Quick Guide for...ICU Nurses - Daily Actions

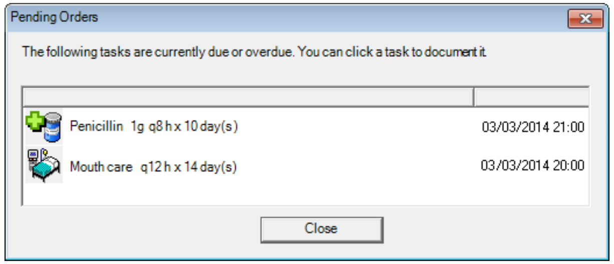
Notes

- This guide shows default text and example clinical items — those in your hospital may differ.

Check for pending tasks

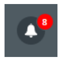
1. If the Pending Tasks icon is red in the Patient Information Band, click it. 

   The Pending Orders window opens showing the tasks to be performed and documented.



2. Click any order in the list to open the Document an Action window, enter treatment details as necessary, and then click **Confirm**.

Acknowledge new orders

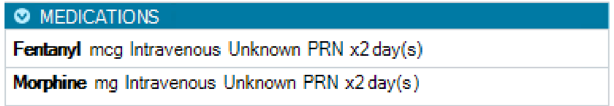
1. If the Notifications icon is red in the Patient Bar, click it. 

   The window that opens shows the new orders that have not yet been acknowledged.
2. Select the orders you want to acknowledge and click **OK**.

Document (validate) an order

1. Click the appropriate time cell to open the documentation window.

   (To document for the current time, you can also click the treatment name.)



2. Enter treatment details as necessary.
3. Click **Confirm**.

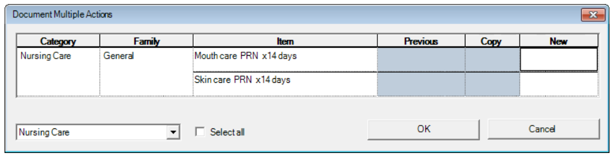
Document (validate) multiple orders

1. Click a time unit in the time bar to display the Document Multiple Actions window.

   The window shows a list of scheduled tasks for the column.

Note: Fluids and medications with PRN or continuous schedules are not included.

2. In **Category**, select the category you want to view.

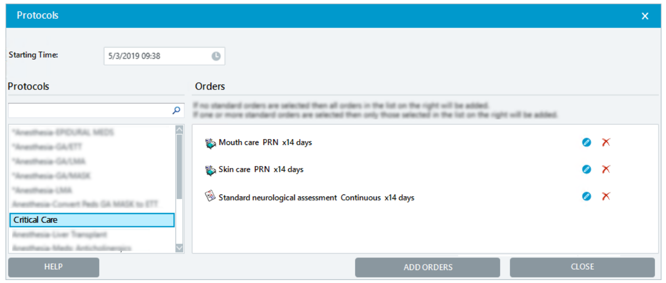


3. If an item has been documented previously, this data is displayed in the **Previous** column. You can repeat the previous entry (copy it forward) by leaving the check mark in the **Copy** column.
4. To enter new data, click **New**.
5. Clear both columns for any items that you do not want to document.
6. Click **OK**.

   A separate window opens for each item checked in the **New** column.
7. Enter or modify information if necessary and click **Confirm**.

Prescribe using protocols

1. Click the **Protocols** button to open the Protocols window. 
2. If necessary, change the **Starting Time**. (It will default to either the current time or the start of the session.)
3. In the left pane, select the protocol.
4. To add all orders from the protocol, click **ADD ORDERS**.
5. To add specific orders from the protocol, select them in the right pane and then click **ADD ORDERS**.



Prescribe a standard order

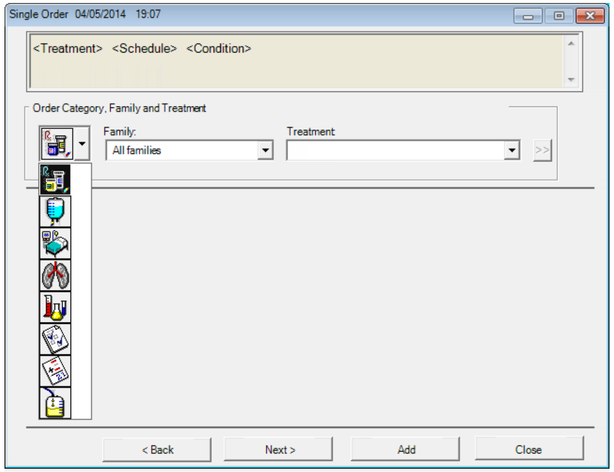
1. Open a flowsheet with a section for the order you want and click the relevant subheading.
2. In the window that opens, select a **Family**, **Treatment** and, if necessary, enter a **Starting Time**. Then click **Add**.

   (To document the order immediately, click **Add and Document**.)

Prescribe a custom order

1. Click **Orders > Single Order**.
2. Select a category from the dropdown icon list and then select an entry under **Family**.

   The window changes to show fields relevant to the family.



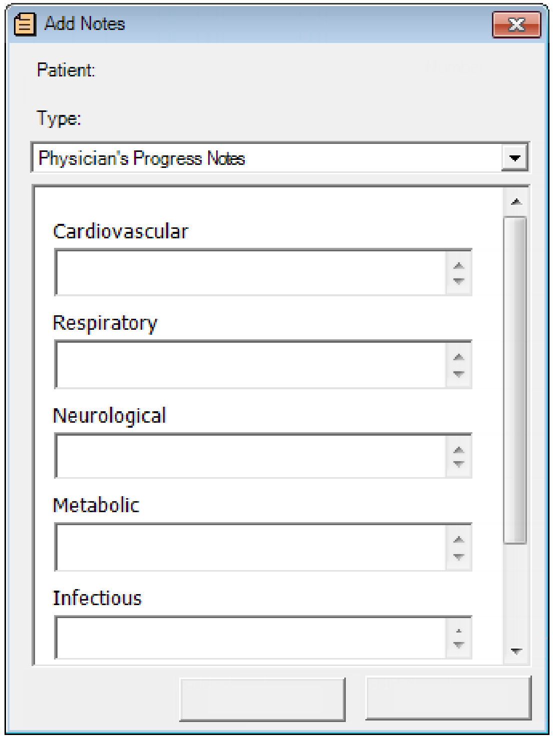
3. Fill in the fields that apply to the order and then click **Next**.
4. In the window that opens, select a **Schedule** and, if necessary, the **Starting Time**.
5. To add a memo or a note about conditions for prescribing, click **Next**. To directly prescribe the order, click **Add**.

Create a physician note

1. Click the **Patient Summary** button. 

   (The Patient Summary opens.)
2. Click **Add Notes**.

   (The Add Notes window opens.)



3. Under **Type**, select an appropriate type.
4. Enter your notes in the relevant sections and then click **OK**.

Discharge the patient

1. Click **File-ADT > Discharge Patientt**.
2. If the Demographics window opens, fill in any mandatory information (in red) and click **Close**.

   The "ADT - Discharge Patient" window opens.
3. Select the **Discharge Type:** and click **Discharge**.
4. If the Printout Viewer window opens, select the required printing parameters and click **OK** to create a printout.

Log off the application

- When you leave the workstation, log off to avoid somebody documenting in your name.