ICLIP
Electronic Prescribing & Medicines Administration

POCKET GUIDE for Nurses

1. Nursing Task List

- 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 – open record and press Meds Administration

2 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

3 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 press ** Allergies **

- All allergy information is displayed

4 Reviewing the Drug Chart

The prescription information is viewable as is the last dose administered.

Further Information can be found by right clicking on the prescription.

Order Info = Prescription Information

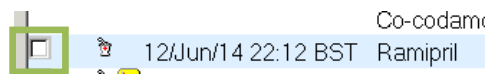Reference Manual = Clinical Information

5 Administering Medications

Click on the Medication Administration Icon

- Scan the patients wristband
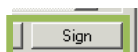

- Scan the medication

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


- If Further information needs to be documented press, the results panel highlighted

Repeat these steps for all medicines being administered

- Administer medications to patient

- Press sign

The doses administered will appear as **Complete** on the Med Chart

5 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. 230784] – 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

6. Administering Infusions

Scan all components. If all the components don't have a barcode, click 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 Change

Once completed press OK.

Firstly document a unit of measure for all additives eg 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!

7. Recording dose not given

- Right click on medication and press record not done

- Document Reason not done and add comment as appropriate then sign ✓

8. Modifying doses/ Un-recording

- 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 ✓

- Unrecord – enter reason then sign ✓

9   Rescheduling a dose

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

Enter time to reschedule dose for and reason

Press OK

10   Ordering Supply

- Press Orders and Press Add

- Search for Medication Supply Request, select this and press Done

- Select the Order Comments Tab and enter the details of the medication that supply is needed. Then Sign

11. Completing Infusions

When a pump bleeps, the medication administration record needs to be updated, as this automatically updates the fluid balance.

- To Complete an Infusion navigate to the Medication Administration Chart

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- We can see from this prescription that only one dose is to be administered and the last bag has already been started.

- Therefore we need to stop the infusion, to do this

- Press Orders [Orders] Find the order and press Cancel/DC

- Enter – Course complete and the time the infusion finished then Sign

12. 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 (continuous infusions section in Assessments and Obs)

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

- Against the correct infusion and time column, right cick and select 'Record Details'
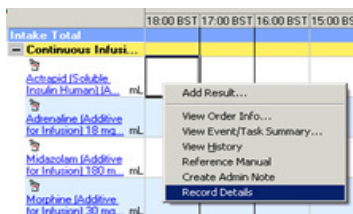
- Calculate the infused volume of the fluid so far (check smart pump) and ensure the from and to date/times are correct. Enter into the Infuse Volume field. Click 'Apply'.

- Document the rate by selecting the "Rate Change" option

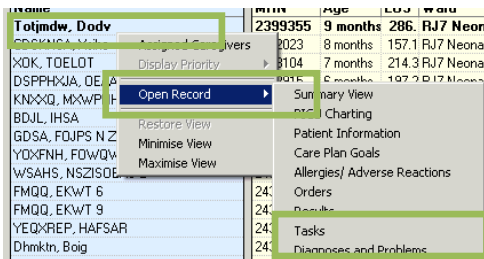- Document the rate in the medication charting window and click 'Apply' and Sign

! 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.

13. Medication Monitoring

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

- Medication Monitoring tasks are indicated by the icon

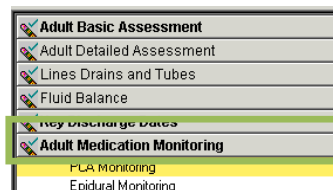- To open the task list - Right click on the patients name – open record and press Tasks

- The task list displays all tasks, under the patient care tab
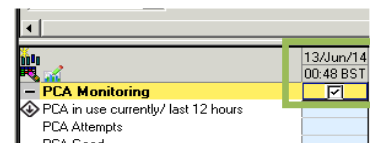

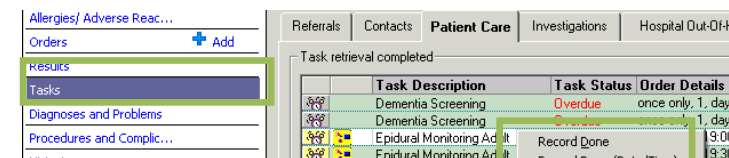- Go to Assessments and Obs

- Find the relevant band under Medication Monitoring

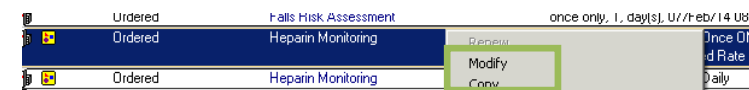- To complete the task tick the top row

- Once completed, return to the task list first; find the task and record as done.

15. Discontinue or Changing Task Frequencies

To change the frequency of an order (eg increase or reduce monitoring frequency)

- Press Orders

- Find the task order

- Right-click on the order and press Discontinue or Modify

- Amend the frequency as desired

Press

16. 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