

TRANSDD PRACTICE PROCEDURE

Summary of Changes

	NEW	Previous
BC Cancer		

1. Introduction

1.1. Focus

The purpose of this document is to outline the requirements for nursing documentation using the TransDD system in CAIS

1.2. Health Organization Site Applicability

This procedure applies to all BC Cancer Kelowna nurses with access to the BC Cancer – Kelowna Trans DD Nursing partition

1.3. Practice Level

Nurses who complete education and orientation to TransDD documentation prior to using this tool in clinical practice. Education and orientation include:

- Review of Nursing Practice Reference [D-75](#)
- The [TransDD Training for Nurses](#)

1.4. Need to Know

It is the responsibility of the individual nurse to complete the required education and orientation to TransDD, including annual review and ongoing compliance of this document.

2. Procedure

- 1) Access to TransDD will be requested by the Clinical Nurse Leader/Clinical Nurse Educator using the standard access request form (Appendix A)
- 2) The nurse will complete education and orientation to TransDD documentation prior to using this tool in clinical practice. Education and orientation will include:
 - Review of Nursing Practice Reference [D-75](#)
 - The [TransDD Training for Nurses](#)

Nursing Documentation (Focus Charting) will be completed in Trans DD as Follows:

- 1) Telephone assessments: Incoming calls from patients (Telephone Nursing Line)
 - Nursing Note: Telephone Care
- 2) Nursing documentation: In clinic assessments and outgoing telephone assessments of patients. (ACU Clinics; Patient Support Clinics; Medical Daycares; PSMPC):
 - Nursing Note: Ambulatory Clinic Nursing Care

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***Exception: Documentation for RT patients on active treatment will be completed in ARIA.**

- 3) The nurse will indicate the program (RT or ST) and specific clinic in the selected template at the start of the “Focus” section
- 4) TransDD documentation will be completed and signed at the time of care. If the nurse would like to add additional information to a TransDD note after it is signed they an addendum will be created that is attached to the original note
- 5) The nurse will contact the physician by phone if the patient’s concern needs to be addressed within 24 hours. Email may be used to alert physicians to review nursing documentation in CAIS if the concern needs to be addressed within 24-48 hours.

***Physicians must write patient orders when present in BC Cancer Kelowna Center. Telephone orders may be accepted if a physician is off site excluding orders for Chemotherapy or Biotherapy.**

- The nurse will **NOT** route TransDD notes to physicians (internal or external).

3. Related Documents

[Nursing Practice Reference D-75](#)

[TransDD Training for Nurses](#)

4. Appendices

[Appendix A: TransDD Access Request](#)

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Appendix A: TransDD Access Request

TransDD Partition and Template – Request

Instructions: Submit request via IMITS service catalogue to add new users to TransDD system.

Overview of the Request

Request to add new user to transdd_SInurse

User Group for Partition

The name of user group is: ***transdd_SInurse***

Username: _____

User designation (RN/LPN): _____

Category of Transcription

Documents will be: self-transcribed.

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BC CANCER-KELOWNA NURSING TRANSDD

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Posted Date:	08-DEC-2020		
Version:			
Revision:	Name of Reviser	Description	Date