ICLIP
Electronic Prescribing & Medicines Administration

POCKET GUIDE FOR NURSES

1   Patient Access List (PAL)

The Patient Access List contains information on tasks to be completed.

- To open it press the **Patient Access List** on the toolbar
- Medications due are signified by the Pill Icon under the specified time frame

Overdue	PRN/Conti	Current	22:00 BST

- To open the meds administration chart, right-click on the patients name, select "open record" and select "Meds Administration"

2   Nursing Task List

The 'Nursing' task list contains reminders for patient care tasks that need to be completed for the patient. Examples include:

- Adult Basic Admission Assessment
- VTE on Admission (10 and 24 hours)
- Syringe Pump / Heparin / Warfarin Monitoring
- Amikacin / Gentamicin / Vancomycin Monitoring
- Subcutaneous Insulin / Variable Rate Insulin Monitoring

‼ Please note that the VTE task is displayed in both medical and clinical pharmacy task lists, but must be completed by the prescribers. It is present in each list so the status of the risk assessment can be viewed ‼

- To view tasks, open the patient's record, click 'Tasks' and select the 'Nursing' tab.

- **Completing Tasks:**
  - Double-click on the task to open the task
  - **If there is an associated form**, it will launch at this stage:
    - Click the floppy disk 💾 to save an 'In Progress' task to be completed later.
    - Click the green tick ✔ to sign the task as completed.

- **If there is no form associated with the task:**
  - Right-click on the task
  - Select 'Record Done'

- A task can also be recorded as 'Record Not Done'. In the 'Comment:', enter a reason for not completing the task

- The patient care tasks can also be viewed in the Patient Access List (PAL) and the MPTL (see below)

- **For more details on tasks, please see section 16 (Completing Tasks) and 17 (Tasks - Discontinue or Changing Frequencies)**

3   Multi Patient Task List (MPTL)

MPTL can be used to view tasks outstanding for an entire patient list (e.g. ward)

- Select MPTL from main menu bar

- Select 'Nursing' tab
- Right-click on 'Assigned Tasks' in the blue banner bar, to select 'Customise Patient View'

- Tick "Choose a Patient List"
- Select a patient list, and click Save
- Select 'Time Frames'

- Select 'Defined Time Frame' and '24 hour shift'

- Sorting by 'Task Description' allows you to view all patients with that specific outstanding task.

- To open patient record, right-click on task and select appropriate option.

4   Medication Views

- There are three views on the Medication Chart, they can be changed by pressing on the slide bar

Time View
Therapeutic Class View
Route View

Time View	Segments the Chart by Time, medications which are scheduled, ONCE only, PRN or Infusions
Therapeutic Class View	By class of medication
Route View	By route of administration
Time View	Yellow highlights medications due now

5 Checking Allergies

Before administration is commenced allergies should be checked.

- If the patient has allergies this is displayed in the banner bar

  XOK. TOELOT
  ** Allergies **
  Resus status

- To check the allergies, click on: ** Allergies **

- All allergy information is displayed:

I...	D...	Substance	Reactions	Severity	Type	Reviewed	Updated By	C...	Reaction S...	Category
✓		penicillin		Other ...	Allergy		12/Jun/14 ...			Active

Allergies — Add — Modify — No Known Allergies — Reverse Allergy Check — Display: Active

6 Reviewing the Drug Chart

There are two different views available for reviewing the drug chart: Meds Administration or Medication Summary.

- Select the view from the menu bar:

  Record View
  Meds Administration
  Medication Summary
  CEP Community View

- Please note that the following are details about the "Meds Administration" view. The same icons and menu options mentioned below are available in both views.
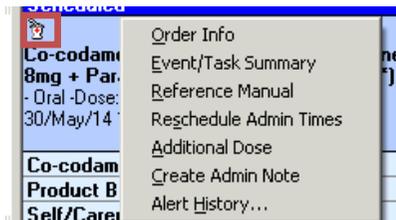
- Prescription info and the last dose administered is displayed:

- More information can be found by right-clicking on the prescription:
  Order Info = Prescription information
  Reference Manual = Clinical information

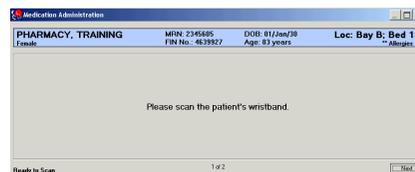The mortar and pestle icon means that the medication needs to be verified (screened) by the pharmacist

Order Info
Event/Task Summary
Reference Manual
Reschedule Admin Times
Additional Dose
Create Admin Note
Alert History...

‼ Please remember to record all doses as administered (section 7) or not given (section 10) to ensure doses do not inappropriately appear as overdue ‼

7 Administering Medications

- Click on the "**IIIIII Medication Administration**" barcode icon

  Attach — Suspend — Exit — AdHoc — **IIIIII Medication Administration** — PM Conversation — Depart

- Scan the patients wristband

  Please scan the patient's wristband.

- Scan the medication

- If a medication does not scan, this highlighted box relevant to the dose to be administered can be checked to continue

  ☐ 🐾 12/Jun/14 22:12 BST   Ramipril

- If further information needs to be documented, press the "Results" panel highlighted

  | 13:00 BST | Codeine | Tablet - Oral -Dose: 30 mg -S... | Codeine 30 mg, Oral |
  | | | Maximum 240mg Daily | |

- Repeat these steps for all medicines being administered

- Administer medications to patient

- Once the medication has been administered, press "sign"

- The doses administered will appear as "complete" on the Meds Administration chart

  ✓ Complete

The following barcodes cannot be scanned:

- Flushes – e.g. Sodium Chloride, Water, Glucose
- Platelets / Blood products – These barcodes generated by blood bank do not work on iClip.
- Paracetamol Liquid – The small barcode in the bottle which isn't a "product barcode". It is the product license number barcode. Please don't scan barcode on paracetamol bottles.

  Note: Items that cannot be scanned will have a comment on the prescription: "This product does not need to be scanned"

8 Co-Sign for Witnessed Administration

- Witness to enter surname and if needed select the binoculars icon if multiple matches are presented

- Find relevant Co-Sign account needed as seen below and click Ok. Naming convention: CAPITAL LETTERS, Suffix on Forename showing (CS) and Positions = RJ7-LC1-Co-Sign Account.
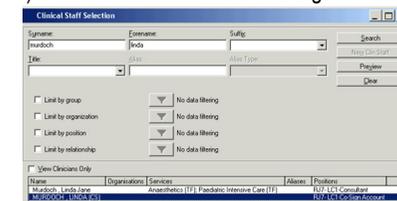
- Witnessed by field will now be populated in the field – select Green tick to sign documentation:
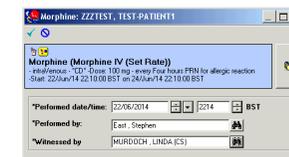
- The password will be the users DATE OF BIRTH [dd/mm/yy e.g. 280184] – enter password and select OK

If this password does not work, it will need to be reset:

- Mon-Fri - contact Registration Authority by phone ext 6385 and request to reset password over the phone
- Out of Hours or if Registration Authority is unavailable - contact Service Desk via ext 3456 and request to reset password over the phone
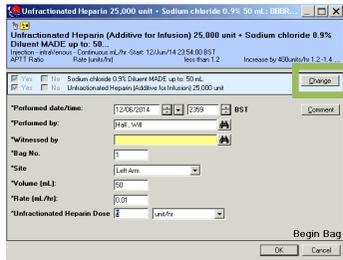
9 Administering Infusions

- Scan all components as per section 7 (Administering Medications). If all the components don't have a barcode, check the dose to be administered.
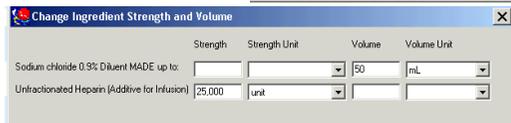
- Open the medication window by pressing here:
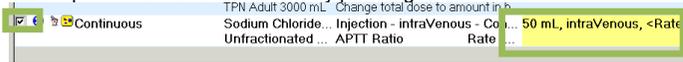
- This opens the medication window

- You can change the additive and diluent dose by pressing the "Change" button

- **Firstly,** document a unit of measure for all additives e.g. unit/hr, mg/kg/hr
- Then either enter the "Rate" in units/time or ml/hr
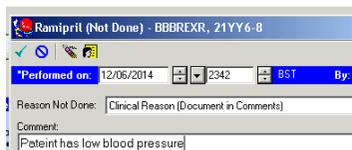- **These fields auto calculate each other**

! Don't forget to cross reference with the smart pump !

10 Recording dose as "Not given"

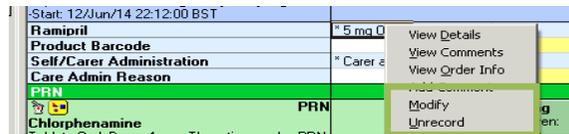- Right-click on medication and press "Record not done"
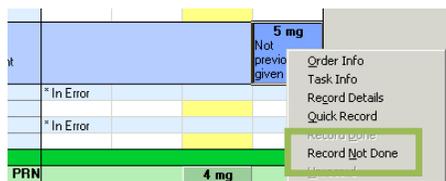
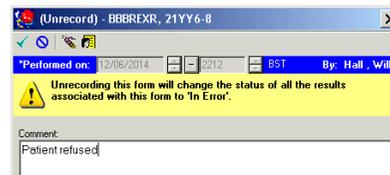- Document "Reason not done" and add comment as appropriate then sign

11 Modifying / Un-recording Doses

- Right-click on the dose to be modified or unrecorded, and select the appropriate action.
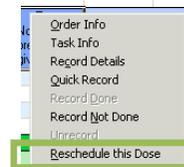

- To **Modify,** change the details in the "Medication Charting" window and sign

- To **Unrecord**, enter reason then sign
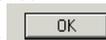

12 Rescheduling a Dose

- Right-click on the dose to be administered and click 'Reschedule this Dose'

- Enter the rescheduled time and reason
- Press

13 Ordering Medication Supply

- Press +Add (next to Orders)
- Search and select **Medication Supply Request**. Press Done.

- Select the "Order Comments" tab and enter the details of the medication that supply is needed. If it is **stock**, then ensure you state this. Click "Sign" once completed.

14 Completing Infusions (e.g. discontinuing fluids)

When a pump bleeps, the medication administration record needs to be updated / completed. This will automatically updates the fluid balance.

- Navigate to the "Meds Administration" chart

- The details of this prescription states "One Dose Only" to be administered and the administration detail states bag has already been started. Once the fluid has been finished:

  ‼ Nurses must stop / discontinue the infusion order ‼

- Press

- Find the order (e.g. Sodium chloride 0.9% IV Fluid 500mL)

- Right-click on the order and press "Cancel / DC"
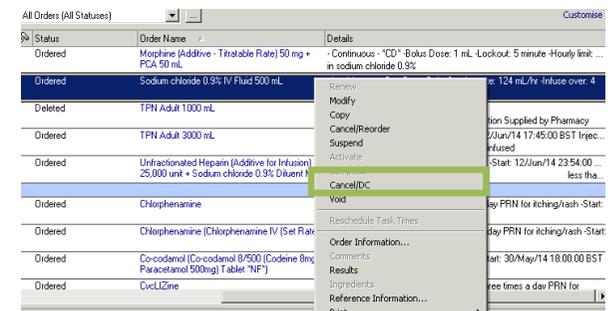
- Select the reason as "Course Complete"

- Enter the time the infusion finished

- Click "Sign"
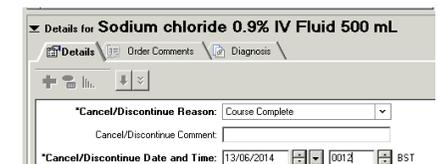
15   Documenting Infusion Volumes and Rates

Variable rate infusions need to have their rates recorded and/or changed based on patient parameters. This can be documented in the fluid balance (Assessments and Obs - Continuous infusions section)

- Scroll to the left of the screen to find the 24 hour total mLs infused

- Against the correct infusion, right-click and select 'Record Details'

- Calculate the infused volume of the fluid so far (check smart pump) and ensure the 'from' and 'to' date/times are correct.
- Enter into the "Infuse Volume" field. Click 'Apply'.

Document the rate by selecting the "Rate Change" option

- Document the 'Rate', then click 'Apply' and 'Sign'

! Don't forget to cross reference with the smart pump !

- To **modify or unrecord infused volumes and rates**, please refer to 'Document, Modify and Unrecord Fluid Balance Volume & Infusion Rate' Reference Guide.

16   Completing Tasks (e.g. Medication Monitoring)

- The PAL (Patient Access List) and "Nursing" task list contains information on tasks to be completed.
- Medication Monitoring tasks are indicated on the PAL by the icon

- From the PAL, to open the task list, right-click on the patient's name, select "Open Record" and press "Tasks"

- The task list displays all tasks, as per section 1 (Nursing Task List)
- Go to   Assessments and Obs
- Find the relevant band under "Medication Monitoring"
- To complete the task, double-click the yellow/top row to "tick" the box
- Complete fields as necessary then sign.

- **Always remember return to task list, right-click on the task and record as done.**

17   Tasks - Discontinue or Changing Frequencies

Changing the frequency of a task based on the patient's clinical requirements e.g. increase or reduce monitoring frequency.

- Press   Orders   and find the task order
- Right-click on the order and press "Modify" (select "Discontinue" to stop the task)

- Amend the frequency as desired, then Sign the order

18   Checking the status of a Discharge Prescription

Check the status of the Discharge Prescription (TTO) in the following sequence:

- **Check the "Depart" Discharge Summary:**
  Click on 'Depart' found in the menu bar
  If the discharge prescription not been verified by a Pharmacist, the following message will display:

  ** This prescription has not been verified by one of the Pharmacists**

- **Check the 'Nursing' task list:**
  'Pharmacy Discharge Meds Collected' task will appear if the medications are ready, and should be signed/completed when nurses physically have the medications.

- **Check the 'Main Dispensary' task list:**
  If the task 'Pharmacy Discharge Meds Supply' is displayed as pending in this task list, the prescription is still being dispensed in Pharmacy.

19   Icons

	Dose, form route & dose scanned is correct
	The dose is an overdose, or the form or route is incorrect
	Dose is an under-dose
	Further information is needed e.g. site, or pulse
	Medication or task is overdue
	Medication is a complex medication or from a pathway
	Pharmacist has not screened this medication
	STAT dose

20   More Information

- All EPMA documentation is available on the Trust-wide L drive:
  L:\Files\iClip Trust-wide Information
  - Downtime Information
  - FAQ , Memos, Readiness Checklist
  - Quick Reference Guides (QRG)
    e.g. transferring patients, fluid balance, PCA, infusions

- Alternatively, please click through the Intranet:
  - Intranet > Training & Education > IT Training >
  - Quick Reference Guides > ePMA & Clinical Documentation >
  - e-PMA Meds QRG's