

# ICU – Critical Care Worklist and Handover Worklist



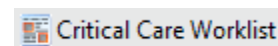
## This Quick Reference Guide will educate:

- **ICU Staff** on how to access and customise the **Critical Care Worklist**, which contains a list of ICU patients and displays basic clinical information for each patient at a glance.
- **ICU Medical Officers** on how to use the **Handover Worklist**, which has some similarities to the Critical Care Worklist, but is more tailored as an option for ICU Doctor Handover using the **I-PASS** functionality.

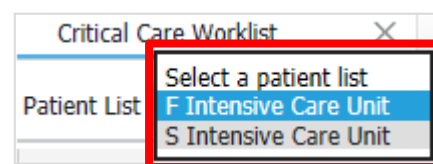
## ICU Staff: Access Critical Care Worklist

1. You must set up your Footscray ICU and Sunshine ICU Patient Lists before proceeding with the following steps. To do so, refer to *QRG – Create an ICU Patient List*.

2. In the Navigation Toolbar, click **Critical Care Worklist**.

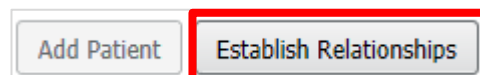


3. The list that appears will be defaulted to the first list you have in your Patient Lists. Use the **drop-down** to switch another ICU list if required.



4. Newly admitted ICU patients will have their rows greyed out. To reveal more patient data, first you need to **Establish Relationship** for every newly admitted ICU patient.

Click the **Establish Relationships** button at the top right.

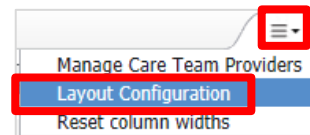



5. Then tick **“Select all”** to select all new patients, then click **Submit**.

| Establish Relationships             |   |             |              |   |
|-------------------------------------|---|-------------|--------------|---|
| * Relationship: Medical Officer     |   |             |              |   |
| * Select Patients                   |   |             |              |   |
| <input checked="" type="checkbox"/> | Select all  |             |              |   |
| <input checked="" type="checkbox"/> | Anzics, Tpe MS<br>DOB: 01 JAN 1973                  | Sex: Female | MRN: 2001089 | FIN: IPE75375867  |
| <input checked="" type="checkbox"/> | Report Test, Ventilation Two MS<br>DOB: 01 JAN 1985 | Sex: Female | MRN: 2001199 | FIN: 21001277   |
| <input checked="" type="checkbox"/> | Imptesting, Workflow MRS<br>DOB: 12 DEC 1989        | Sex: Female | MRN: 2001370 | FIN: IPE75376231  |
|                                     |   |             |              | <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |




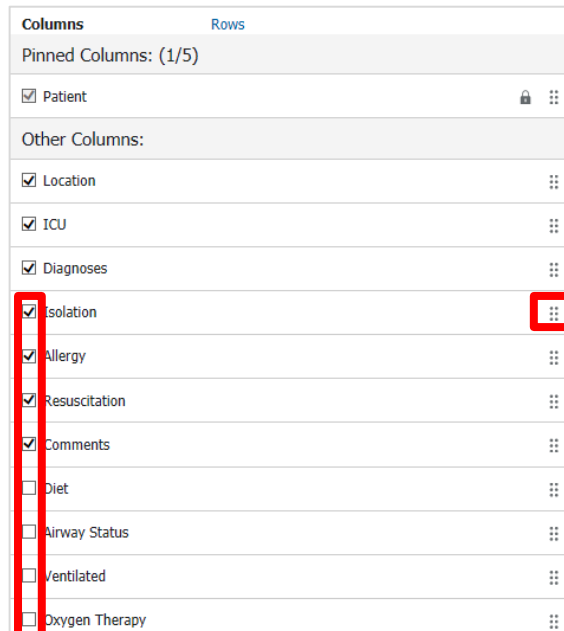
## ICU Staff: Customise Critical Care Worklist



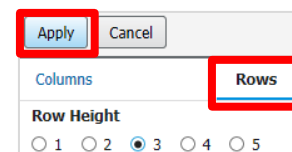
1. To customise the columns displayed for your own personal view, click on the **Page Menu** (  ) icon. Any changes you make will **not** affect other users.

2. Click on **Layout Configuration**. Under Columns:

- a. **Pinned Columns** allow you to pin up to 5 columns in a locked position. They will be fixed and not horizontally scrollable.
- b. **Other Columns** form part of the horizontal scrollable view.
- c. **Tick or untick** any columns to view or hide them.
- d. **Re-order the columns** by dragging this icon  up and down, depending on which columns you would like to appear first from left to right on the worklist.



3. Click on **Rows** to display the number of rows of information face-up. Default setting is 2 rows. The recommended setting is 3 or higher.



4. Once you are happy with your configuration, click **Apply**.

5. Information in each column can be expanded by clicking into them which opens a window pane on the right.

- a. **Patient** column displays the patient's identifiers.  
Click on the patient's name to bring you directly to their chart.
- b. **Location** column displays the ICU location and bed number of the patient.  
Click on the column heading to **set the sequence of patients by bed number**.
- c. **ICU** column displays 'Reason for ICU Admission' entered on ICU doctor's mPage, and 'ICU Admission Date/Time' entered by clerk on the ANZICS form.
- d. **Diagnoses** column displays any "This Visit" diagnoses entered in Problems/Alerts from ICU doctor's mPage.
- e. **Isolation** column will display the most recent isolation order placed for the patient.
- f. **Allergy** column will display any allergies. Click on the cell to view details of the allergy.
- g. **Resuscitation** column will display if there is a resuscitation order placed for the patient (either "Limitations" or "No Limitations"). Source of truth is still the **paper ARP form**.



**Important: The Comments column should only be used to enter free text general information about the patient, which all ICU staff have visibility to. Shift-to-shift handover information between ICU clinicians should not be entered in here.**



## ICU Medical Officers: Use Handover Worklist (I-PASS)

1. Within the Critical Care Worklist page, click on the **Handover Worklist** tab.

| Patient  | Location         | ICU   | Diagnoses   | Problems  | Actions    |
|--|------------------|---|---|---|------------|
| * <b>Testwhs, Aldo Uat MR</b> 41 yrs M<br>MRN: 1828286<br>DOB: 01 AUG 1981 | R01-B05<br>S ICU | Reason for ICU A... septic shock and AKI secondary t...<br>ICU Admission Date/Time: 04 JUL 2023 16:52 | 1 - Septic shock<br>2 - AKI - acute kidney injury | Diabetes mellitus<br>Hypertension<br>Infectious Risk - Active TB. | chase echo |

2. The columns in the Handover Worklist have been configured for ICU Doctors.
  - a. **Diagnoses** column displays any “This Visit” diagnoses entered in Problems/Alerts from ICU doctor’s mPage.
  - b. **Problems** column displays any “Chronic Conditions” and “Alerts” entered in Problems/Alerts.

- c. **Actions** column includes a list of handover tasks which also displays in the I-PASS tool (see below).

Actions

Care Team: None

Click into the cell for an extended view and **ensure to select Care team as None** before updating any actions.

- d. **Labs** column (*optional column to bring on to view*) displays a shortened list of most recent Hb, WCC, Creatinine, Blood Gas HCO3 and Blood Gas Lactate. This only serves as a quick reference – Click into the Lab cell and click **Open Chart** in the pop-up window to be brought to the full pathology results (Results Review).

Labs

Haemoglobin Level (Blood): 127 g/L  
 White Cell Count (Blood): ♦ 27.1  
 Creatinine Level (Serum/Plasma): ♦ 133 micromol/L  
 Arterial Blood Gas HCO3 (Standard) Level: ♦ 19 mmol/L  
 Blood Gas Lactate Level: ♦ 3.3 mmol/L

3. Click on anywhere in the **Patient column space** (not on the patient’s name) to open up I-PASS window for the patient.

\***Icubmdivent, Test3 MRS** 48 yrs F  
 MRN: [REDACTED]  
 DOB: [REDACTED]

- a. **I-PASS** is a handover tool that can be used to supplement verbal handover between ICU doctors.  
*Note: Information entered/stored in I-PASS does not publish into the patient’s record.*

- b. There are 4 components to I-PASS, but for ICU, entering **Patient Summary** and **Actions** are sufficient.

I-PASS
Clinical Data
Care Team

Care Team: None

Illness Severity

Illness Severity: No Severity Unstable Watch Stable Discharging

Patient Summary

Enter patient summary here

Displaying information for the selected medical service only. View All

Actions

Enter new action here

No actions documented.

- c. First, ensure **Care Team is selected as None**, to avoid writing in other home teams’ handover boxes.

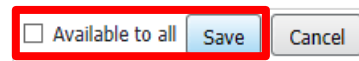


**Important: Always ensure that Care Team is selected as None within the I-PASS window before proceeding to view or enter any information.**

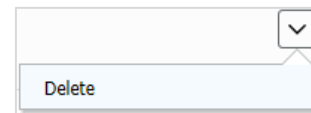


4. The **Patient Summary** section is a freetext field to provide a brief summary about the patient’s issues.
5. The **Actions** section is a freetext field to enter individual tasks which can be ticked off once completed.

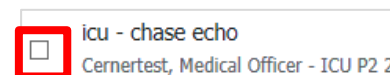
a. To make the action **not available** for the patient’s other home teams to view (i.e. the action is only meant for the ICU team), **leave the “Available to all” checkbox unticked** when you’re saving the action.



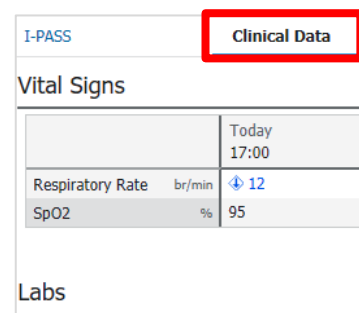
b. Any actions can be deleted by any doctor by clicking the down arrow next to an action. Be careful when deleting Actions, as they cannot be undone once deleted.



c. To mark a task as **completed**, **tick the checkbox** next to the action. This will make it disappear from the visible list and move it to the completed section, which can be accessed via the **Show Completed** hyperlink.



6. Within the I-PASS window, you can click on the **Clinical Data** tab to view more details at a glance: Vitals, Labs, Medications, Fluid Balance.



### ICU Medical Officers: Updating the I-PASS handover from the ICU Doctor mPage

The I-PASS tool is also available to view and update from **ICU Doctor mPage**. This function works the same and synchronises with the I-PASS window within the Critical Care Worklist and Handover Worklist.

1. Ensure you are selected on the correct patient.
2. Click on **Medical Officer View** then select any ICU Doctor mPage (ICU Admit / Manage / Transfer mPage).
3. Click on the **person icon at the top right corner of the mPage**.

A dropdown window will appear for I-PASS to be updated.

