




## This Quick Reference Guide will explain how to:

Complete the ICU Nursing Discharge Workflow.

Medical Officers are to place a '**Decision to Discharge**' order when the patient is **ward ready** for ANZICS from the time they have been downgraded.

- 1. Patient ID bands and Banner Bar** - If allergy status is correct; ensure up to date and ID band present
- 2. Select Nurse View from the Table of Contents (TOC)** to review most recent patient information and update accordingly:
  - Review existing Lines-Tubes-Drains
  - Click on mPage subheadings to navigate around Powerchart to review information further or begin documentation
  - Documentation - Make sure nursing and medical notes are completed and signed/submitted, not left in progress
- 3. Check relevant medication orders** are appropriate for ward use via the **Medication Administration Record**.
  - These include ensuring Medical Officers have ceasing *drug and flush orders* and *removal of burette*.
  - Keep MAR administration and PRNs signed and up to date.
  - Current intravenous orders are not continuous and only 1 bag ordered.
  - 6 hourly intravenous normal saline flush for central venous catheters and peripherally inserted central catheters.
- 4. Change the Observation Chart from ICU to Adult**
  - Ensure updated vital signs are documented within 30 minutes of transfer.
  - Any modified MET call criteria to be documented by doctors prior to transfer.
- 5. Interactive View and Fluid Balance**
  - Review prior to transfer to ensure up to date and reflective of patients' current conditions and statuses including patient assessments, risk assessments and fluid outputs.
  - Disassociate Device  - **refer to QRG: Device Association and Disassociation**
  - Adult ICU Lines – Devices - Make sure all devices are removed if no longer required and the dynamic group has been updated as 'Inactive' on **iView**.
  - Double check the hourly PCA cumulative total *mIs* in **iView** reflects the PCA total and hourly volumes are up to date in the **Fluid Balance Chart**.
- 6. Activities and Interventions**
  - Clear activities by marking done/not done via **Activities and Interventions**.



## 7. Review Medication Reconciliation status within **Orders and Referrals**

- View Medication Reconciliation under transfers. The date, time, and medical officer details will be visible indicating who undertook this and when.

## 8. Ensure **Valuables and Belongings** are updated

- Update via **iView**
- View via **Results Review** from the Table of Contents

The screenshot shows a software interface with a top navigation bar containing tabs for 'Recent Results', 'Pathology', 'Microbiology', 'Anatomical Pathology', 'Radiology', 'Other Results', 'Documents', 'Observations', and 'Assessments and Procedures'. Below this is a 'Flowsheet' section with dropdown menus for 'Assessment & Procedures View' and 'Level: Assessment & Procedures View', along with radio buttons for 'Table', 'Group', and 'List'. A date range '16 Jun, 2023 13:35 - 20 Jun, 2023' is displayed. The main content area is a table with a 'Navigator' on the left and a data table on the right. The 'Navigator' has a red box around 'Valuables and Belongings'. The data table has columns for 'Assessment & Procedures View', '19/06/2023 13:27', and '17/06/2023 13:35'. The table content is as follows:

Assessment & Procedures View	19/06/2023 13:27	17/06/2023 13:35
Valuables and Belongings		
Does Pt have Valuables & Belongings?	Yes	Yes
Electronic Device	Yes	Yes
Glasses/Contact Lenses	Yes	Yes
Glasses/Contact Lenses Location	With patient	With patient
Mobility Aid	Yes	No
Mobility Aid Location	With patient	
Dentures/Orthodontics	Yes	No
Dentures/Orthodontics Location	With patient	

## 9. Prior transfer:

- Transfer patient with patient own medications (including any S8 and S11 medications), enteral feeds, TPN bags
- Send bottle of enteral feed
- TPN bag if already in ICU
- VAC or other hired equipment cost center has been updated from ICU
- ECG dots removed if not monitored
- Document **Handover Communication Tool** when handover