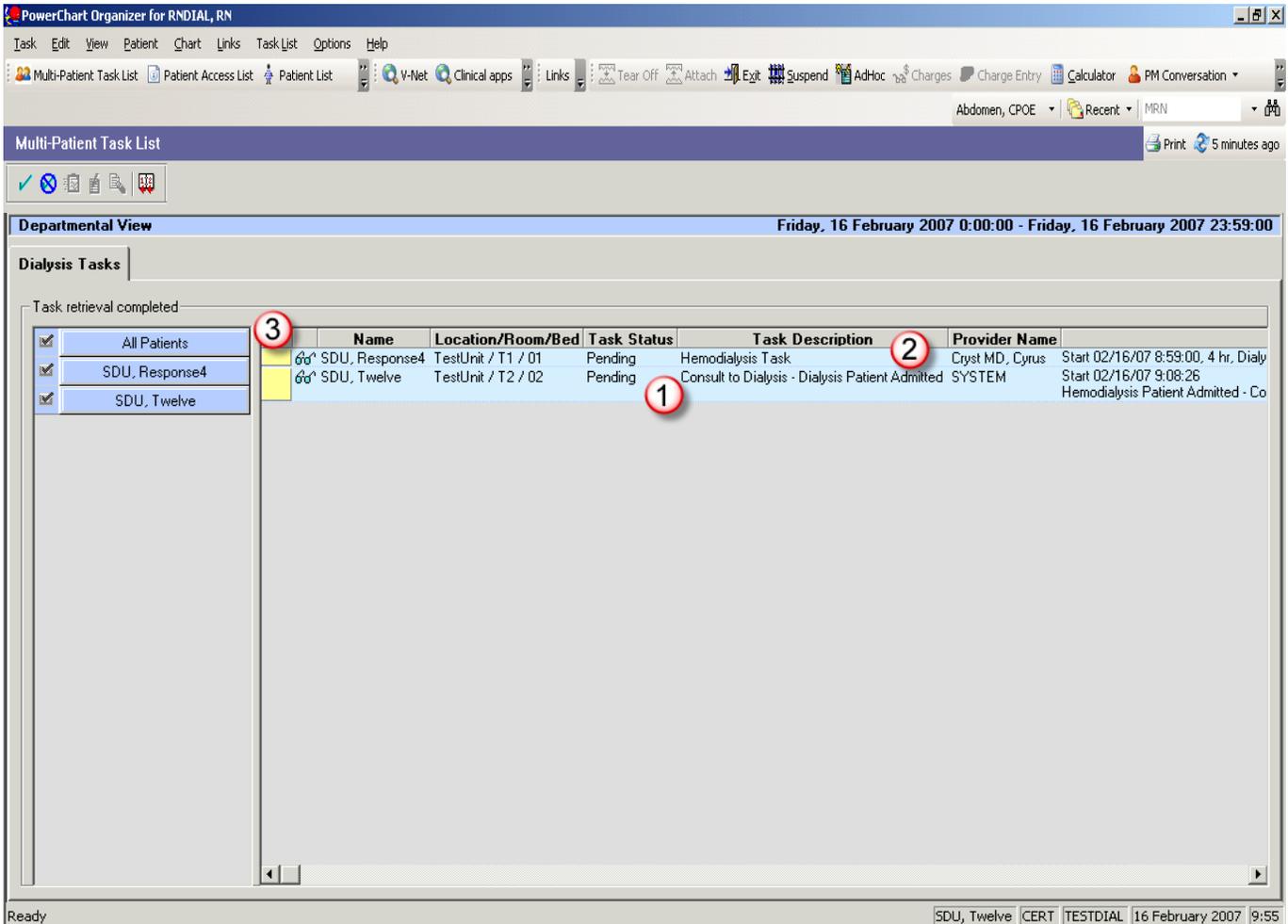NORTHWEST
Kidney Centers

Multi-Patient Task List

The **Multi-Patient Task List** is the opening screen when a Dialysis RN logs onto Cerner PowerChart. <u>All dialysis patient will display here with new dialysis orders.</u>

1. The **Task List** displays a **Task Description** called **Hemodialysis or Peritoneal Dialysis Task or CRRT** which is the notification that the MD has written the orders for the procedure.

   The details of this order can be viewed here by *right clicking* on the **Task Description and selecting ORDER INFO.**

3. The task can be **removed** from the list by *clicking* in the **yellow** box after the procedure has been completed. After *clicking* **Refresh** the patient will be removed from the list.

TASK COMPLETED BY MISTAKE?

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To **re-display** a completed task go to **OPTIONS,** on the top menu, *click* on **TASK DISPLAY** and check Completed box and OK and all completed tasks will display.

Opening the Patient Chart: How to access the Patient's Clinical Information/Orders and MAR

From any patient list, **single *click* on the patient name** and *click* **the drop down arrow** next to the **patient's name on the Toolbar**

Abdomen, CPOE ▾ | 📁Recent ▾ | MRN ▾

- Overview
- Patient Information
- Allergies
- Clinical Notes
- Diagnosis _Problems

Form Browser contains any forms you have charted on.
Go here to modify.

- Form Browser
- Health Maintenance
- Histories
- Immunization Schedule
- Intake _Output

MAR is the Medication Administration Record,
chart all administered meds here.

- MAR
- MAR Summary 48H
- Medication Profile

Orders contains all orders for your patient:

The Hemodialysis orders will display in the **Ancillary Depts. section.**

- Orders
- Pediatric Growth Chart
- Results: All
- Results: Ambulatory Review 15M

Peritoneal Dialysis solutions will display in the **IV Solutions section.**

- Results: Catalog
- Results: Lab _Rad 7D

Results: Lab_Rad 7D contains all labs and radiology reports

- Review Chart
- View: Discharge Instruct
- View: ED Summary
- View: Immunization
- View: Med Profile
- View: PSL

NORTHWEST Kidney Centers
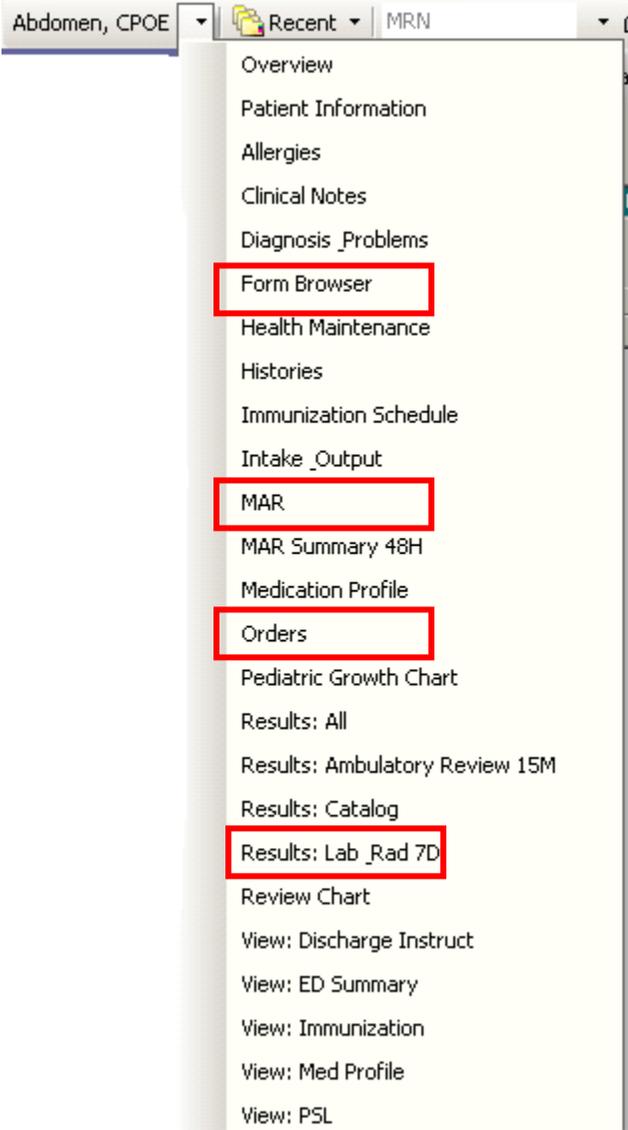
Viewing Orders seen on the Multi Patient Task List

Click on **Ancillary Depts.** to see **Hemodialysis or Peritoneal Dialysis Orders**

Once you have opened the patient chart you have access to all parts of the chart via the menu on the left side of the window.

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Orders Overview

| Abdomen, CPOE | DOB:02/02/35 | Age:74 years | Sex:Female | MRN:99031405002 | Loc:10H; 1001; 01 |
| Allergies: No Known Allergies | IQHealth: No | Fin#:77731405002 | Inpatient Medical: [09/01/07 7:01 - <No - Discharge date>] | | |

1. View: The **View section** is a list of **all Order Categories**

♦ *Click* on a **Category**, example: Blood Bank/Transfusion to auto-scroll that category to the top of the display.

♦ Caution: **Taking checkmarks out** of the Order Category will **hide** those orders on the screen until you *click* the checkmark box again.

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Placing Orders: —(*works just like Harborview)*
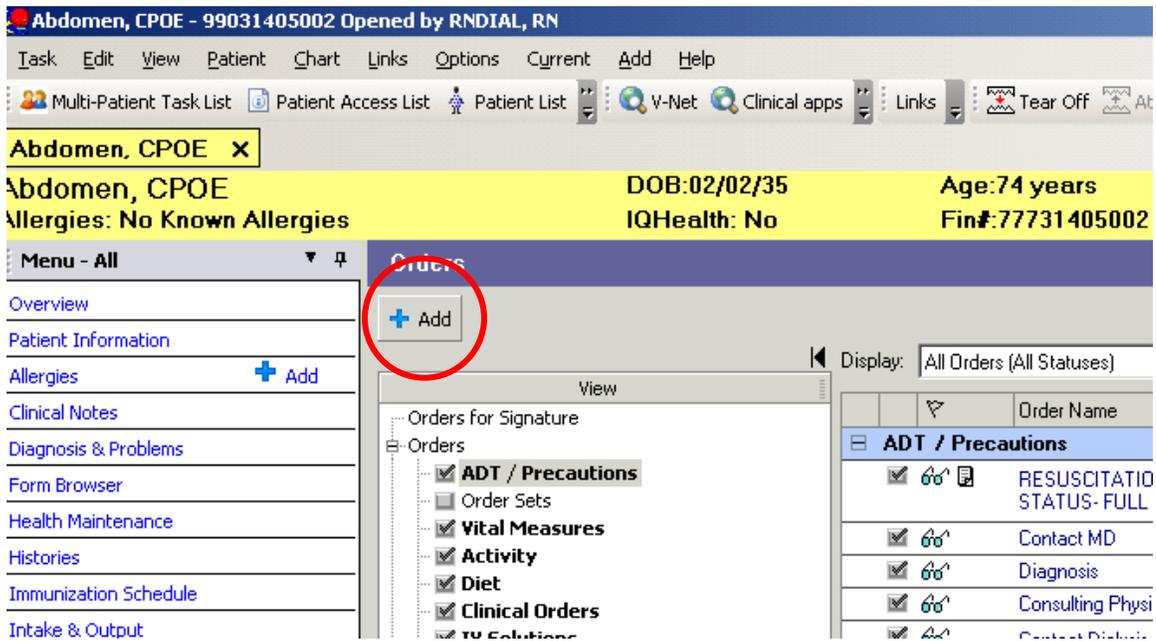
1. ***Click* the Add Order icon** [+ Add] to open up the **Add Order** catalog**.**
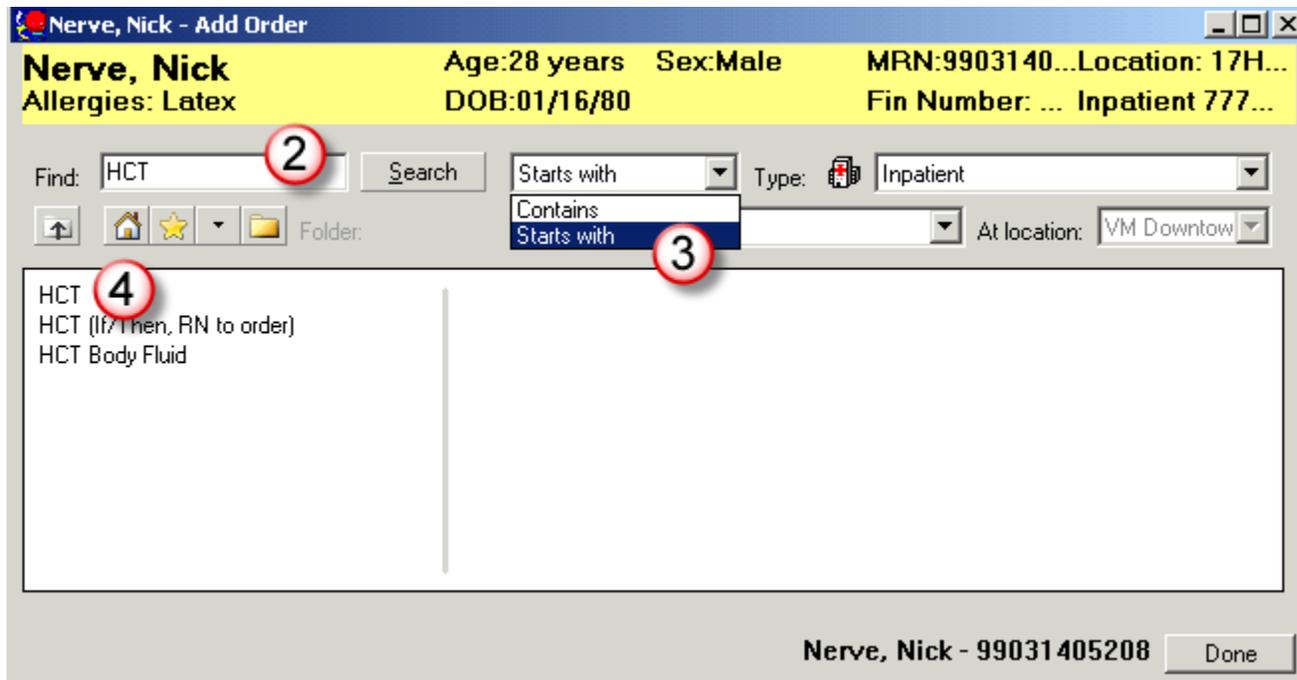
2. **Type in the full name or part of the name of the order** and let the catalog search.

3. **You can choose to search by what the order 'Starts with' or a word the order 'Contains'.**

4. Left *click* on the order you need to place.
<u>**Ordering Physician and Communication Types:**</u>

When an **RN** places orders the **Ordering Physician** and the **Communication Type** must be identified.

This box will appear after selecting the order:.

1. Type in the **LAST NAME of the MD** authorizing the order placement. The field will auto complete or state: "Multiple Matches".   *click* the binoculars icon if that occurs.

2. Select the **Communication Type;** see definitions below:

▌ **MD Sign / Phone (GOES TO PROVIDER FOR CO-SIGN)**
   For orders a provider phones in when no computer is available

▌ **MD Sign / Verbal (GOES TO PROVIDER FOR CO-SIGN)**
   For orders that are given verbally, such as during a MET event or procedure

▌ **Scope of Care (DOES NOT GO TO PROVIDER FOR CO-SIGN)**
   For orders that are within the user's scope of care. This includes
   orders covered by policy (i.e. Nursing Order policy) as well as those related to "if / then" orders a provider has placed.
   These do not require provider co-signature.

▌ **MD Sign / Protocol (GOES TO PROVIDER FOR CO-SIGN)**
   For orders that have a written protocol in place, e.g. Emergency Department, Dialysis, etc.

3. OK
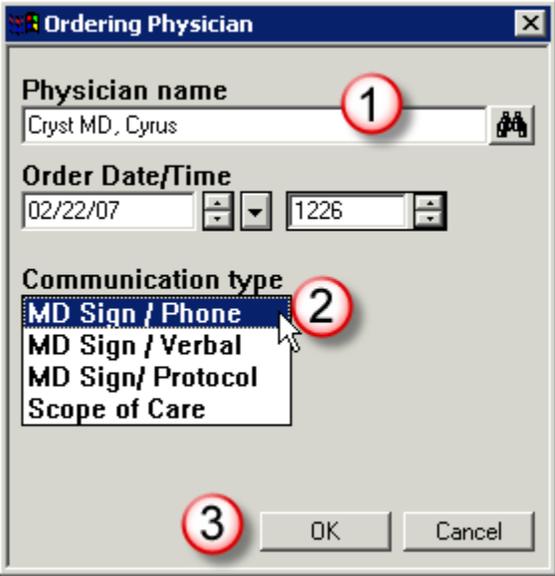
> **Note: If a Communication Type is not selected an error message will appear stating "All fields must have valid values"**

NORTHWEST Kidney Centers

Ordering the Dialysis RN Heparin Orderset in Power Orders & Documenting Heparin on the MAR

Go to Orders on the Menu.

> **Note: Per the Clinical Orders placed by the Nephrologist, the NWKC RN has been directed to order the heparin for the hemodialysis procedure**

⊟	Clinical Orders		
☐	Hemodialysis related Communication (to get Heparin during Dialysis)	Order	Start 06/26/07 10:37, Instructions: Dialysis RN: to obtain heparin for hemodialysis procedure, use "Dialysis RN Heparin OrderSet". Administer heparin bolus and drip per MD instructions for heparinization in Hemodialysis order., for 12 hr, Stop 06/26/07 22:36

> **Note: Per the Hemodialysis order placed by the Nephrologist the heparinization will be ordered as TIGHT: 500 units or SYSTEMIC 1000 units.**

⊟	Ancillary Depts.		
☐	Hemodialysis	Order	Start 06/26/07 10:37, Routine, Duration of dialysis: 6, Blood Flow Rate: As tolerated, Ultrafiltration goal: Patient to Dry Wt., Pt's Dry Wt.: 83 kg, Dialysate Flow Rate: 500 mL/minute, Dialysis Potassium: 1 mEq/L (for K >6 mEq/L), Dialysate Calcium: 2.5 mEq/L, Dialysate Bicarbonate: 35 mEq/L, Dialysate Sodium: 140 mEq/L, Heparinization: TIGHT: 500 units bolus; 200 units/hr, Heparin OFF: 60 minutes before end, Dialyzer Polyflux 10L, Order Effective for 12 hr

Placing the Dialysis RN Heparin Order Set:

1. *click* the **Add Order button** to open the **Order Catalog** →

Orders

➕ Add
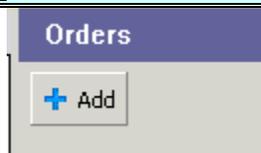
2. Type in **DIAL** to locate the **Dialysis RN Heparin OrderSet**
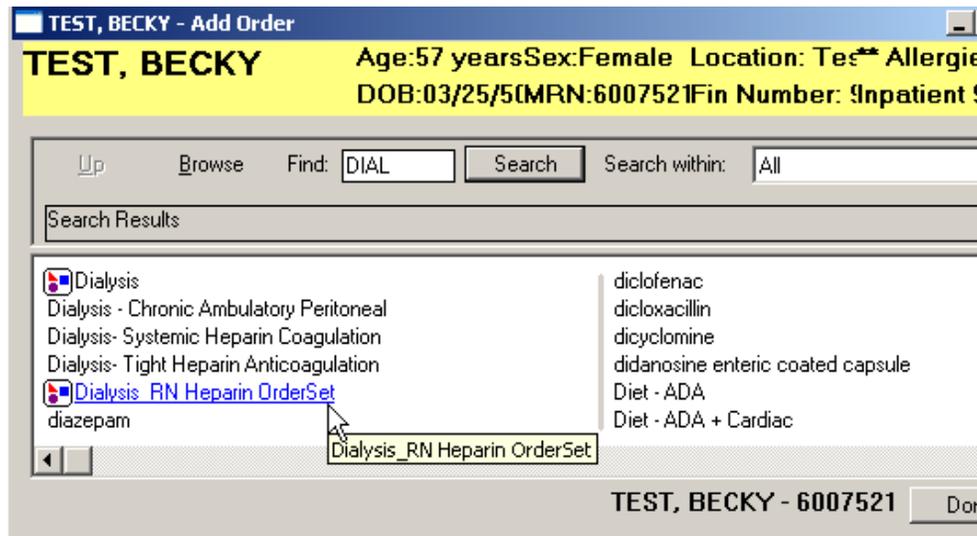
3. *click* on the 📘Dialysis_RN Heparin OrderSet to open the order set.

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4. Ordering Physician window will open
Type in **last name** of **Ordering MD**

6. *click* on **MD Sign/Protocol** for the **Communication Type.**

7. *click* **OK.**

8. Dialysis RN Heparin Orderset will open.

	Component	Order Details
	.	
	** This orderset is to be used for DIALYSIS patients only **	
	CLINICAL ORDER - Catheter Dressing Care	
	Place order below to communicate to other hospital staff correct process for dialysis catheter dressing care. Un-check the order if it has been entered previously.	
	** DRESSING CHANGES - check order below if an active order for Dialysis Catheter dressing change and care is not on patient chart.	
☐	Dressing Change - Dialysis Catheter	Start: T;N, Dialysis RN will complete all dressing changes and flushes. Contact Dialysis at 64145 if catheter is not cle
	MEDICATIONS	
☐	lidocaine (lidocaine 1% injectable solution)	0.5 mL, inj soln, INTRADERMAL, ONCE, Routine, Note: For DIALYSIS RN use only. Infiltrate for local anesthesia at
	HEPARIN - During Dialysis	
	WARNING Heparin should NEVER be given to patient with history of / or possible HIT If patient is already on heparin drip, message page nephrologist immediately.	
	Heparin for anticoagulation - Tight or Systemic Heparin	
	Heparin needed during Dialysis to be entered by RN based Anti Coagulation Protocol (Tight or Systemic) selected in hemodialysis orders. Please choose either 500 unit(s) or 1,000 unit(s) below.	
☐	heparin (heparin 1,000 unit(s)/mL injectable solution)	500 unit(s), inj soln, MISC, Q1 HR, PRN, For: Other, Routine, for 8 hr, Note: For DIALYSIS RN use only. Use to prim
☐	heparin (heparin 1,000 unit(s)/mL injectable solution)	1,000 unit(s), inj soln, MISC, Q1 HR, PRN, For: Other, Routine, for 8 hr, Note: For DIALYSIS RN use only. Use to pri
	MEDICATIONS / HEPARIN - Post Dialysis	
	RN to order Heparin flush based on Standing orders and Heparin Capp Off Guidelines, from hemodialysis orderset.	
	Select appropriate order below based upon Arterial or Venous Access. Select appropriate Heparin concentration based upon protocol guidelines.	
	Arterial Port	
☐	heparin (heparin 1,000 unit(s)/mL injectable solution)	unit(s), inj soln, CATHLOCK, ONCE, Routine, Note: For DIALYSIS RN use only. For arterial port (lumen) access.
☐	heparin (heparin 5,000 unit(s)/mL injectable solution)	unit(s), inj soln, CATHLOCK, ONCE, Routine, Note: For DIALYSIS RN use only. For arterial port (lumen) access.
	Venous Port	
☐	heparin (heparin 1,000 unit(s)/mL injectable solution)	unit(s), inj soln, CATHLOCK, ONCE, Routine, Note: For DIALYSIS RN use only. For venous port (lumen) access.
☐	heparin (heparin 5,000 unit(s)/mL injectable solution)	unit(s), inj soln, CATHLOCK, ONCE, Routine, Note: For DIALYSIS RN use only. For venous port (lumen) access.

9. Select orders by *click*ing in checkbox to the left of the order. (Must see checkmark in the box to actually select the order).

> **Lidocaine: (if patient has a graft)**
>
> **Heparin Tight: 500mL or Systemic 1000mL.**
>
> **Arterial Port*: 1000 unit(s)/mL**
>
> **Venous Port*: 1000 units(s)/mL**

*These orders have required fields and the Dose must be typed in before signing the order. See next page

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Orders:
Order Options via right _click_: Order Info:

1. **Order Info:** To display additional information that may have **been cut off on the order display as indicated by …**
2. *Click* **the Order Name:** **Blue text** or
3. *Right click* on the **order** for a menu that offers **Order Info**, and select with *left click*.

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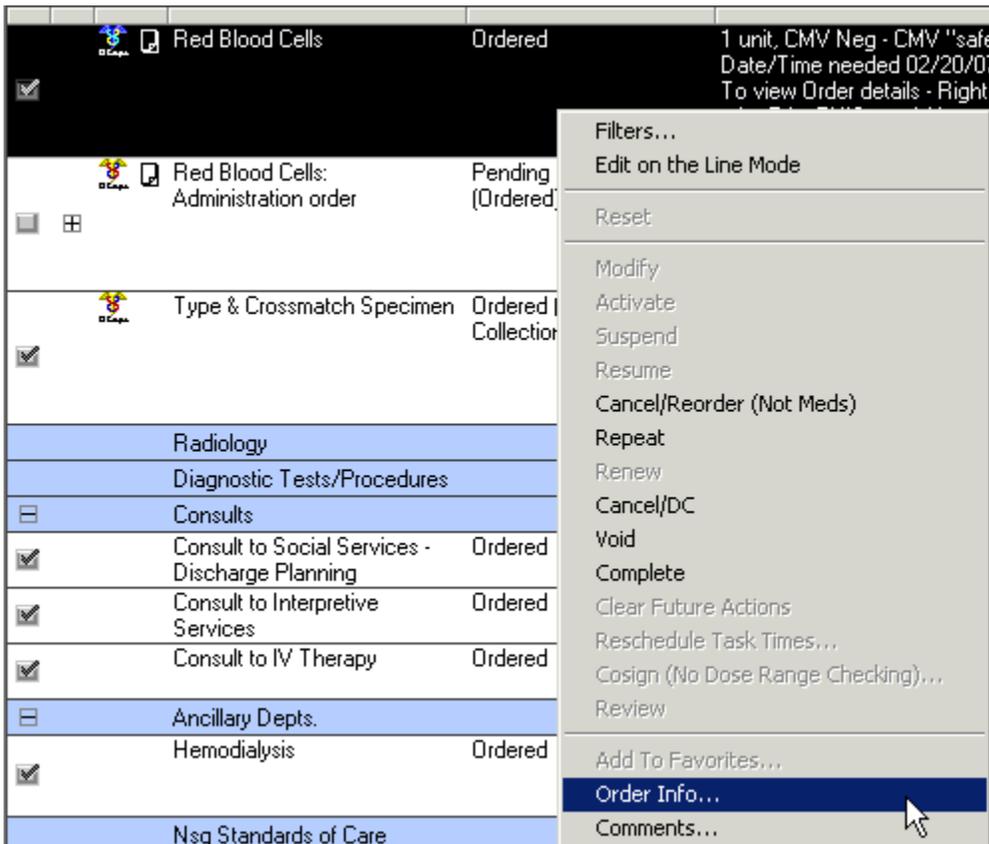
Additional Order Options:
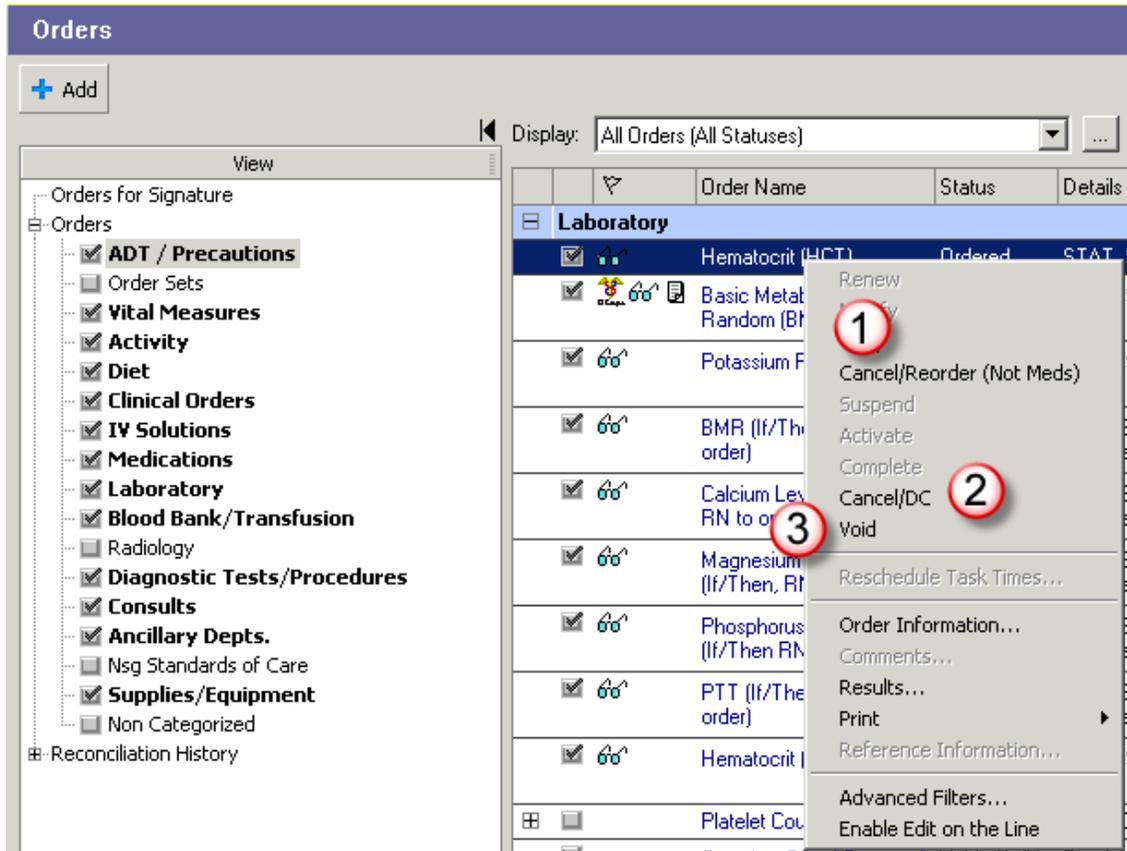
1. **Cancel/Reorder:** This option allows you to replace a previous order with all or some of the same order details. For example, changing a Nurse Collect lab specimen to Lab Collect.

   This action is not to be used for medication orders. Use Cancel/DC and write a new order.

2. **Cancel/DC:** Used to cancel orders that are no longer appropriate.

Note: The checkmarks in the boxes on the order itself are a shortcut to forcing the order in a **Cancel/DC** order option.

3. **Void:** Used to clear an order placed by mistake.

   This action is not to be used for medication orders. Use Cancel/DC and write a new order.

MAR Medication Administration Record—(*works just like Harborview)*

1. *click* on **MAR** from the menu

2. To see **PRN** medications *click* on green PRN bar and this section will move up to the top of the MAR.
3. To **chart the administration of a medication** *click* on the **"dose task cell"** to open the charting form.
4. **Discontinued or Single dose medications will discontinue once charted** and move to the **Discontinued etc Section** of the MAR.

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Lab Draws ---Nurse Collect Task on PAL

Important: the patient must be in the DIAL Inpatient Dialysis Unit to <u>print the requisition</u> in your Dialysis Unit. If the patient is not in this location, call their "home" nursing unit and ask the PFC to transfer the patient to you.
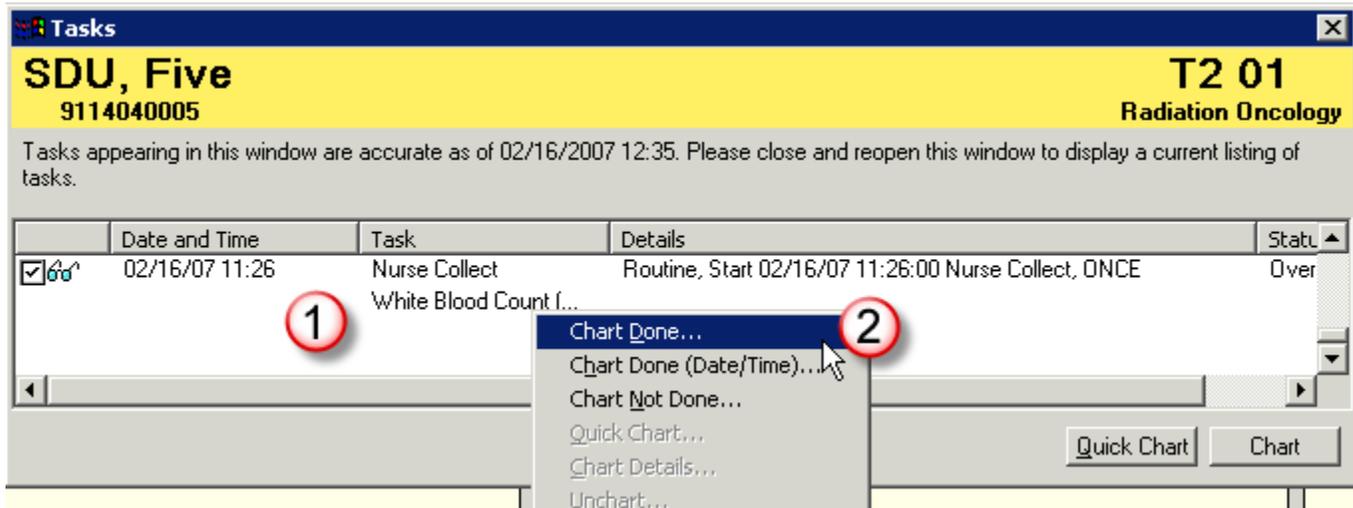
We recommend that the RN never use Quick Chart or Chart as this affects all task not just the one you are completing.

1. **Right *click***
   Selecting **Chart Done** on the <u>nurse collect</u> <u>task</u> will complete the task and fire an order to the lab.

   Selecting **Chart Done (Date/Time)** allows you to change the time the specimen was collected and/or the name of the person collecting the specimen

   Selecting **Chart Not Done** cancels the order and can be used if the specimen is not going to be collected, for example a Duplicate order.

2. **Chart Done** or **Chart Done Date and Time** will print the requisition that goes with the specimen to the lab

3. Call **Transport (ITT)** to have the specimen picked up and delivered to the laboratory ext **61322.**

Patient Access List (PAL) Charting Blood Transfusions
Chart from the Heart: ❤️ **Patient Care Tasks**

How to obtain Blood from Blood Bank:

1. Go to **Blood Bank/Transfusion Section** of **Power Orders** NOTE: ALL associated blood orders will display here including Type and Cross match.

2. **The RBC Administration order** states **Right _click_ on Main Parent Order to print/reprint this requisition to obtain each unit from VM Blood Bank.**

Call ITT and ask them to come to the unit to get the requisition for the blood you need. This requisition is given to **ITT** to obtain the blood from the VMMC blood bank and they will deliver it back to the unit.

3. To print a requisition to draw a **Type and Crossmatch specimen**; Right _click_ on the **Red Blood Cell order.**

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How to Chart Blood: Start and Completion

On the Patient Access List look for the two tasks: RBC Start and Complete Transfusion under a Heart icon: (Overdue or Current Time column)

The order to give blood generates two tasks for each unit of blood to be transfused:

Start a unit or RBC's and **Complete** a unit of RBC's.

How To Start a Unit of RBC's:
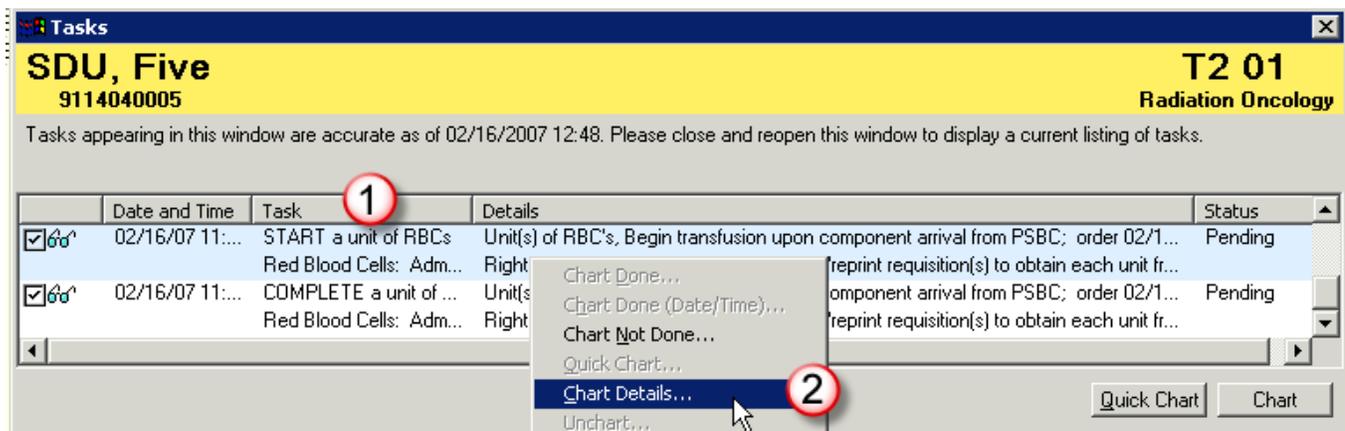
1.   *Right click* and select **Chart Details** on the task: **"START a unit of RBC's":**

This task launches the **Blood Admin-Red Blood Cells Form**

Dialysis RN will chart **Vital Signs** on **paper** (within 15 minutes) before the blood unit is hung and on **Cerner** chart the **RBC Administration Start information which includes the RBC Unit number of the blood.**
1.   **Chart the Date and Time** the blood administration began: (Type **"T"** for today's date to auto-populate and **"N"** for now in time field, or type in the actual time (24 HOUR, IE 1400)
2.   **Chart Unit Number:**
3.   **Sign Charting, by** *clicking* **the green check mark in top left corner.** ✓

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How To Complete a Unit of RBC's:

1.   *Right click* and **select Chart Details on the "Complete a unit of RBC's":**

This task launches the same **Blood Admin-Red Blood Cells Form**

Document the following:

1. **Transfusion Completed**
2. **Time completed/Stopped**
3. **Volume administered**

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Dialysis Progress Note QUICK GUIDE

Creating and Modifying a Dialysis Progress Note

Go to Clinical Notes:

1. *Select* patient and go to **Clinical Notes** on the **Menu**
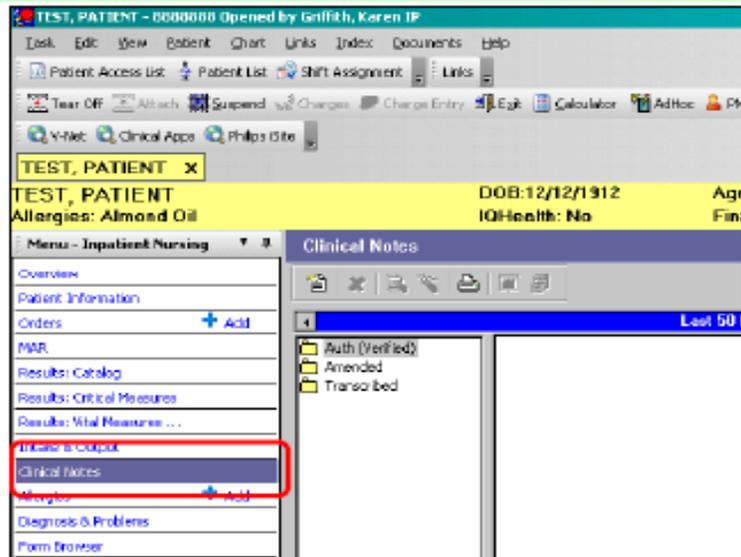
2. *Click* **Add icon** to open a new note or *right click* in the note area and select **Add** from the menu.

Click **Add** icon or
Right Click & **Add**

3. Type of Note can be either an **Inpt RN Note** or an **Outpt RN Note**

1. Select **Inpt RN Note**

2. Click **Template** icon to select **Dialysis Progress Note**

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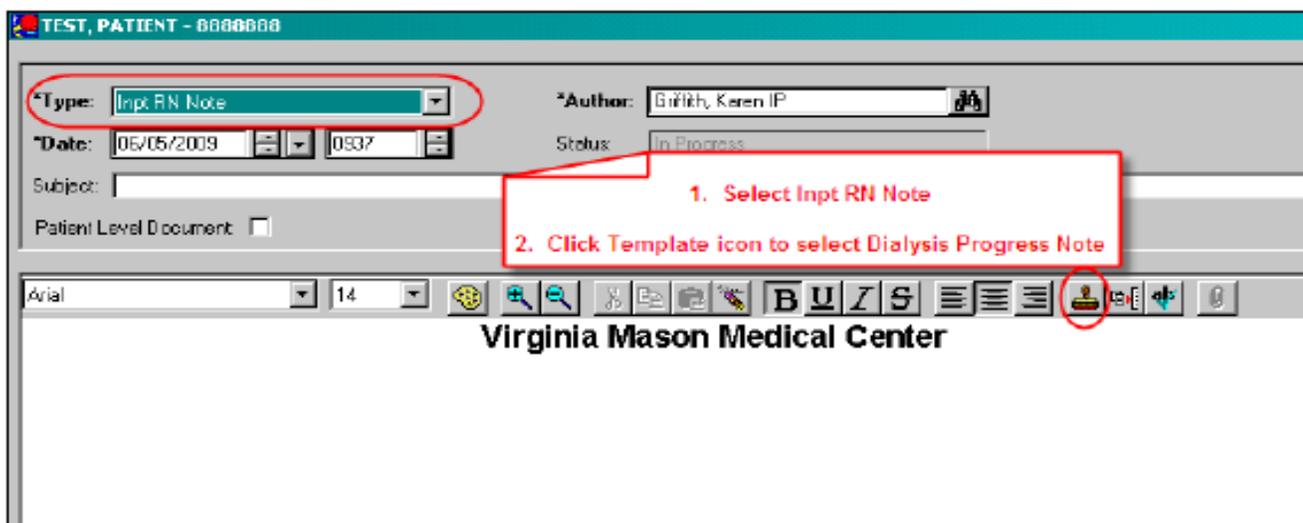
4. After clicking the **Rubber Stamp icon** the **Template Selection** window opens: *Click* **Dialysis Progress Note.**

Template Selection

Associated templates

Chemo Therapy Education Record
Dialysis Progress Note
Inpatient RN Progress Note
Postoperative Ostomy Assessment & Education Record
Preoperative Ostomy Assessment & Education Record
VMMC Clinical Note Template   <<-- default template

All existing templates

*HM Prevention Profile ST
* Home Medications - Powemote
* Medication List
* Meds Being Administered - Powemote
* Peds Vital Signs ST
* Pending Lab Orders - ST
*Prob_Allergy_Med
*Vital_Signs_Outpt
.Path statement-attending (Not present)

Insert:
Template selected will be inserted at the location of the cursor.

Append
Template selected will be inserted at the end of the document.

Replace:
Template selected will replace all unsigned text

Insert   Append   Replace   Cancel

5. *Click* **Replace** to load the template.

6. The **Subject Field is blank** and the note **needs to be identified as a Dialysis Progress Note.**
7. **Highlight the template name: Dialysis Progress Note** and copy; *click* **Ctrl+C** and then **paste the note in the Subject: Ctrl+V**

*Type: Inpt RN Note

*Date: 06/30/2009   1057

Subject: Dialysis Progress Note

Patient Level Document: ☐

2. *Click* into blank <u>Subject field</u> and *press and hold* the <u>Ctrl key</u> and then *press* **the letter 'V' to Paste.**

Arial

B U I

1. **Highlight the Template Name:**
<u>Dialysis Progress Note</u> and *press and hold* the <u>Ctrl key</u> and then *press* the <u>letter 'C'</u> to Copy.

irginia Mason Medical Center

Dialysis Progress Note

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8. To **navigate through the note** *click* **into the note next to the word 'Therapy'.**

9. Use the **F3 key** to **move the cursor** to the proper location next to the field you need to document.

Type: Irpt RN Note *Author:* Test, Dialysis

Date: 06/30/2009 1057 Status: In Progress

Subject: Dialysis Progress Note

Patient Level Document ☐

Arial 11 **B** U *I* S

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ote

PROCEDURE

Click **mouse next to Therapy**
Use the F3 key to 'tab' through the fields
Click the letter 'X' to select the correct therapy

Therapy:
[X] Hemodialysis ☐ Hemodialysis with Citrate ☐ Hemoperfusion
☐ Pump Ultrafiltration ☐ Continuous Cyclic Peritoneal Dialysis (CCPD)

Treatment Number: ▮

F3 **to the next field and type in the Treatment number**
F3 to Dry Weight and type in Kg
F3 to Duration and continue documentation

Dry Weight: _ Kg

Duration: _

10. Continue through the note. When the note is finished *click* **Sign.**

TEST, PATIENT - 8888888

Type: Irpt RN Note *Author:* Griffith, Karen P

Date: 06/05/2009 0937 Status: In Progress

Subject:

Patient Level Document ☐

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Graft/AVF: _

Continuous Cyclic Peritoneal Dialysis (CCPD)
Number of Cycles: _
Net Ultrafiltration: _ mL
Effluent Status: _
Average Dwell Time: _ minutes
Post Weight: _
☐ Wet ☐ Dry

REPORT
Report Given to Primary Nurse:
☐ Yes ☐ Name: _
☐ No ☐ Reason:

Sign Save Save & Close Cancel

11. **Notes should not be Saved.** Saved notes are not part of the legal medical record and are not viewable by other users. There are no prompts or reminders that the note has been saved.

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How to Modify a Dialysis Progress Note

To locate the Dialysis Progress Note go to Clinical Notes. **Sort the Notes by 'Type'** for Inpt RN Note or **'Performed by'** to find your own or another Dialysis Staff member's note.
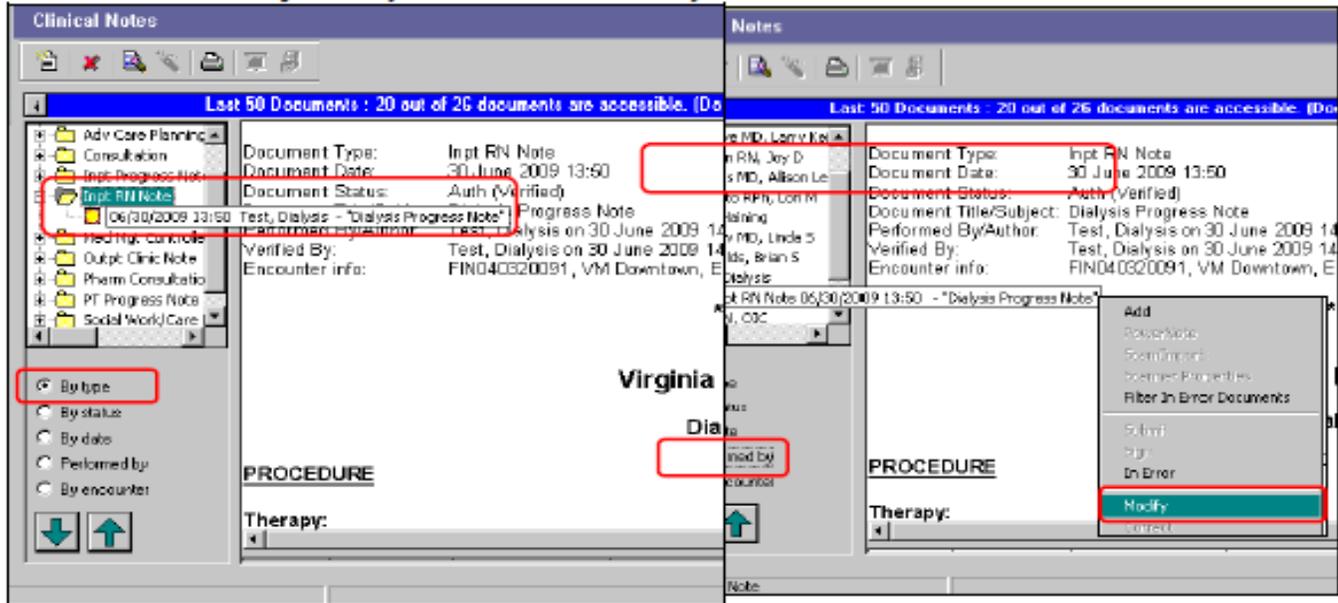
1. *Double click* to **Open** the note. *Right click* on the note and select **Modify**
2. *Scroll to the bottom of the note* to **Insert an Addendum** at the end of the note. *The body of the note cannot be altered.*
3. **Sign** the note
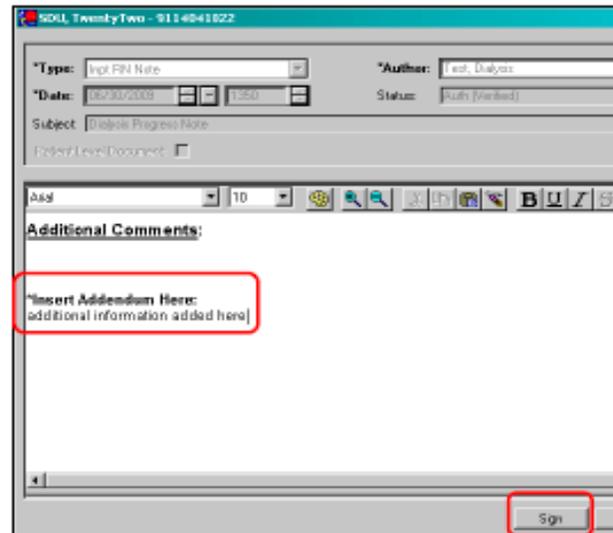
4. A modified note is identified by **'Document Contains Addenda'**

5. **The name of the staff member that modified the note displays above the addendum.**

Additional Comments:

Addendum by Test, Dialysis on 30 June 2009 14:27 (Verified)
additional information added here