

LDR Nurse

Log-on & Log-off thru security button on the Menu Bar.

How to change a password.

Chalkboards:

~LDR, Post Partum, Nursery, NICU, On-Call

NST:

Triage: Not going to use.

Admitting pt:

~Pt Administration button on Menu bar >> choose select patient >> click radio button for Name >> type first 4 letters of last name >> search >> if patient located** click on name to select >> transfer pt into correct bed.

~Verify correct patient in Patient Banner >> Menu bar >> Pt Administration >> transfer >> window opens showing bed list >> click on bed line >> click select button on bottom. [Now put the patient on the monitor.](#)

****If patient not found** >> Menu bar >> Pt Administration >> choose Create Patient Record >> window opens showing bed list >> click on bed line >> "Create Patient Record" pop-up box will appear >> type in temporary ID: last name, first initial & 6 digit birth date ex: lecurveuxmo10201>> then type in patient name – last name, first name ALL CAPS > click select [Now put the patient on the monitor.](#)

Viewing strip: everyone will have a default view In pt rooms, defaults on logoff to that pt's strip, NO screen saver.

~Check for correct patient in banner!

~Surveillance button on Menu bar >> select active beds >> window opens showing list of patient list by bed >> click clear list button at top of

window >> click on bed line showing the patient/s that you want to follow >>
click show layout on bottom right.

Only area where you can print a strip – enter the correct time parameters. The screen will now open to a real-time view of tracing (8min). **NO scroll back in this view**

~explain buttons in view- bell, 30 min overview button (side arrow), crossed arrows (detail view), 4 arrows pointed in to resume full screen.

~explain stored strip (thru quick key or surveillance on menu bar). **Area to scroll back**

“recycle” button allows to navigate strip from different areas of stored chart.

Using the scroll arrow @ the bottom is what is similar to our trend.

Split Strip:

~**Check that you have the correct patient in the banner!**

~ allows you to view strip/s when charting.

~Surveillance>> split screen>> open window of bed list>> clear>> click on bed/s that you need to watch>> OK.

~HOME>>access the chart form that you want to use.

Charting: Forms vs. Date-Time Items (one time use forms – NST, Intraop Report)

~**Check for correct patient in banner!**

~Admission quick key >> opens Adm general info: note **demographics button** .

Attention to allergies: put anything that you want noted in banner under the detail button for medications; PCN- rash, latex sensitive. Communication barriers must be filled ie: none

~Coded items, multi-coded items, numbers, date-time, free text.

~**LMP button does not self fill when EDC completed-** watch yr imputed!

~proceed to each tab on the bottom.

~explain **Normal Values** button

~on repeat admissions the areas are verified & only need to make changes to items that are different. Must do a new "Current Adm" for each admission. Drop down under date shows all admissions.

~Med rec. will be done in ultiview – leave undone.

Charting: Annotate to strip

~**Check for correct patient in banner!**

~go to strip – current or stored

~double click on the area of the strip that want charting to fall into.

~click on any items that are needed – **Watch character numbers**. Watch "stage of pregnancy" – tells VS where to go.

~stack as many notes as needed – each has a #. In pt rooms, only the # will appear on the screen, not the note.

~show how to click on blue bar to move the window & view strip easier

~meds need a dose filled in

~can use fill boxes on right for comments ie; if the SVE was done by someone other than the RN logged in.

~ROM time must also be imputed in the flow sheet to flow to delivery record.

Charting: Flow sheet (charts)

~**Check for correct patient in banner!**

~Quick key Flowsheet>> what opens is the review screen.

~PICK UP THE PENCIL – click it. Pop-up box opens. Review buttons

a) no options- no prefilled spaces, if you want to go in & enter information in a specific area.

b) carry forward- not JACHO acceptable

c) copy to this column ie: recovery Not everything copies, still need to go in & complete open areas. VS will not copy ☺

d) correct this column – erases entire column

e) move to this column

f) normal value charting

g) validate data – if tech or NA enters VS or BS, RN goes in to validate.

~right is for entering, left is for review...click choice on left – look @ how answers are noted to see how to answer. Areas for annotations

~click Finish when you are done charting on that flow sheet

~to correct 1 item, double click time @ top of column needed – go to the item, click > correct answer> Finish

I&O charting:

~Quick Key I&O or MAR/I&O from Menu Bar

~Create New Order....for this system to recognize, not an actual Provider order.

~click on left the item that you need – type of fluid or output

~click on item that matches in right column ie: left = IV & right = LR. Click Transcribe.

~In the next screen back up the start time to prior to when the item was started

Charting: Delivery Record

~**Check for the correct patient in the banner!**

~Quick Key Delivery.

~Fill in tabs across the bottom. Some areas are OK to leave blank & others need an N/A answer if nothing was done.

~ROM time should cross over from flow sheet

~complete all tabs across the bottom

~nursery will also be doing charting in this screen under the Baby tab @ the bottom ie: meds, apgars, Nsy then admits baby in Affinity & writes down the MR#.

~Infant Transfer sheet may be printed

~After completing delivery charting the LDR nurse needs to update the Mother-Baby Link. (make sure that the NSY nurse has completed the link.

Recovery:

~After delivery go into alarms (double click the bell) & change FHR notification to Off. (will revert to default w/ new pt)

~go into & change pt to Recovery in "stages of pregnancy"

~Quick Key Recovery

Mother- Baby Link: This link only flows 1 way & once it is done may not be undone!

~This will be done by the nursery nurse after she gets the MR # with the completion of the Affinity admission.

~Nursery will complete the link, but LDR nurse will update after all her delivery charting is done.

~Mother's name must be in the banner

~Patient Administration >> Mother-Baby Link

~Pop-up box - Create Baby Record.

~Next window –Search for baby by MR# **Leave name space blank** (Admitting will cross that over). Choose the baby with the correct MR# & click OK.

~A pop-up box will ask "Are you sure that you wish to create this link?" **Double check all the info!!!!!!!!!!!!!!** A diagram will show the mother & baby that will be linked together.

Please double check the names & MR#'s before clicking OK.

Post Partum

Nursery

OB Provider view

NICU User & Provider Views- may use later