

ICU – Workflow - ICU Ward Round (For Medical Officers)



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Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete the ICU Ward Round workflow for ICU Medical Officers.

Recommended ICU Ward Round Workflow

A. Handover

1. Before shift-to-shift handover, **update I-PASS** for each patient (Patient Summary and Actions) within **ICU Manage mPage** or via **Critical Care Worklist**. Refer to QRG '*ICU – Critical Care Worklist and Handover Worklist*'.
2. During the handover, access the **Handover Worklist tab** via Critical Care Worklist page. You can **open each patient's I-PASS window** to go through the Patient Summary and Actions list together.

B. Before Ward Round

3. Open **iAware** window and have it ready on one screen to review charts for different patients. Refer to QRG '*ICU - iAware Dashboard*'. Note: When you change to another patient's chart in PowerChart, iAware does **not** sync with this change so you would need to manually change to the other patient's chart in the iAware application too.
4. Use **ICU Manage mPage** to review patient's documentation, observations, fluid balance, results, medications. Other methods of viewing information include Results Review, iVIEW, ICU Observation Chart, iAware dashboard.
5. Before the ward round, prepare the ward round notes for each patient by **typing in the ICU Progress Note textbox and saving it**. Note: *No one else can see the content of the box except yourself at this stage.*

C. During Ward Round

6. **During ward round, create and finalise your ICU Progress Note for each patient.** Rename note title if desired. Note: *It is a single contributor note – the person who starts this note must be the one who signs and submits the note. Once submitted, any doctor can only add Addendums to your note (Locate the note in **Documentation** and Click **Modify**).*
7. Go to **Orders and Referrals** to modify or discontinue any orders. Refer to QRGs '*How to Discontinue, Modify or Delete Medication Orders*' and '*Modifying Infusions*'.
8. **Place new orders if required.** Refer to QRG '*ICU - Order ICU Quick Orders and ICU Order Sets*'.



Go through ICU Manage mPage to formulate your ICU Progress Note

1. Click on **Medical Officer View** from the Table of Contents on the left side.
2. Click on **ICU Manage mPage/tab**.

Medical Officer View

ICU Manage

3. Move **ICU Progress Note textbox** to the right side by clicking on this icon at the top right of the box.
This allows you to simultaneously view information on the left while typing into the textbox on the right.

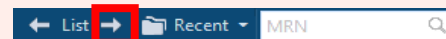
*Note: Use **F3** on your keyboard to jump between the sections of the template.*

*If you are preparing ward round notes beforehand, click **Save** at the bottom right. This step does not sign or submit the note; it merely saves the content within the box.*



Handy Hint

Navigate to the next patient's chart by clicking on the right arrow at the top right corner and preparing the next patient's ward round notes in their ICU Manage mPage.



4. Click on a note from **Documents**, e.g. previous ward round note, to view them next to ICU Progress Note box.

5. Update **Problems/Alerts** if required, e.g. update or add "This Visit" diagnoses. These will appear in the Critical Care Worklist.

Priority	Problem Name	Code	Onset	Classifica...	Actions
1	Septic shock	--	--	Clinical History	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic
2	AKI - acute kidney injury	--	--	Clinical History	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic
	COPD	--	--	Clinical History	<input type="checkbox"/> This Visit <input checked="" type="checkbox"/> Chronic Resolve

6. After completing the ICU Progress Note textbox, **you must click on "ICU Progress Note" blue hyperlink** under "Create Note" at the bottom left of the mPage, to generate the final note.

Create Note
ICU Progress Note

7. **The final note will pull the ICU Progress Note textbox from the mPage.** The final note also generates the **"ICU Admission Date/Time"** (pulled in from data entry by ward clerk in the ANZICS form if the form has been created) along with **"Patient Acuity"** (pulled in from data entry by the ICU nurse in iView).

8. Make final edits if required. Click **Sign/Submit** when ready to finalise. View your signed note in Documents on the mPage (after refreshing) or in Documentation from the Table of Contents.

Sign/Submit



Handy Hint

If you would like to document free text ICU Progress Notes for an ICU patient, click on the “Free Text Note (ICU Progress Note)” hyperlink on the bottom left of the mPage.

- Create Note
- ICU Progress Note
- ICU Family Meeting
- ICU Clinical Trial Note
- Free Text Note (ICU Progress Note)**
- Select Other Note



Handy Hint – Ordering New Infusions during ICU ward round

1. Order via **ICU Standard Infusions order set**.

2. If there’s already an *existing* active ICU Standard Infusions order set which you or another doctor have already ordered, locate it in **Orders and Referrals**.

3. You can **add new infusions to the same order set** by clicking on the lightbulb icon (💡) first to display the whole original order set. In the example below:

- (1) Amiodarone is an **active** infusion which has been ordered from the order set at an earlier time, hence its status is already “Ordered”.
- (2) Tick a new infusion to order (e.g. Adrenaline) and then follow the prompts to sign the order.

Component	Status	Dose ...	Details
ICU Standard Infusions (Initiated) 10/07/2023 17:40			
Last updated on: 10/07/2023 17:42 by: Cernertest, Medical Officer - ICU P2 2			
ICU Standard Infusions			
Vasoactive Agents			
<input type="checkbox"/> adrenaline (epinephrine) infusion 6 mg in Glucose 5% 100 mL CONTINUOUS (CRIT CARE)		100 mL, IV Infusion, Rate: TITRATE, Administer via a CENTRAL line. Refer to WH procedure.	
<input type="checkbox"/> amiODARone (LOADING DOSE) infusion 300 mg in Glucose 5% (PVC free) 100 mL BAG BY BAG (CRIT CA...		100 mL, IV Infusion, 1 dose(s), Indication: Loading dose, Use PVC free Refer to WH procedure.	
<input checked="" type="checkbox"/> amiodarone (additive) 900 mg + Glucose 5% (PVC free) infusion 500 mL	Ordered	500 mL, IV Infusion, Rate: 20.83 mL/hr, First dose 10/07/2023 17:42:00, Refer to WH procedure.	

- 4. This can reduce the number of ICU Standard Infusion order sets that you have to cancel one by one at the time of ICU Transfer/Discharge.
- 5. You can also follow the same steps for other order sets if you have missed an item from the order set that you wish to order.
- 6. After you’re done, you can click the lightbulb icon again (💡) to display only the ordered items, if you wish.