

Paperless Requesting of Elective Beds on the General Intensive Care Unit (GICU) - using Infoflex v5

Introduction

- If you have identified an elective patient who you think requires level 2 or 3 post-operative care on General Intensive Care Unit (GICU), you can now make a bed request electronically using Infoflex once this decision is made.
- From Thursday 30th April 2015 clinical teams will be able to access Infoflex on all trust VDIs to request an elective bed on GICU rather than having to come to GICU with the paper form to request a bed. This should enable you to give the unit as much notice as possible and help them manage their elective workload.

Teams will still need to come to the unit and check bed availability on the day of surgery.

- Demand for post op beds varies greatly by day. When requesting an ICU bed, please look at worklist in Infoflex so that you know how many other requests have been made that day.
 - All fields marked * are mandatory and must be completed. The request cannot be submitted unless completed.
 - The operation date can be added later (as the operation date might not be set when the patient is seen pre operatively) but this field must be completed later for the request to be sent to GICU.
 - You can view existing requests for patients, and edit open requests right up until the request has been reviewed by GICU (usually on the morning of surgery).

Please ensure that a member of the team comes to the unit on the day of surgery to check bed availability.

Infoflex has been implemented to improve elective bed requesting process; it will not replace the essential verbal communication between surgical teams / anaesthetists and ICU.

- All new requests and changes to bed requests are tracked in Infoflex and this information can be fully audited.
- This quick reference guide (QRG) explains the following and is aimed at staff who are not based in GICU:

1. [Logging in to Infoflex](#)
2. [Data Entry Module - Make an ICU bed request and edit an ICU bed request](#)
3. [View ICU activity / demand in the worklist module.](#)
4. [Troubleshooting](#)

1. Logging on to Inflex

- a. Click on the 'Start' icon and select 'Inflex v5' from the list.



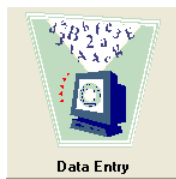
- b. Ensure 'Inflexv5 live' is shown as the Inflex database.

A login form with three input fields: 'InfoFlex Database:' containing 'Inflexv5 Live', 'Username:', and 'Password:'. There is a 'login' button to the right of the fields.

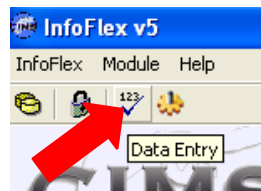
- c. Enter your trust username and the password 'Inflex'. Click on the 'login' button. You will be prompted to change this password the first time you login.

2. Data Entry Module - Make an ICU bed request and edit an ICU bed request

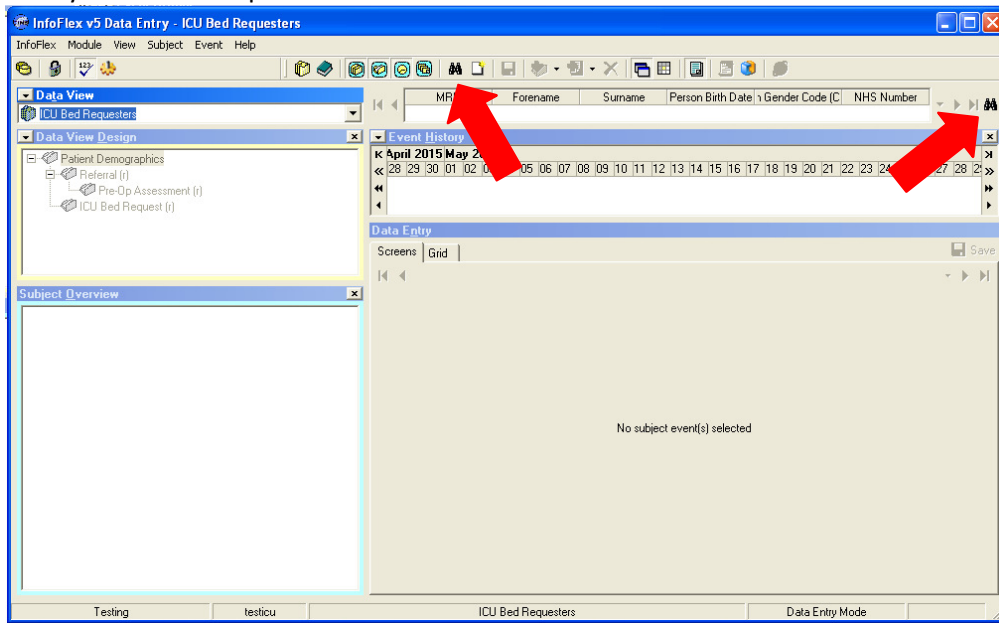
- b. To access the Data Entry module, click on the Data Entry' icon




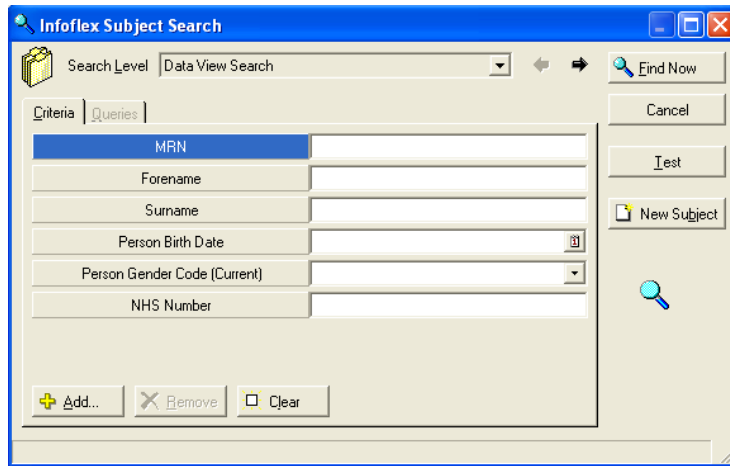
or




- c. The data entry module will open as shown below:

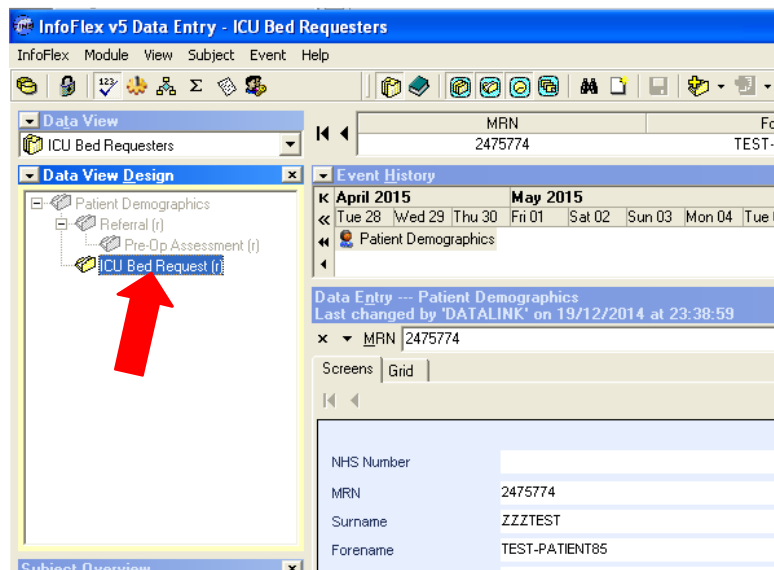


- d. First you will need to find the detail of the patient needing an ICU/HDU bed.
- e. Click on the binocular icon  (top right hand side of the screen) to open the 'Inflex Subject Search' as shown below:

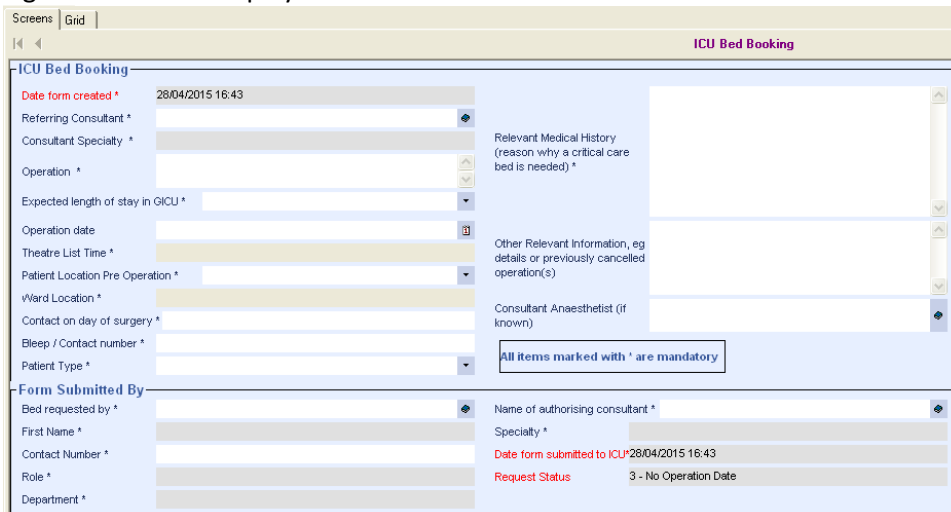


- f. Enter the MRN (hospital number) and click on . The patient information as entered in iClip/ Cerner will be displayed.
- g. If this is the correct patient, double click on 'ICU bed requestors' (towards the top on the left of the screen) to open the requesting screen.

Note: if there is already an open bed request for this patient you will be prompted to review it before making a new request (see section j. below)






- h. The requesting screen will be displayed as shown below:

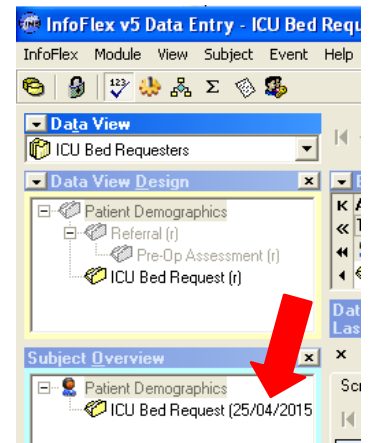


- i. Complete all the required information and click on 'Save'. Please provide as much information as possible.

Teams will still need to come to the unit and check bed availability on the day of surgery.

Notes:

- o Click on the dictionary icons , calendar icon  and drop-down list icons  where they are shown, to enter pre-defined information.
 - o All fields marked * are mandatory and must be completed. The request cannot be submitted unless completed.
 - o The operation date can be added later (if an operation date is not known at pre-op assessment) but this field must be completed later for the request to be sent to GICU.
 - o Please read any alert / validation messages.
- j. You can view existing requests for individual patients and edit open requests in this module. Once a request has been reviewed by GICU (usually on the morning of surgery) it cannot be edited and must be re-submitted.
- k. Existing ICU bed requests for this patient are displayed in the 'Subject overview' section (middle left hand side of the screen). The information in brackets is the operation date following by the status of the request.
- l. Click on the request to see the details. If the request has already been reviewed by GICU it cannot be edited and the text fields will all be grey. Please contact GICU if the surgery has been cancelled or re-scheduled
- m. Remember to save any changes you have made

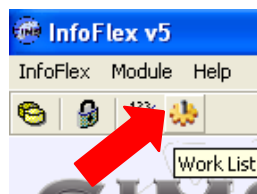


3. View ICU activity / demand in the Worklist module.

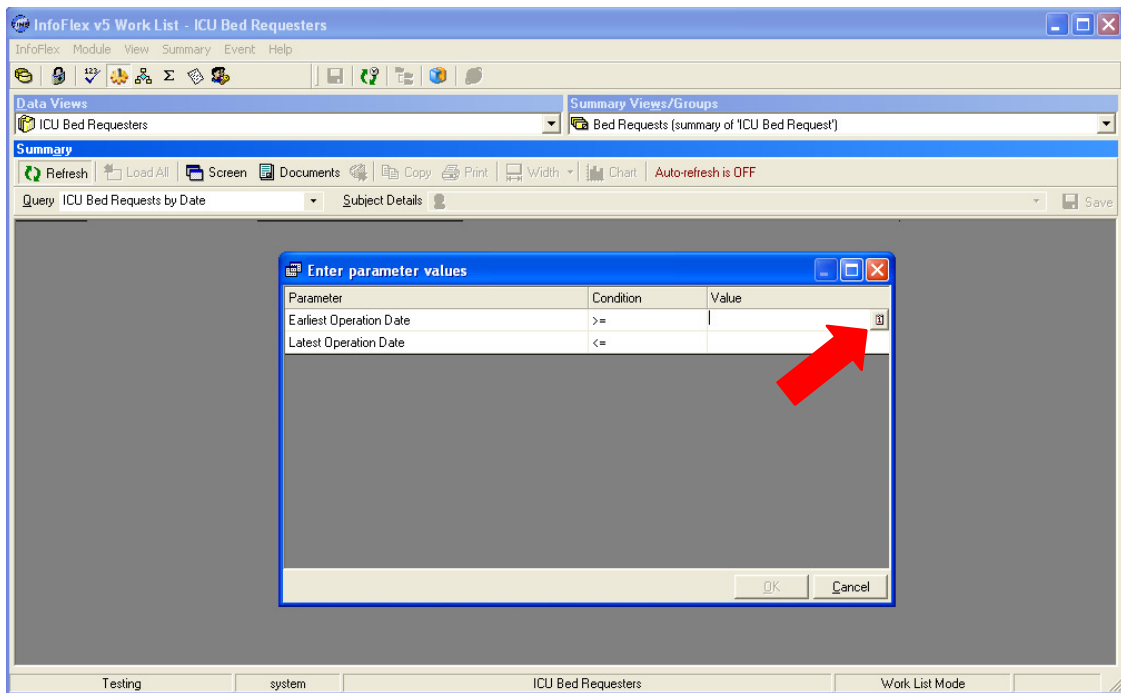
- a. To access the Worklist module, click on the 'Worklist' icon




or



- b. The following screen will be displayed, showing the worklist 'ICU bed requests by date' and prompting you to enter a date range.




c. Enter the date range you would like to view or click on the calendar icon  (on the right hand side of the small box) and open the calendar to select the earliest and latest dates you are interested in. Select 'OK' to see all requests for that date range.


d. The following information will be displayed:

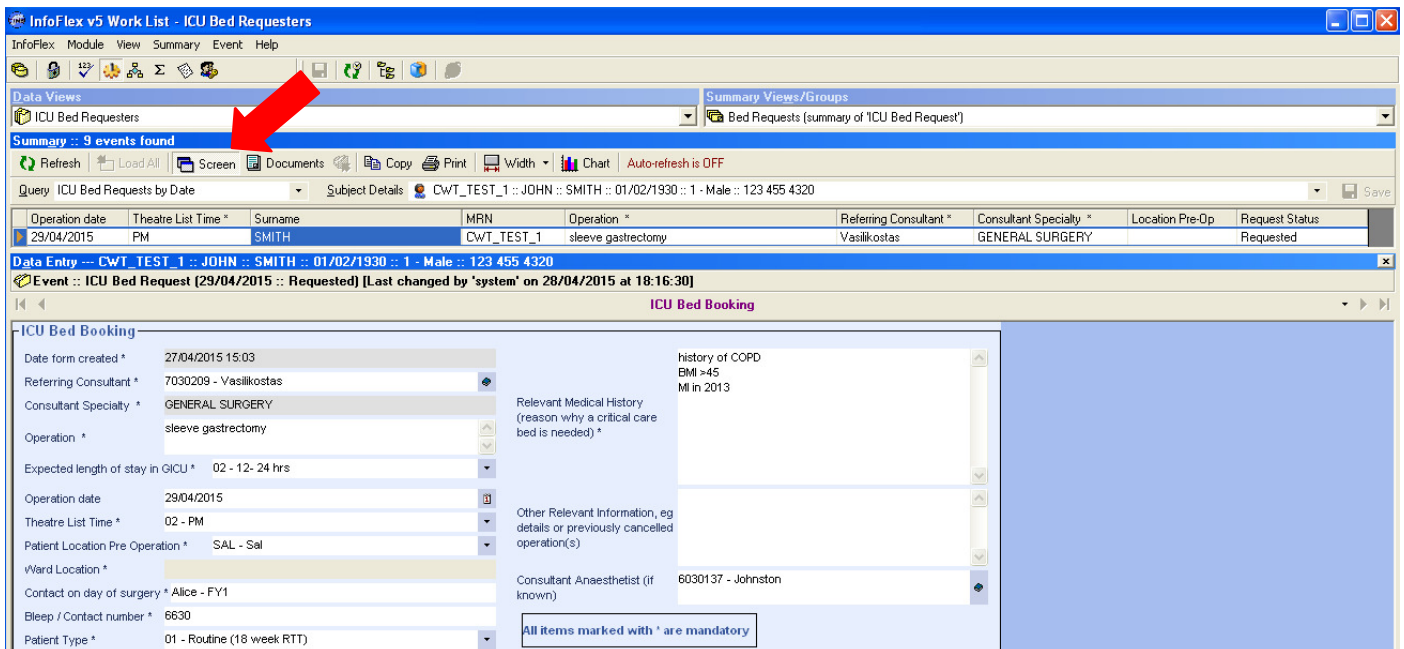
- Operation date
- Theatre list time
- Patient Surname
- Patient MRN
- Operation details
- Referring Consultant
- Speciality (of Consultant)
- Patient location pre-op
- Request status.

Operation date	Theatre List Time *	Surname	MRN	Operation *	Referring Consultant *	Consultant Speciality *	Location Pre-Op	Request Status
28/04/2015	AM	SMITH		l wle axilla	Banerjee	GENERAL SURGERY	Cheselden	Requested
28/04/2015	AM	KOWALSKI		left nephrectomy	Anson	UROLOGY		Requested
28/04/2015	Full day	BROWN		legectomy	Banerjee	GENERAL SURGERY	Gray	Requested
28/04/2015	AM	PICKLES		revision of previously mastectomy	Lohn	PLASTIC SURGERY	Cavell	Requested
28/04/2015	Full day	CRUST		replace left ear	Albuquerque	AUDIOLOGICAL MEDICINE	Dalby	Requested
29/04/2015	Evening	MORRIS		bladder reduction	Anderson	UROLOGY	Buckland	Requested
29/04/2015	AM	JENNINGS		Low anterior resectiona dn ilostomy	Hagger	GENERAL SURGERY	SAL	Request Reviewed
29/04/2015	PM	SMITH		sleeve gastrectomy	Vasilkostas	GENERAL SURGERY		Requested
		GREEN		lap chole	Hamilton	CRITICAL CARE MEDICINE	SAL	No Operation Date
	AM	BLACK		circumcision	Anderson	UROLOGY	SAL	No Operation Date
	PM	JUST		test test test	Kumar	GENERAL SURGERY	Champneys	No Operation Date
	PM	BLOODWORTH		tonsil	Anderson	UROLOGY	Caroline	No Operation Date

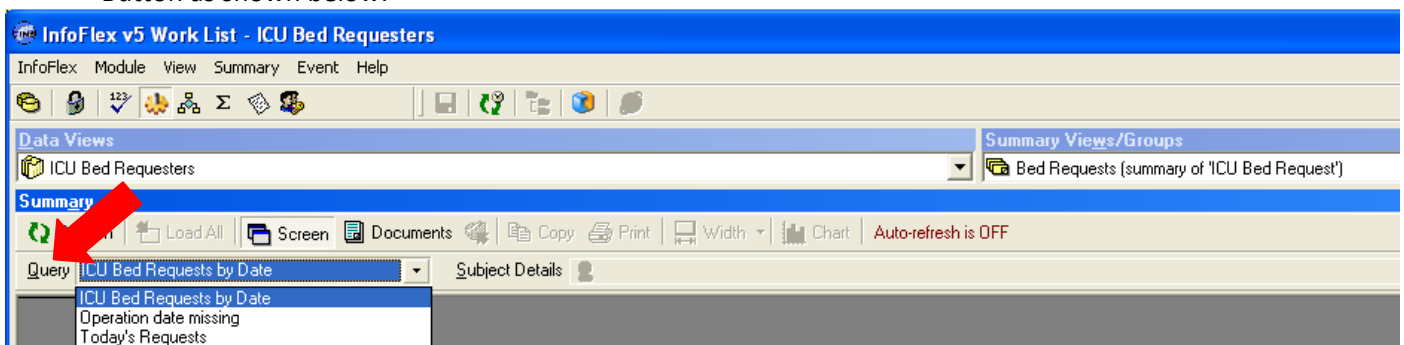
e. To sort the view if needed (e.g. by speciality), click on the column header(s)

f. To re-enter or change the date range, click on 'refresh' icon  Refresh

g. To see the details of individual requests, highlight a patient record in the list and click on the 'Screen' icon  Screen. This will show the request details in the bottom half of the screen as show below:



- n. You can edit open requests at this point unless it has already been reviewed by GICU (usually on the morning of surgery). If the request cannot be edited the text fields will all be grey.
- o. Remember to save any changes you have made
- p. You also have access to the two other worklists. You can access by either of these clicking on the 'Query' Button as shown below:



- q. The 'Operation date missing' worklist shows all requests where an operation date is still waiting to be supplied (see items e –p above for sorting and editing request information).
- r. The 'Today's Requests' worklist shows all requests where the operation date is 'today'. Same day requests are highlighted in red (see items e –p above for sorting and editing request information).

4. Troubleshooting;

- a. If you cannot find a bed request for a patient on Infoflex
 - All requests for a particular patient made using Infoflex can be seen in the data entry module in the 'Subject overview' section (middle left hand side of the screen). The information in brackets is the operation date following by the status of the request (section 3j-l above)
 - Whilst paper requests are still accepted by GICU, the reception team will enter these requests on Infoflex so ensure all information is available in one system; this will not always happen in 'real time' and there may be a delay in data entry.
- b. Unable to login for the first time:

- Please check with your service manager that you have been set up as a 'requestor'. Your initial login details are explained in section 1 above.

- c. Forgotten your password:
 - Mon- Fri 9am to 5pm; contact the GICU on ex1307. One of the team will be able to help or advise who you should contact.
 - Email the Head of Nursing (Anne Palmer) or Service Manager (Nichola Miles)

- d. Not set up as a user:
 - Email the Head of Nursing (Anne Palmer) or Service Manager (Nichola Miles) who will arrange for you to be set up as a user.