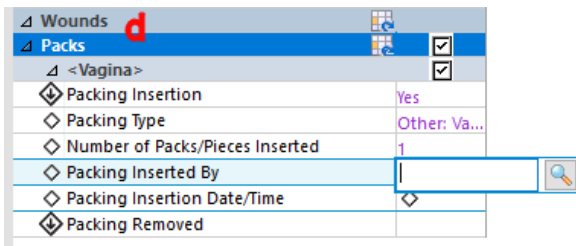
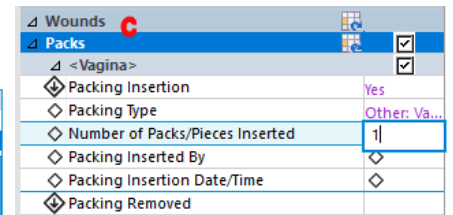
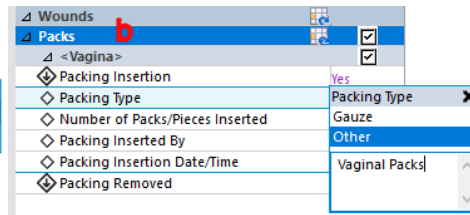
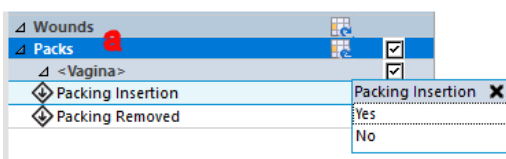
Documenting a pack insertion within Interactive View

1. Navigate to the **Interactive View and Fluid Balance (iView)** from the **Table of Contents (TOC)**
2. From the **Adult Systems Assessment** band, select **Packs** the section
3. Click on the dynamic group  that appears in the Packs section band.
4. The Dynamic Group window opens, complete the **Pack Location** and **Pack Laterality** (if appropriate), for the purpose of this QRG, the Pack Location selected will be Vagina, click **OK**
5. Additional documentation will appear

6. Double click on the dark blue band to activate the column (checkbox will appear) to allow for more efficient documentation



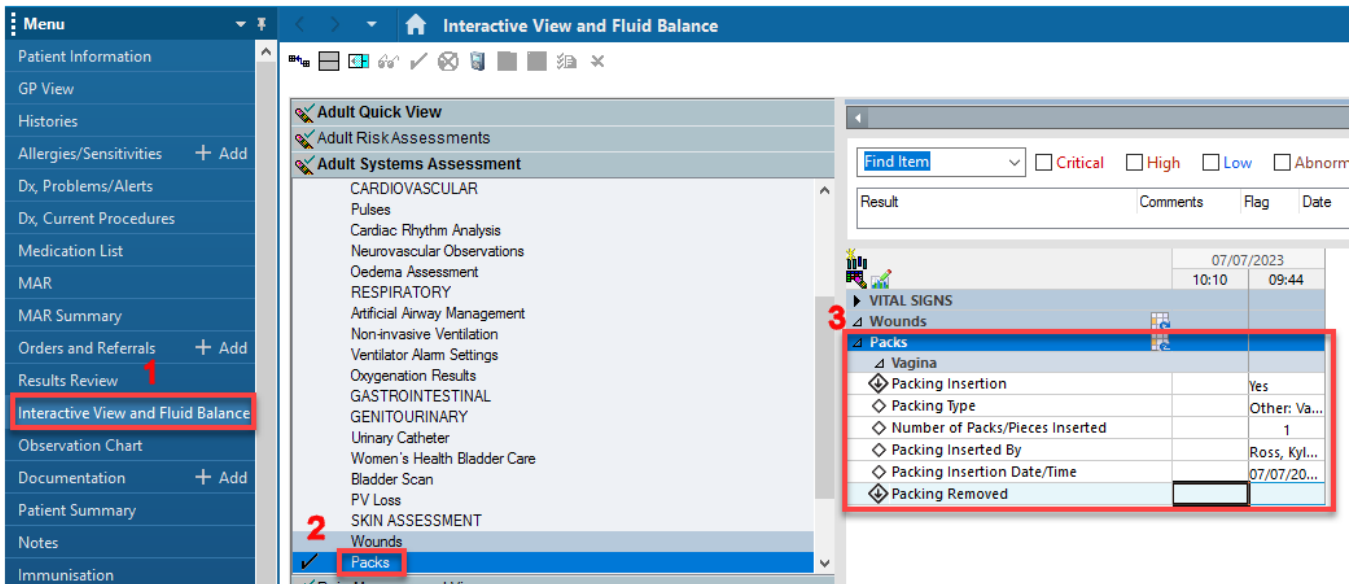
7. Complete documentation relevant to your patient for Insertion in this example for Vaginal Packs :
 - a. Pack Insertion – Yes
 - b. Packing Type – Other → Vaginal Packs
 - c. Number of Pack/Pieces Inserted – 1
 - d. Packing Inserted by – the person performing the procedure
 - e. Packing Insertion Date/Time – Press T and N to quick fill
 - f. Once complete sign by clicking the Green tick



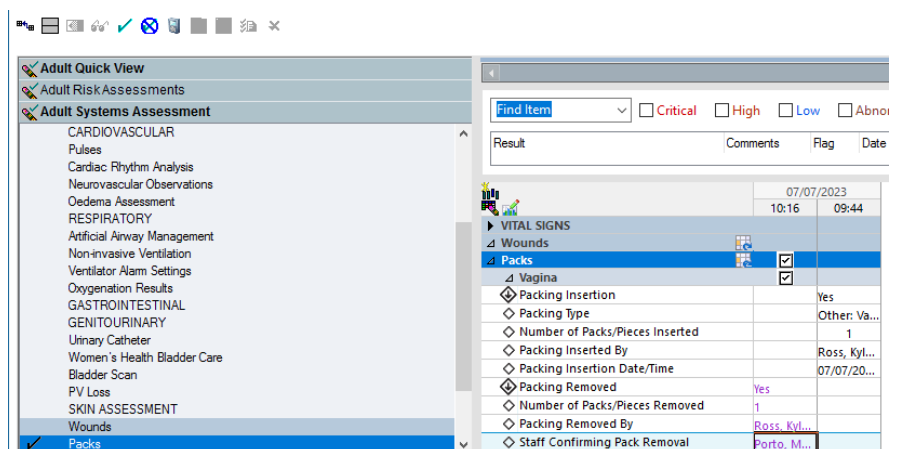
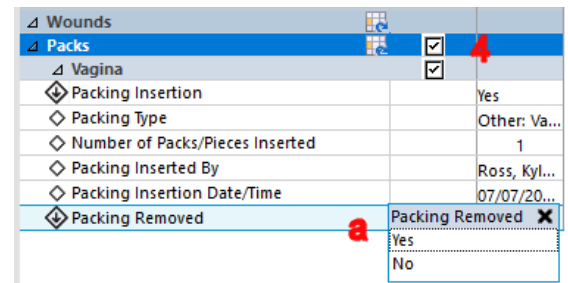


Documenting a pack removal within Interactive View

1. Navigate to the **Interactive View and Fluid Balance (iView)** from the **Table of Contents (TOC)**
2. From the **Adult Systems Assessment** band, select **Packs** the section
3. Find the existing Dynamic Packs Group



4. Double click on the dark blue band to activate the column (checkbox will appear) to allow for more efficient documentation
5. Complete documentation relevant to your patient for Insertion in this example for Vaginal Packs:
 - a. Pack Removed – Yes
 - b. Number of Pack/Pieces Removed – 1
 - c. Packing Removed by – the person performing the procedure
 - d. Staff Confirming Pack Removal - the person checking the packs removed
 - e. Once complete sign by clicking the Green tick

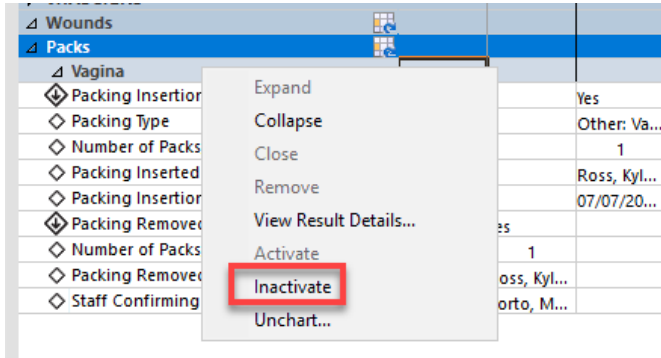




Inactivating the Dynamic Group

Once the packs have been removed inactive the dynamic group

- a. Right click on the Label band, in this case Vagina and click on **Inactivate**, this will inactivate the dynamic group and no further documentation can be made against it



Wounds	Packs	Vagina
		<ul style="list-style-type: none"> Packing Insertion Packing Type Number of Packs/Pieces Inserted Packing Inserted By Packing Insertion Date/Time Packing Removed Number of Packs/Pieces Removed Packing Removed By Staff Confirming Pack Removal
		<ul style="list-style-type: none"> Yes Other: Va... 1 Ross, Kyl... 07/07/20... Yes 1 Ross, Kyl... Porto, M...