

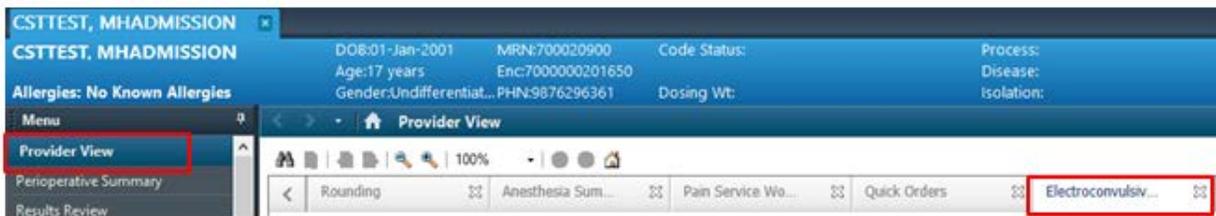
Mental Health, Surgery, Registration – ECT

The Electroconvulsive Treatment (ECT) Process spans multiple specialties in different care areas. This document outlines the details for the ECT Process for **Inpatient, Tertiary, and Outpatient/Community** patient types.

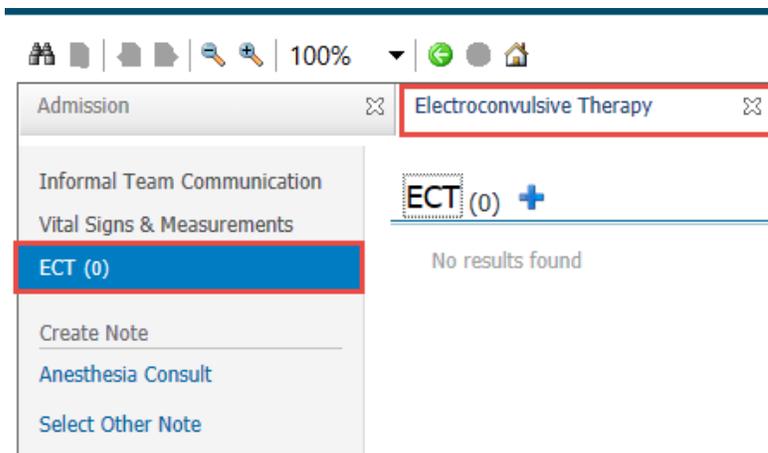
There are variances in the process depending on the patient type. Follow the directions for your care area or the area from which the patient is being received. The ECT process will always begin with the Attending Provider deciding that the patient requires ECT.

Attending Provider

1. Consult with the ECT Provider by phone if applicable.
2. Consult with the Anesthesiologist by phone.
3. Click on the **Electroconvulsive Therapy** Workflow tab, in the patient chart of the Provider View page.
The ECT component list opens.



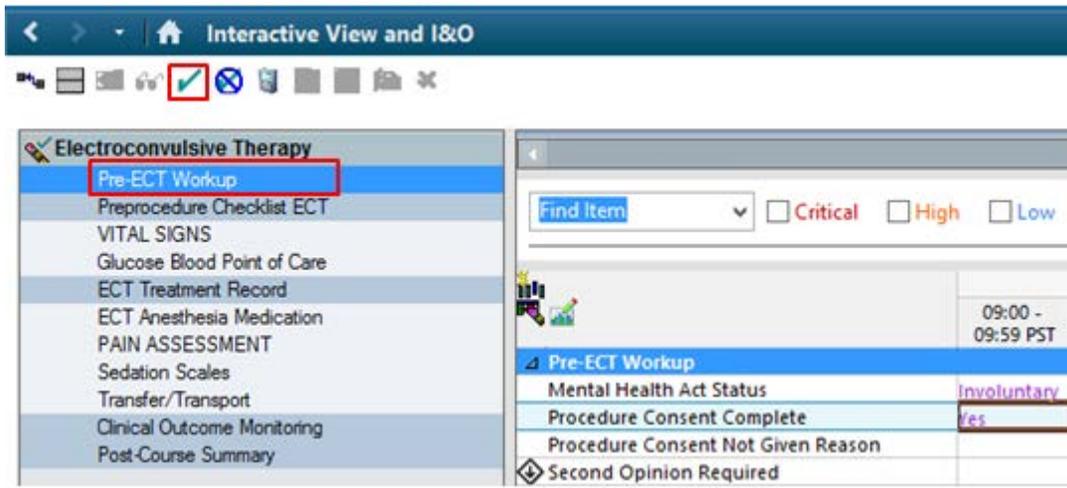
4. Click **ECT** in the component list.



5. Click the hyperlinked **ECT** heading.
The Interactive View and I&O page opens.

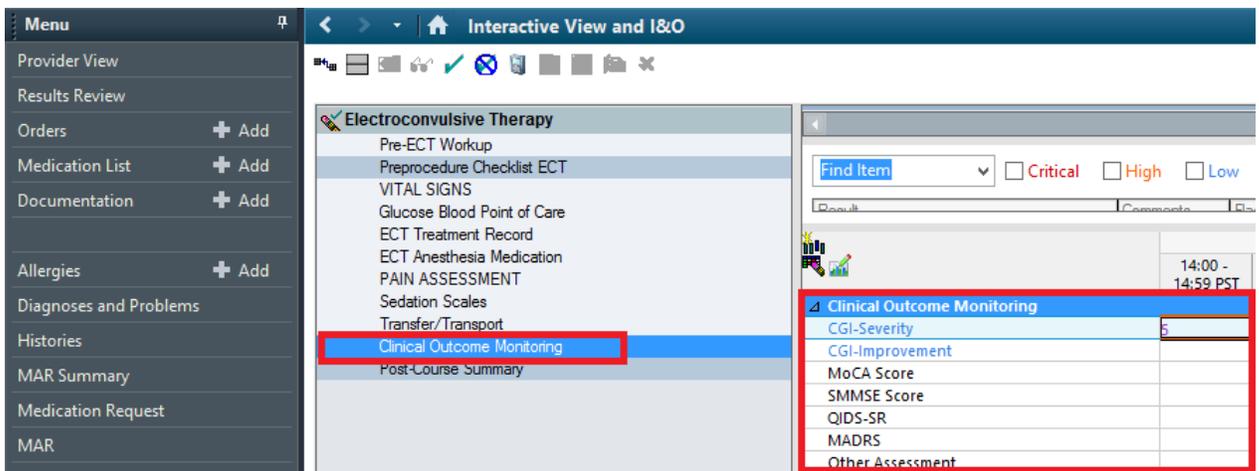


- Complete the **Pre-ECT Workup** section in the Interactive View and I&O page.
- Click on the green checkmark ✓ on the top-left side of the page to sign and record your entry.



- Complete the **Clinical Outcome Monitoring** section in the Interactive View and I&O page to record baseline pre-treatment scores.

Repeat throughout the course of ECT to monitor patient progress.



- Return to the Provider View page.
- Click **Quick Orders** in the Workflow tabs.

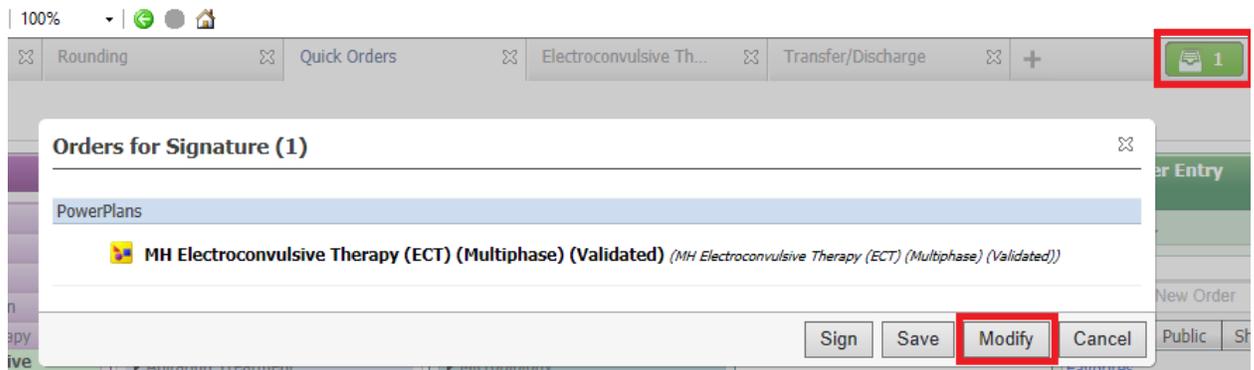
- 11. Place the **MH Electroconvulsive Therapy (ECT)** PowerPlan via the **Quick Orders** tab.
- 12. Select the **MH Electroconvulsive Therapy (ECT) (Multiphase)** PowerPlan for inpatient and tertiary patients.

The orders for signature box opens .

For **outpatients**, refer to the instructions listed in the **ECT Provider – Before Treatment** Section later in this module.



- 13. Click **Orders for Signature** box.
- 14. Click **Modify** to review or add details to the ECT PowerPlan.



 **WARNING:** Orders in one session do not follow through to subsequent sections. Check off orders in EACH pre- and post- session as needed.

 **NOTE:** Medications listed in ECT Work-up are PRN medications, whereas medications listed in Pre-Procedure are scheduled medications.

The screenshot shows the 'Orders' section with a 'Medication List' tab. On the left, a tree view under 'Orders for Signature' shows 'MH Electroconvulsive Therapy (ECT) (Multiphase)' expanded to 'ECT Work-up (Planned Pending)'. Below it, 'Session 1 Pre-Procedure (Planned Pending)' is highlighted with a red box. The main table shows the details for 'MH Electroconvulsive Therapy (ECT) (Multiphase), Session 1 Pre-Procedure (Planned Pending)'. The table has columns for Component, Status, Dose, and Details. Components include Patient Care (Security to Accompany Patient, Insert Peripheral IV Catheter), Diet/Nutrition (NPO for Procedure), and Medications (ranitidine, acetaminophen, ibuprofen).

15. **Initiate only** the ECT Work-Up phase by selecting **ECT Work-up (Planned Pending)** in the View window on the left-hand side.

This is so that Pre- and Post-procedure phases can be initiated by the nurse when needed.

16. **Click Initiate** for **ECT Work-up (Planned Pending)**.

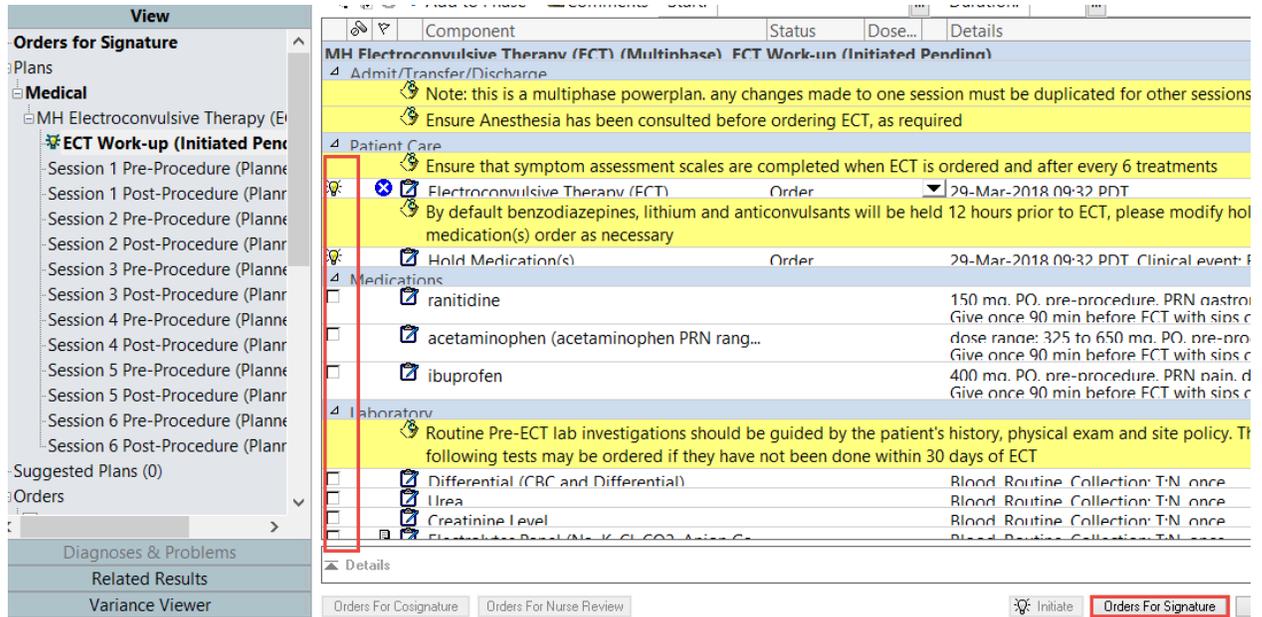
The orders are ready for review .

The screenshot shows the 'Orders' section with a 'Document In Plan' tab. The tree view on the left shows 'MH Electroconvulsive Therapy (ECT) (Multiphase)' expanded to 'ECT Work-up (Planned Pending)', which is highlighted with a red box and a red arrow. The main table shows the details for 'MH Electroconvulsive Therapy (ECT) (Multiphase), ECT Work-up (Planned Pending)'. The table has columns for Component, Status, Dose, and Details. Components include Admit/Transfer/Discharge (Note: this is a multiphase powerplan...), Patient Care (Ensure Anesthesia has been consulted...), Medications (Electroconvulsive Therapy (ECT), Hold Medication(s), ranitidine, acetaminophen, ibuprofen), and Laboratory (Routine Pre-ECT lab investigations...).

17. Review selected orders .

18. Click **Orders for Signature**.

The missing detail window displays.



The screenshot shows a software interface with a left-hand navigation pane and a main content area. The navigation pane includes sections like 'Orders for Signature', 'Plans', 'Medical', and 'Suggested Plans (0)'. The main content area displays a table of orders for 'MH Electroconvulsive Therapy (ECT) (Multiphase) ECT Work-up (Initiated Pending)'. The table has columns for Component, Status, Dose, and Details. A red box highlights the 'Orders For Signature' button at the bottom right of the interface.

19. Click on the **Missing Required Detail**.

20. Select the appropriate **Frequency** required field.

21. Click **Sign**.



NOTE: Click the downward arrow to collapse and exit the order if you chose to add more orders to the PowerPlan. After you sign the PowerPlan, it is finalized and further orders will be outside the PowerPlan.  **Details for Electroconvulsive**

+ Add | Document Medication by Hx | Reconciliation | Check Interactions | Reconciliation Status: Meds History | Admission | Discharge

Orders: Medication List | Document In Plan

Order Name	Status	Start	Details
IGH ID: IDR7: 01B Enc:0000070005565 Admit: 15-Aug-2017 11:00 PDT			
Patient Care			
Electroconvulsive Order		29-Mar-2018 09:32 PDT	
Communication Orders			
Held Medication Order		29-Mar-2018 09:32 PDT	Clinical Quest Electroconvulsive Th...

Details for Electroconvulsive Therapy (ECT)

Details | Order Comments | Offset Details

*Requested Start Date/Time: 29-Mar-2018 0932 PDT

*Frequency: [Dropdown]

Treatment Days of the Week: [Text Box]

Number of Treatments: [Text Box]

Special Instructions: [Text Box]

1 Missing Required Details | Orders For Cosignature | Orders For Nurse Review | Sign | Cancel

22. If continued ECT is necessary after six treatments, discontinue the existing **MH Electroconvulsive Therapy (ECT) Multiphase PowerPlan** and reorder a new PowerPlan.

ECT Provider – Before Treatment

1. Receive the request for the ECT consultation via your site-specific workflows, if applicable.
2. Review patient information in the **Rounding** and **Electroconvulsive Therapy** Workflow tabs on the Provider View page.

Provider View

Admission | Rounding | Quick Orders | Electroconvulsive Therapy | Transfer/Discharge

Chief Complaint

Low mood for 6 months. Passive suicidal ideas past 2 months.

195 Characters left

Documents (0) + Last 50 Notes All

My notes only Group by enc

No results found

3. If applicable, inform the Attending Provider about the consultation results via your site-specific workflows.

- If applicable, document your consult using a **Psychiatry Consult Note** from the Provider View page in either the Admission or Rounding Workflow tab.



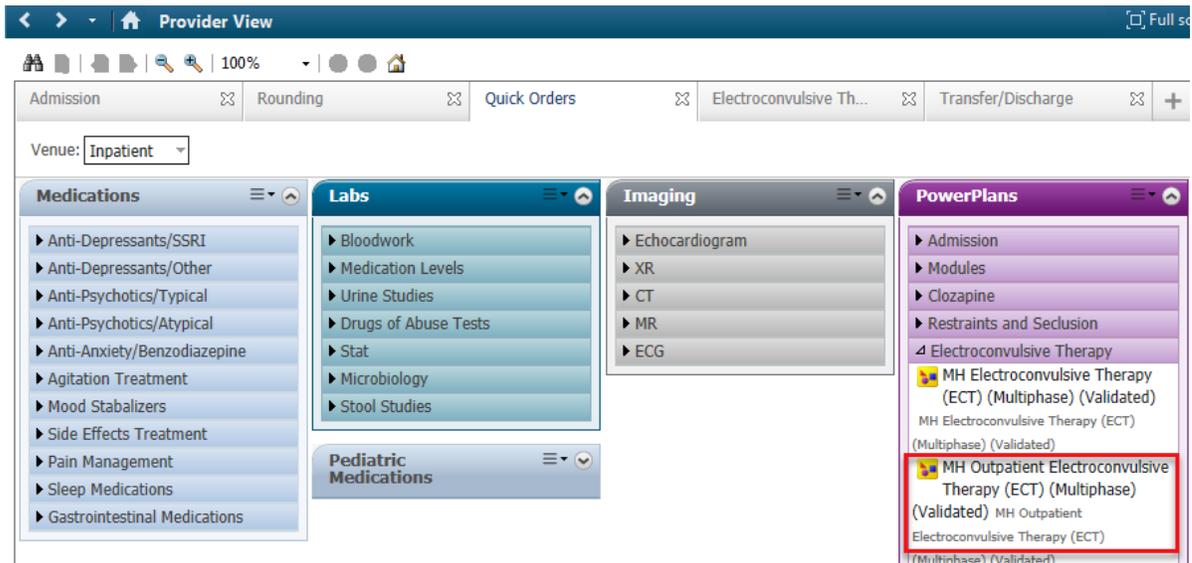
NOTE: Outpatients may not have an active encounter if ECT has not been scheduled yet. If your patient does not have an active Pre-Day surgery encounter, document in your consult note at the time you order the ECT PowerPlan.

- Review results from Pre-ECT Workup, Clinical Outcomes Monitoring, and labs in **Results Review**. These are completed by the Attending Provider.

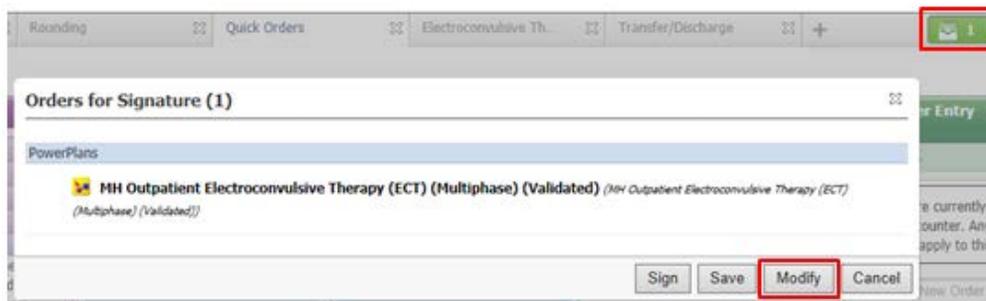
Navigator	Mental Health View	06-Mar-2018 10:00 PST
<input checked="" type="checkbox"/> Psych Assessment and Plan	<input checked="" type="checkbox"/> Psych Assessment and Plan	
<input type="checkbox"/> Clinical Outcome Monitori	<input type="checkbox"/> CGI-Severity	5
	<input type="checkbox"/> CGI-Improvement	4

- Review and/or place ECT orders.

Inpatient and Tertiary	Outpatient
<p>Ensure the MH Electroconvulsive Therapy (ECT) Multiphase PowerPlan is ordered by the Attending Provider.</p> <p>***ECT Provider End***</p>	<p>Place the MH Outpatient Electroconvulsive Therapy (ECT) Multiphase PowerPlan via the Quick Orders tab of the Provider View page. Continue to the steps below to modify your orders.</p>

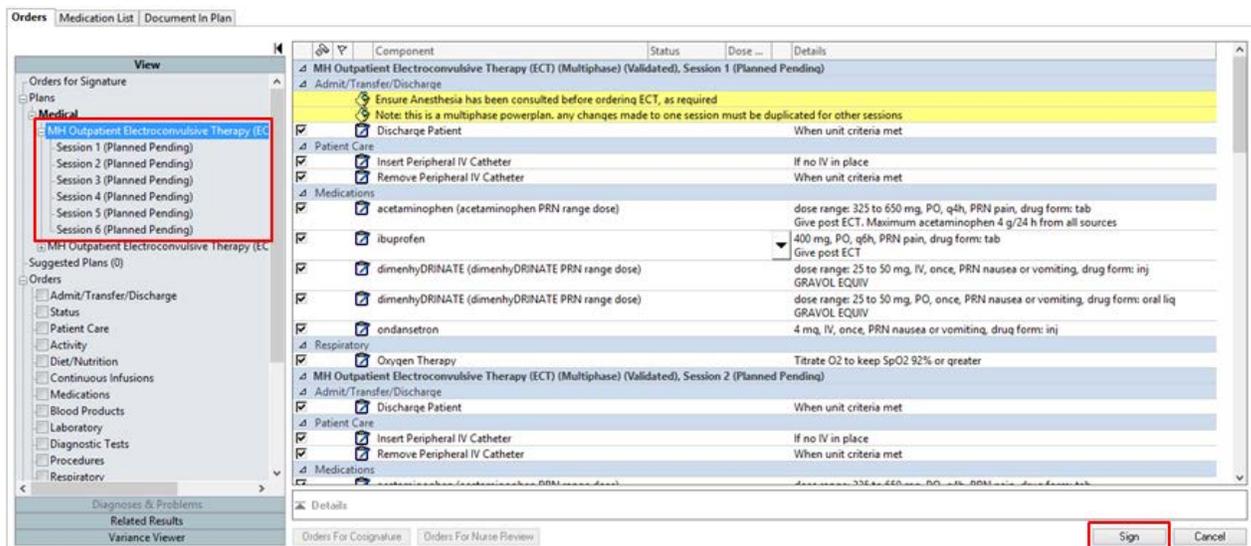


- 7. Click the Orders for Signature box .
- 8. Click **Modify** to add details to the ECT PowerPlan.



 **WARNING:** Orders in one session do not follow through to subsequent sections. Check for orders in **EACH** session as needed.

9. **Sign the PowerPlan.**
Each session will be initiated by the nurse when needed.



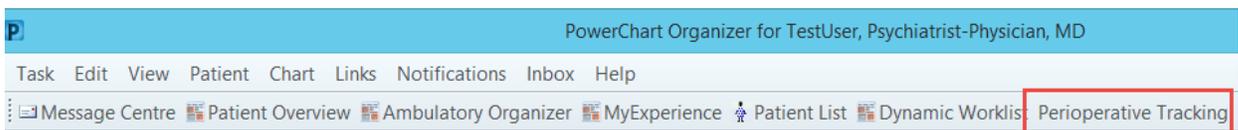
10. If continued ECT is necessary after six treatments, discontinue the existing **MH Outpatient Electroconvulsive Therapy (ECT) Multiphase** PowerPlan and reorder a new PowerPlan



NOTE: If you have not yet documented the ECT Consultation, do so now using a **Psychiatry Consult Note**.

ECT Provider – Day of Treatment

1. Access the patient’s chart through **Perioperative Tracking** in the Toolbar.



2. Double-click the **blue arrow** to the left of the patient’s name to access the chart.



NOTE: Patients must be scheduled by a clerk before ECT appointments are viewable in Perioperative Tracking. You may view future appointments by toggling the filter to LGH ECT +30 days.

Perioperative Tracking

LGH ECT

Filter: LGH ECT +30 Days | Total Cases: 5 Patient: PATIENT, NEW

Add	Priority	Ck	Start	Sched. Duration	Iso	Patient	Age / Sex	Anesthesiologist	PreOp Nurse	Surgeon
			07-Mar-2018 09:00:00	20		PATIENT, NEW	17 years / Undifferentiated			TestUser, P

3. Click on the **Electroconvulsive Therapy** Workflow Tab in the Provider view.

Review patient information on the **Electroconvulsive Therapy** tab of the Provider View page for changes or updates.

Perform the ECT Treatment.

4. Click on **ECT** in the hyperlinked heading. The Interactive View and I&O page opens.

Provider View

Admission: Electroconvulsive Therapy

- Informal Team Communication
- Vital Signs & Measurements
- ECT (0)**
- Create Note
- Anesthesia Consult
- Select Other Note

ECT (0) +

No results found

5. Complete the **ECT Treatment Record** section in the Interactive View and I&O page.

6. Click on the green checkmark ✓ on the top-left side of the page to sign and record your entry.

Interactive View and I&O

Electroconvulsive Therapy

- Pre-ECT Workup
- Preprocedure Checklist ECT
- VITAL SIGNS
- Glucose Blood Point of Care
- ECT Treatment Record**
- ECT Anesthesia Medication
- PAIN ASSESSMENT
- Sedation Scales
- Transfer/Transport
- Clinical Outcome Monitoring
- Post-Course Summary

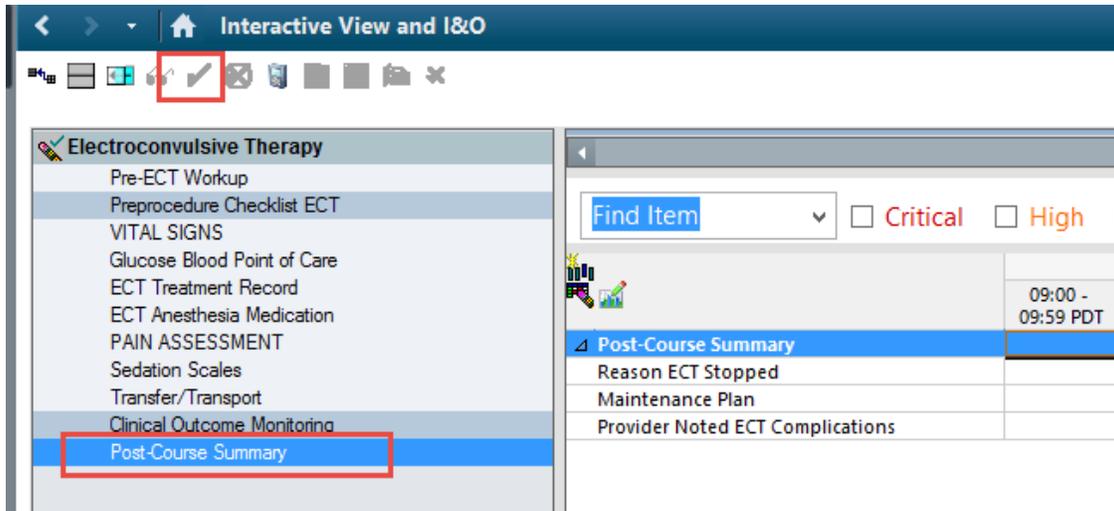
Find Item | Critical | High | Low

09:00 - 09:59 PST

ECT Treatment Record

Course	
ECT Treatment Number	1
Device	MECTA
Stimulus Pulse Width	ms Other: 0.8

7. Complete the **Post-Course Summary** section in the Interactive View and I&O page on completion of the ECT course.
8. Click on the green checkmark ✓ to sign and record your entry.

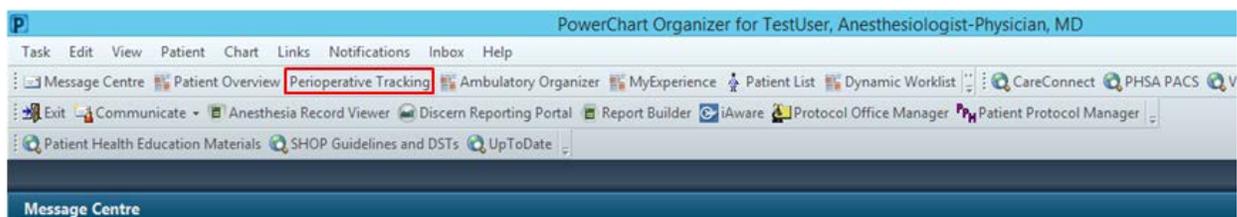


Anesthesiologist – Pre-ECT Treatment Consult

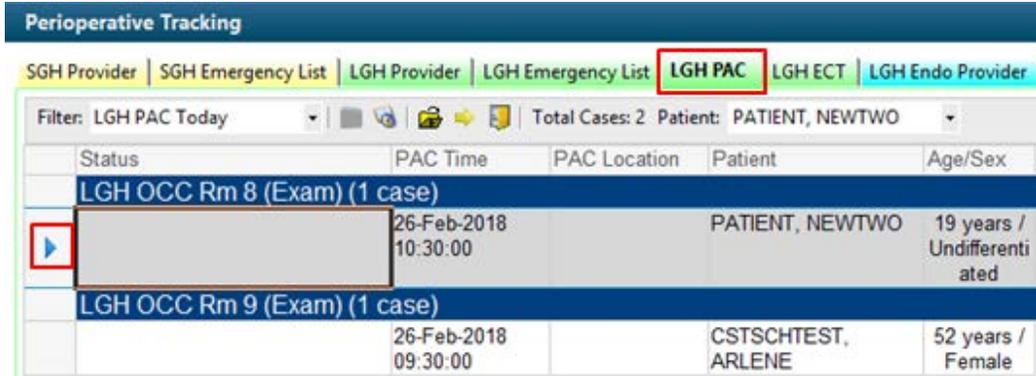
1. Receive the request for the Anesthesiology consultation via your site-specific workflow.
2. Launch PowerChart.
3. Locate the patient's chart.

For consults scheduled in the Pre-Anesthesia Clinic (PAC)

4. Click on Perioperative Tracking.



5. Click on the **LGH PAC** tab.
Find the desired patient.
6. Double-click on the blue arrow to access the chart.

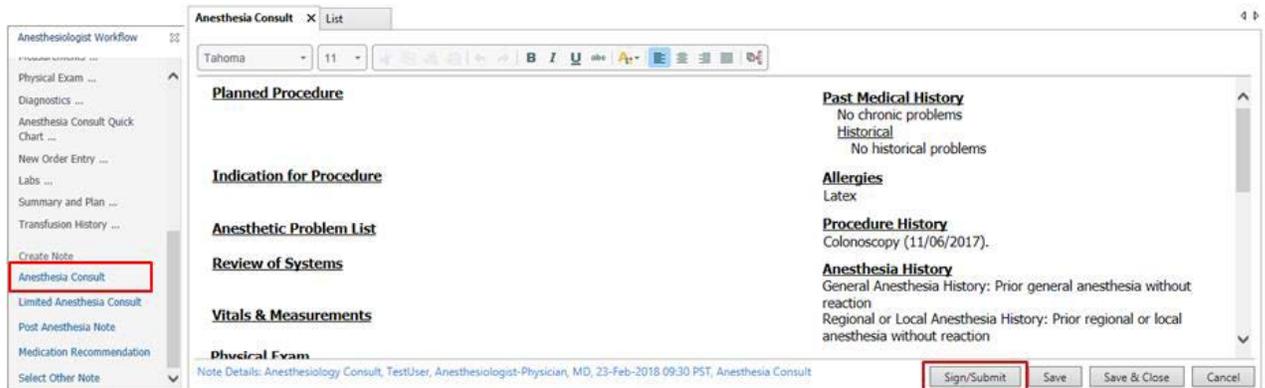


If your patient is not scheduled in PAC, search for the patient manually in Patient Search.

7. Review patient information in the **Anesthesiologist Workflow** tab of the Provider View page.
8. Provide the Anesthesiology consultation.

Inpatient and Tertiary	Outpatient
Provide the consultation as per your site’s workflow. This may include seeing the patient on the unit they are admitted to.	Provide the consultation in PAC following your regular PAC workflow.

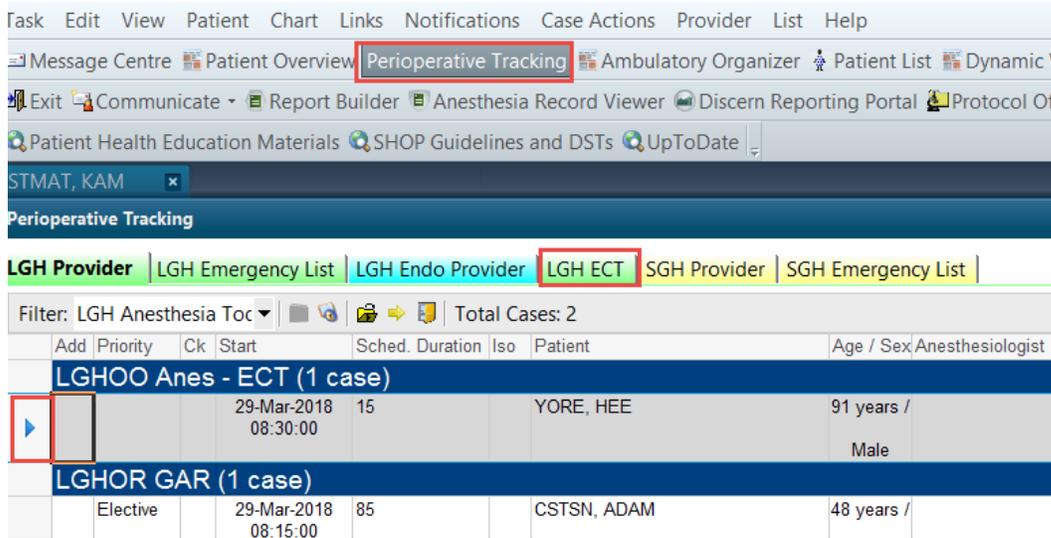
9. Click **Anesthesia Consult** from Create Note in the Anesthesia Workflow tab . The Documentation page opens.
10. Document your assessment in an **Anesthesiology Consult Note** from the Documentation page .
11. Click **Sign/Submit**.



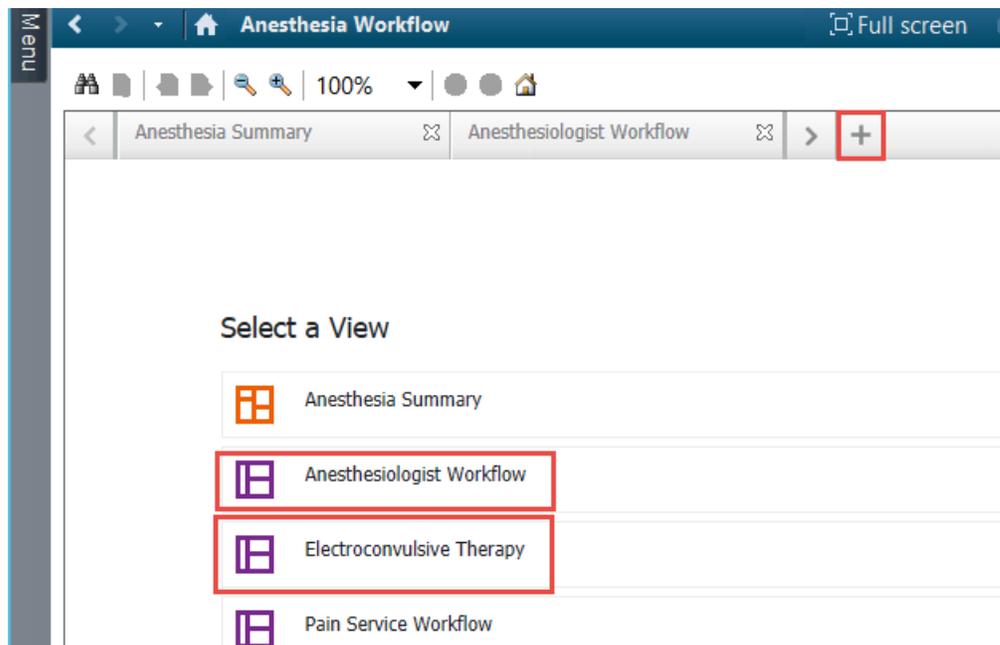
12. Inform the Attending Provider about the consultation results as necessary via your site-specific workflows.

Anesthesiologist – Day of ECT Treatment

1. Launch PowerChart.
2. Click on **Perioperative Tracking** from the organizer toolbar.
3. Click on the **LGH ECT** tab.
4. Find the desired patient.
5. Double-click on the **blue arrow** to launch the patient's chart.

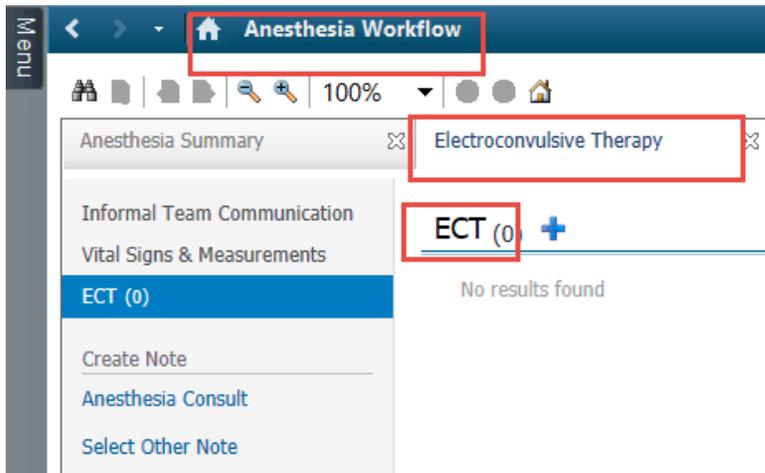


6. Review patient information in the **Anesthesiologist Workflow** and **Electroconvulsive Therapy** tabs of the Provider View page for changes or updates.
7. Add these Workflow tabs when missing from your workflow bar.
8. Click the **Electroconvulsive Therapy** workflow tab.



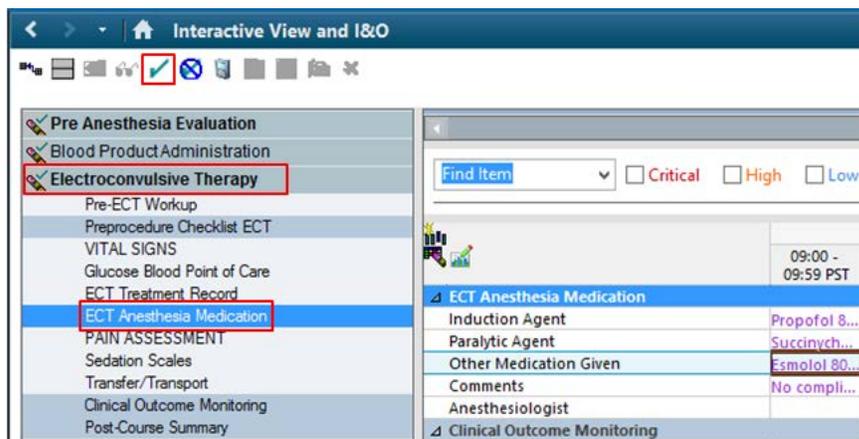
9. Administer medications and perform required interventions during the ECT treatment.

- Click on **ECT** hyperlinked heading in the Electroconvulsive Therapy workflow tab. Interactive View and I&O page opens.



- Complete the **ECT Anesthesia Medication** section of the Electroconvulsive band in the Interactive View and I&O page.

- Click on the green checkmark ✓ on the top-left side of the page to sign and record your entry.



- Provide verbal handoff to PACU and/or ECT Nurse.

Mental Health Unit Clerk

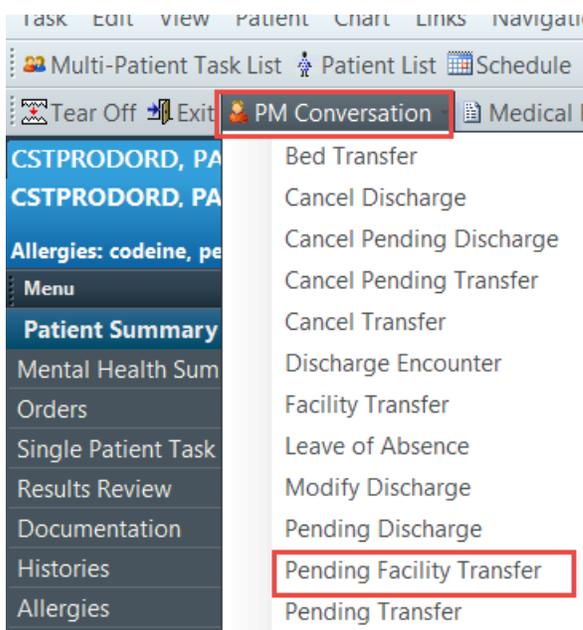
1. Receive request for ECT scheduling.

Inpatient and Tertiary	Outpatient
<p>Review the Schedule Electroconvulsive Therapy task in the Multi-Patient Task List.</p> <p> NOTE: This task is shared between Unit Clerks and Nurses. If a Unit Clerk is unavailable, the Nurse may do so in their absence.</p>	<p>Receive notification via telephone or fax from Outpatient/Community Staff.</p>

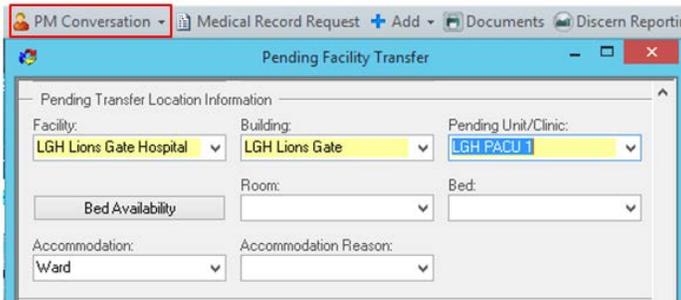
2. Fax site-specific ECT Booking Form to the Perioperative Scheduling Clerk.
3. Update your task list.

Inpatient and Tertiary	Outpatient
<p>Select the Schedule Electroconvulsive Therapy task in the Multi-Patient Task List and mark as Done. Record the date and time of completion. Continue to steps below.</p>	<p>Follow your site-specific workflow. ***Unit Clerk End***</p>

4. Click **PM Conversation**. A dropdown opens.
5. Click **Pending Facility Transfer** on the day of each session to initiate a pending facility transfer patient to PACU. The Pending Facility Transfer window opens.

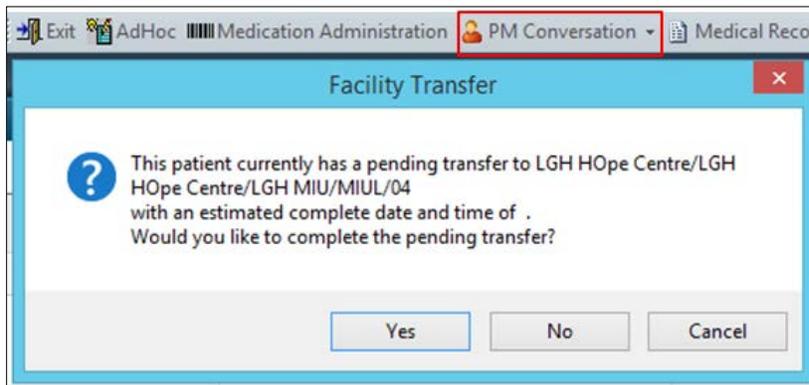


- Complete the Pending Facility Transfer required fields.



- Select **Facility Transfer** in PM Conversation when the patient returns to transfer the patient back to their assigned bed.

Complete the Pending Facility Transfer if one was initiated by PACU staff.



Perioperative Scheduling Clerk – PAC – Triage Referral (for Tertiary and Outpatient only)

- Click the **LGH Surg PAC** tab of Work Queue Monitor. Refer to Help Topic: Patient Scheduling Workbook Part 2 regarding Work Queue Monitor.
- Double-click the **Pre-Anesthetic Consultation** form for ECT to open the document in the Add/Modify Work Item window.



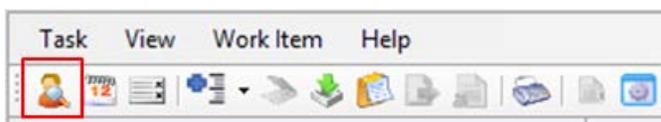
3. Choose **SN - Psychiatry** from the Specialty drop-down menu.
4. Click **OK**.

Perioperative Scheduling Clerk – PAC – Create New Encounter and Associate the Referral Form (for Tertiary and Outpatient only)

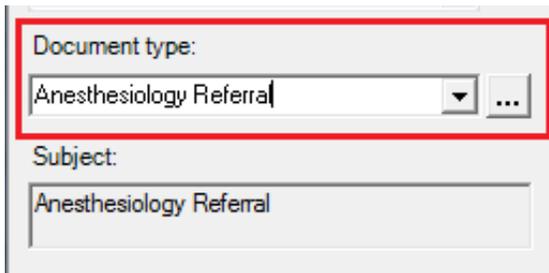
1. Open the **LGH Surg PAC** tab of the Work Queue Monitor if you have not already done so. (Work Queue Monitor is an application as Powerchart is an application).
2. Filter the Specialty column for **SN – Psychiatry**
3. Double-click the document to open it in the Add/Modify Work Item window. Keep this window open to access patient demographics as needed.
4. Click **PM Office** to create a new encounter for the patient.
5. Select the **Pre-Register Outpatient** conversation in PM Office with following steps:
 - Select **LGH Preanesthetic Clinic** in the Facility Name
 - Select **Pre-Outpatient** as the Encounter Type
 - Select **Anesthesiology** as the Medical Service
 - Type **PAC Consult** as Reason for Visit

ALERTS	Patient Information	Encounter Information	Insurance	Insurance Summary	Additional Contacts
Encounter Type:		Medical Service:	Reason for Visit:	Referral	
Pre-Outpatient		Anesthesiology	PAC Consult		
Location					
Facility:		Building:	Unit/Clinic:	Accommodations	
LGH PAC		LGH PAC	LGH PAC		
Care Providers					
Attending Provider:		Primary Care Provider (PCP):	PCP Verified?:	Referring	
		ATT, Physician - Primary			

6. In Work Queue Monitor, associate the ECT Booking form to the patient’s new Pre-Outpatient Encounter.



7. Associate the Pre-Anesthetic Consult form to the **Anesthesiology Referral** Document type.



The screenshot shows a form with two main sections. The top section is titled "Document type:" and contains a dropdown menu with "Anesthesiology Referral" selected. To the right of the dropdown is a small square button with three dots. The bottom section is titled "Subject:" and contains a text input field with "Anesthesiology Referral" entered. A red rectangular box highlights the "Document type:" section.

8. Use information in the ECT Booking form to populate fields in the Add/Modify Work Item window.
9. Choose SN - Psychiatry as the specialty if not already selected.
10. Choose LGH Surg PAC as the queue routing if needing to process different document types or documents belonging to different patients.

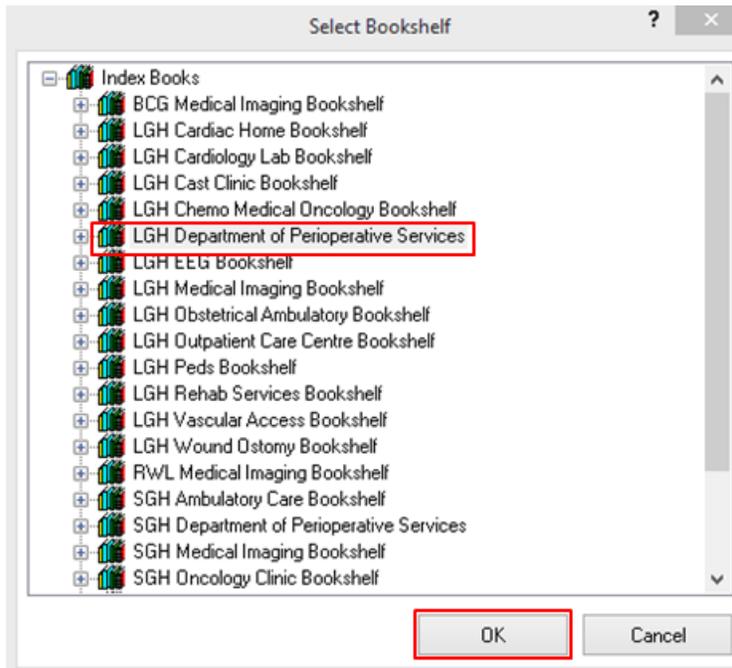
Perioperative Scheduling Clerk – PAC – Schedule Appointment (for Tertiary and Outpatient only)

1. Launch Schapptbook if you have not done so.
2. Double-click **Bookshelf**.

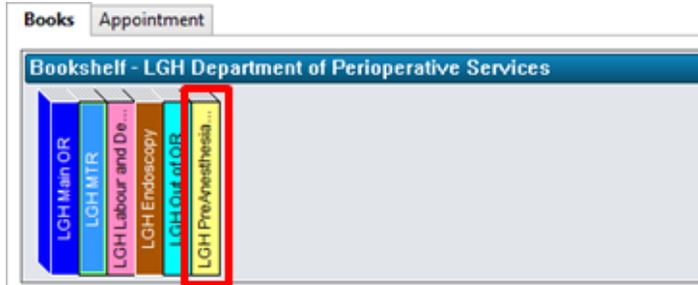


The screenshot shows a scheduling interface. On the left is a calendar for February 2018. The date 19 is highlighted with a blue box. On the right is a "Books" tab with a sub-tab "Appointment". Below the tabs is a list with "Bookshelf" selected and highlighted in blue. To the right of the list are two buttons: "Open" and "Select". A red rectangular box highlights the "Bookshelf" entry in the list.

3. Select **LGH Department of Perioperative Services**.



4. Select the **LGH PreAnesthesia Clinic** book.



5. Fill in the appointment fields as required.

6. Select the **Anesthesiology Pre-Outpatient Encounter** in the person search window

7. Select **Surgery PAC Anesthesia Only** as Appointment type

8. Select **LGH PreAnesthesia Clinic** as Appointment location

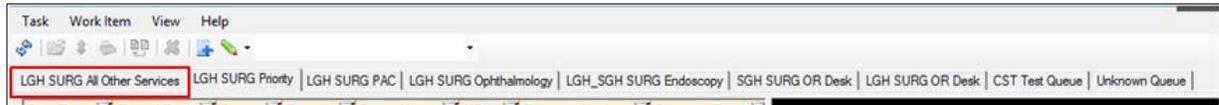
9. Move patient appointment to **Work in Progress** window.
10. Double click **PreAnesthesia Clinic Anesthesia Visit** in the Appointment Attributes window under the Orders tab,

11. Select the desired date for the appointment in the provided calendar.
12. Drag and drop the open white book labeled as **LGH PreAnesthesia Clinic Rooms** to an open **SN PAC Anesthesia Assessment** time slot. Click **Confirm** to book the appointment to the selected time slot.

13. Follow your site-specific workflows to inform the patient about the appointment schedule.

Perioperative Scheduling Clerk – ECT – Triage ECT Booking Form

1. Log into **CDI Work Queue Monitor** .
2. Open the **LGH SURG All Other Services** tab of Work Queue Monitor.

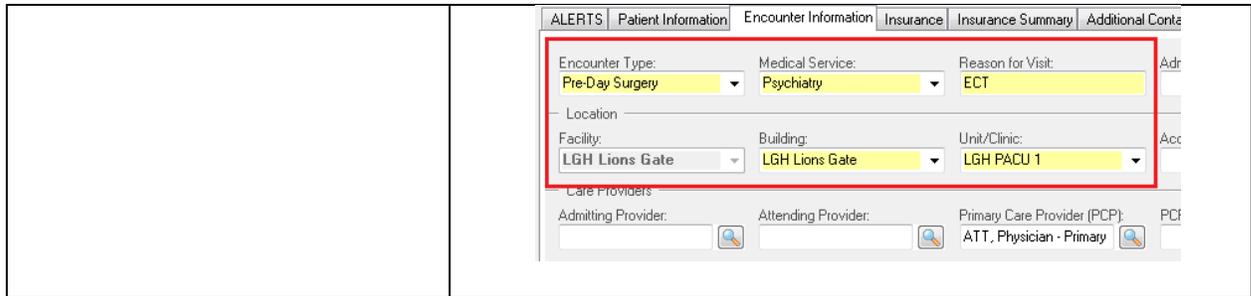


3. Double-click the **ECT Booking Form** to open the document in the Add/Modify Work Item window.
4. Choose **SN - Psychiatry** from the Specialty drop-down menu and click OK.

Perioperative Scheduling Clerk – ECT – Create New Encounter and Associate Booking Form

1. Open the **LGH Surg All Other Services** tab of the Work Queue Monitor, if you have not already done so.
2. Filter the Specialty column for **SN – Psychiatry**.
3. Double-click the **ECT Booking Form** to open it in the Add/Modify Work Item window. Keep this window open to access patient demographics as needed.
4. Locate or create the patient encounter.

Inpatient	Tertiary or Outpatient
Select the patient's current inpatient encounter.	Create a new encounter using the Pre-Register Patient to a Bed Conversation in PM Office. <ul style="list-style-type: none"> • Select LGH Lions Gate Hospital in the Facility Name • Select Pre-Day Surgery as the Encounter Type • Select Psychiatry as the Medical Service • Type ECT as the Reason for Visit • Select LGH PACU 1 as the Unit/Clinic



ALERTS Patient Information Encounter Information Insurance Insurance Summary Additional Conta

Encounter Type: Pre-Day Surgery Medical Service: Psychiatry Reason for Visit: ECT

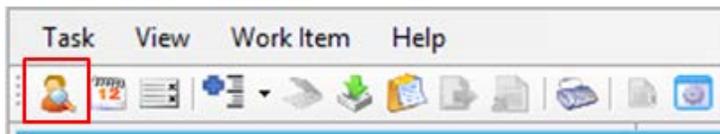
Location

Facility: LGH Lions Gate Building: LGH Lions Gate Unit/Clinic: LGH PACU 1

Care Providers

Admitting Provider: Attending Provider: Primary Care Provider (PCP): ATT, Physician - Primary

- In Work Queue Monitor, associate the ECT Booking form to the patient's new Pre-Day Surgery Encounter.



- Associate the ECT Booking form to the **Surgery Booking Form** Document type.



Document type:

Surgery Booking Form

Subject:

Regional OR Booking Form

- Use information in the ECT Booking form to populate fields in the Add/Modify Work Item window.
- Choose SN - Psychiatry as the specialty if not already selected.
- Choose LGH Surg PAC as the queue routing if needing to process different document types or documents belonging to different patients.

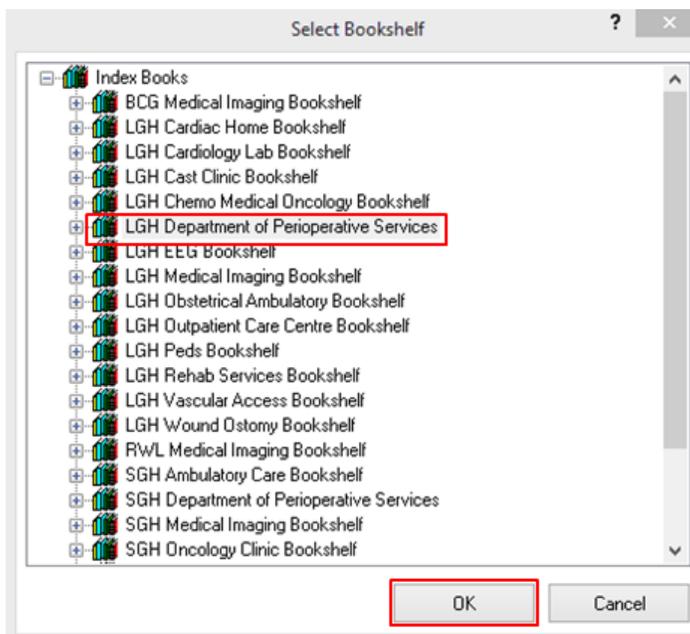
Perioperative Scheduling Clerk – ECT – Schedule Appointments

- Launch Schapptbook if you have not done so.
- Double-click **Bookshelf**.

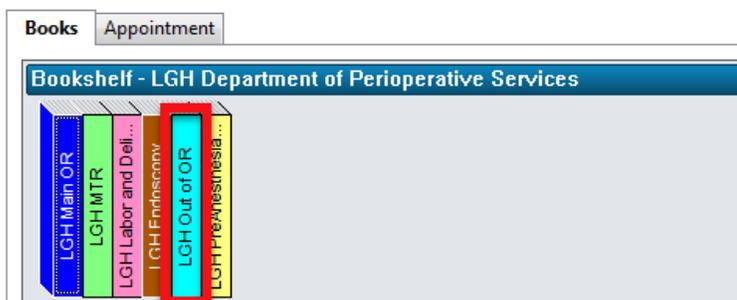


3. Select **LGH Department of Perioperative Services**.

4. Click **OK**.



5. Select the **LGH Out of OR** book.



6. Fill in the appointment fields as required.

7. Select the **Psychiatry Day Surgery Encounter** in the person search window

8. Select **Surgery Anes Out of OR/Non-Surgical** as Appointment type .

9. Select **LGH Out of OR** as Appointment location .

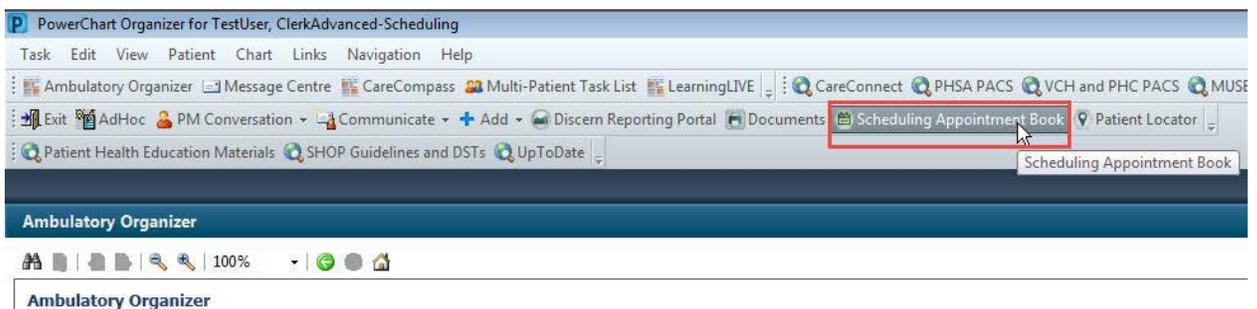
10. Populate the rest of the empty fields using information from the Anesthesiology Consult Request form in Work Queue Monitor.
11. Move patient appointment to **Work in Progress** window.
12. Search for and then double-click **Electroconvulsive Therapy** in the Orders tab of the Appointment Attributes window.
13. Click **OK**.



NOTE: For outpatients, the first appointment will be associated with an existing encounter (created in the steps above). The remaining five encounters will be created once scheduling recurring encounters is complete in steps 11-14 for outpatient only below.

For Inpatient Only:

14. Click **Scheduling Appointment Book**  in the Toolbar.



15. Click **Recur** to book multiple appointments.
16. Organize the appointment recurrence pattern in the Recurring Frequencies window.

17. Drag and drop each open white book labeled **LGH Out of OR Rooms** to an open time slot in the **LGHOO ANES – ECT** column.
18. Click **Confirm** to book the appointment(s).

Work in progress:

19. Follow your site-specific workflows to inform the staff and/or patient about the appointment schedule.

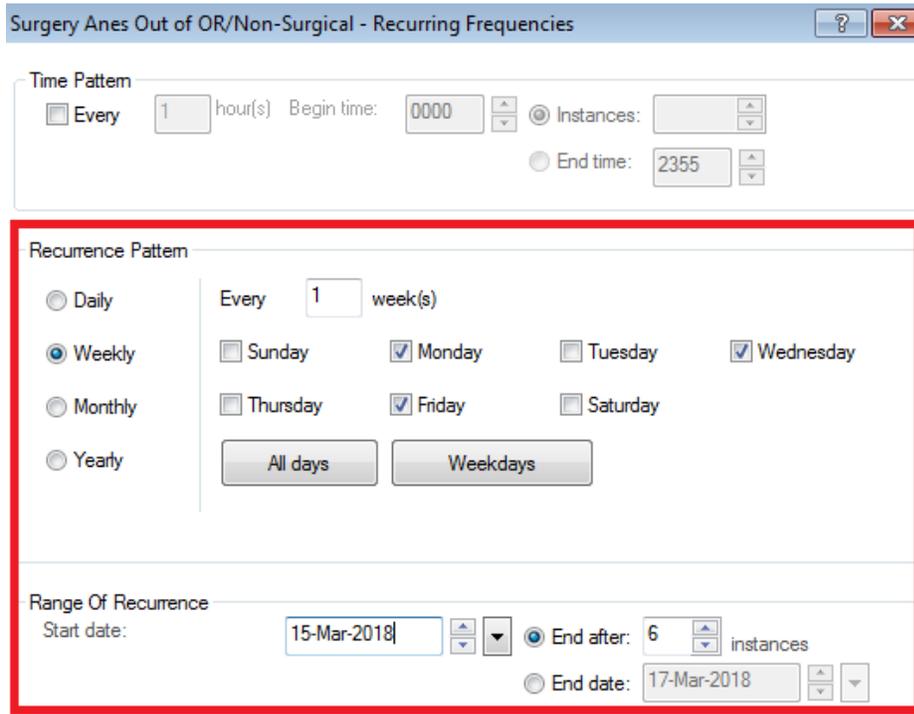
For Outpatient Only:

20. Drag and drop each open white book labeled **LGH Out of OR Rooms** to an open time slot in the **LGHOO ANES – ECT** column. Click Confirm to book the appointment.
21. Repeat steps 1-7 above. In the person search window, **DO NOT** choose an encounter.

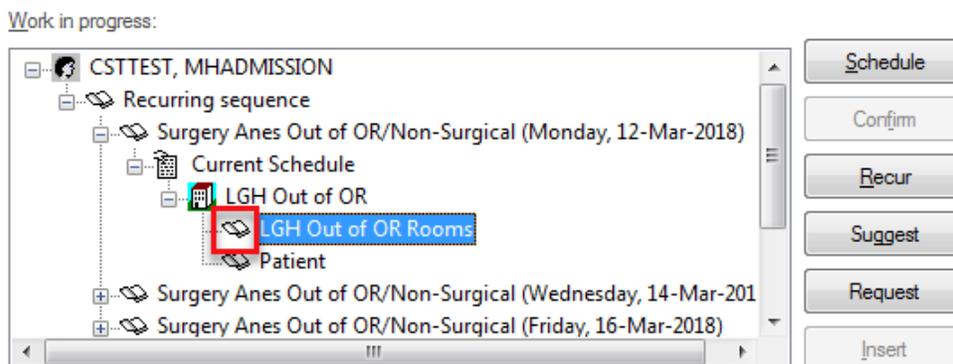
You will associate a new encounter for each appointment in the upcoming steps.

22. Click **Recur** to book multiple appointments.

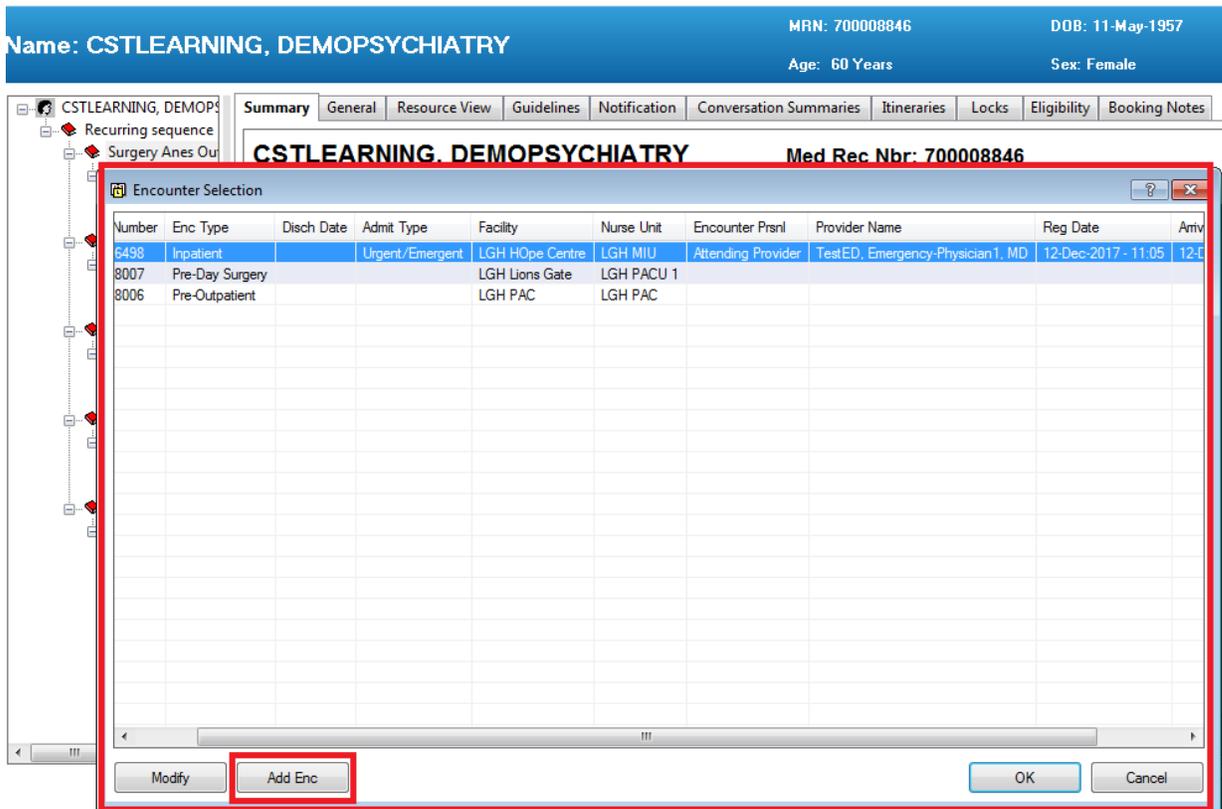
Organize the appointment recurrence pattern in the Recurring Frequencies window for the remaining appointments.



23. Drag and drop each open white book labeled **LGH Out of OR Rooms** to an open time slot in the **LGHOO ANES – ECT** column. Click **Confirm** to book the appointment(s).



- 24. Select **Add Enc** In the Encounter Selection window. Verify details and confirm encounter for each of the remaining ECT appointments.



The screenshot shows a patient record for CSTLEARNING, DEMOPSYCHIATRY. The patient's MRN is 700008846, DOB is 11-May-1957, Age is 60 Years, and Sex is Female. The interface includes tabs for Summary, General, Resource View, Guidelines, Notification, Conversation Summaries, Itineraries, Locks, Eligibility, and Booking Notes. A red box highlights the 'Encounter Selection' window, which contains a table with the following data:

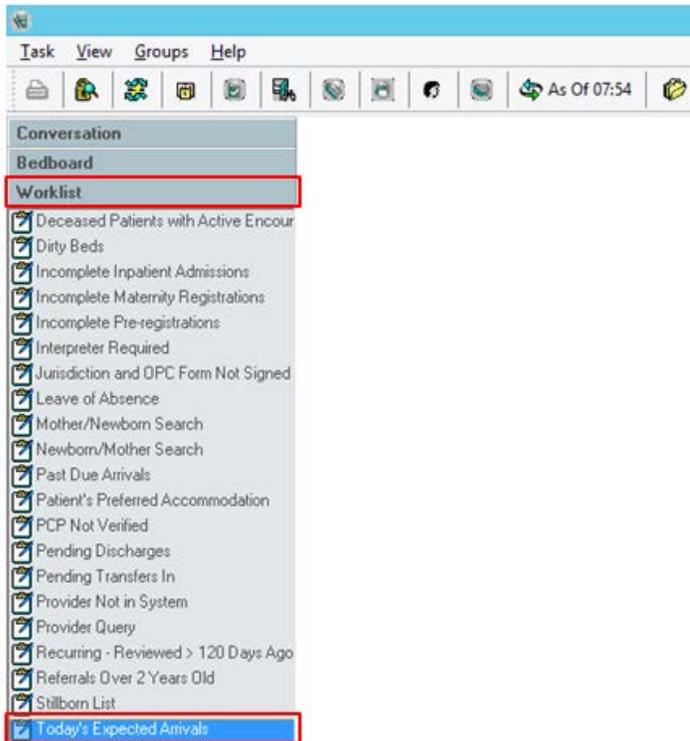
Number	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name	Reg Date	Amiv
6498	Inpatient		Urgent/Emergent	LGH HOpe Centre	LGH MIU	Attending Provider	TestED, Emergency-Physician1, MD	12-Dec-2017 - 11:05	12-1
8007	Pre-Day Surgery			LGH Lions Gate	LGH PACU 1				
8006	Pre-Outpatient			LGH PAC	LGH PAC				

At the bottom of the window, there are buttons for 'Modify', 'Add Enc', 'OK', and 'Cancel'. The 'Add Enc' button is highlighted with a red box.

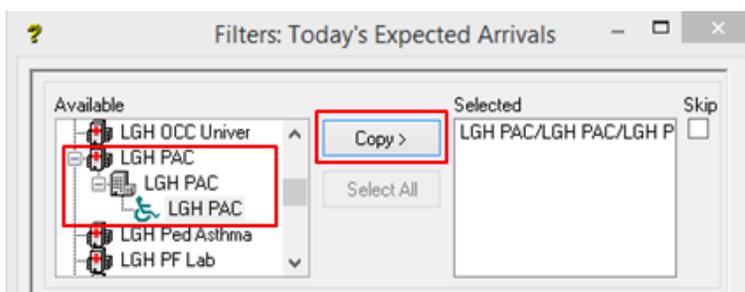
- 25. Follow your site-specific workflows to inform the staff and/or patient about the appointment schedule.

Central Registration Clerk – Register Patient for PAC Appointment (for Outpatients only)

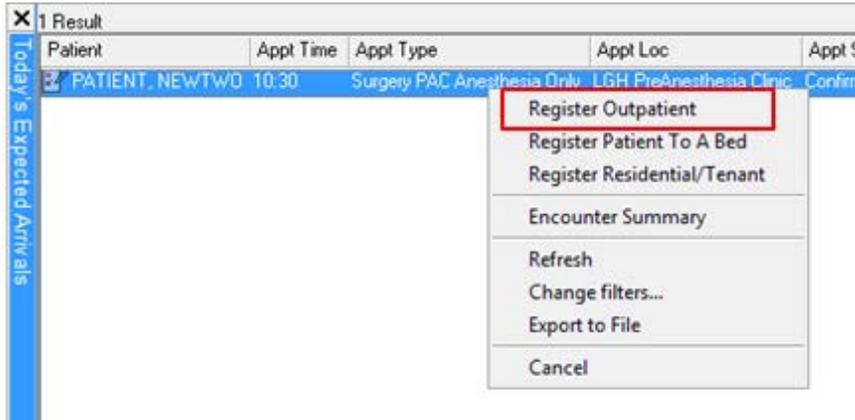
1. On patient arrival, navigate to the Worklist tab of PM Office. Search for the patient in **Today's Expected Arrivals**.



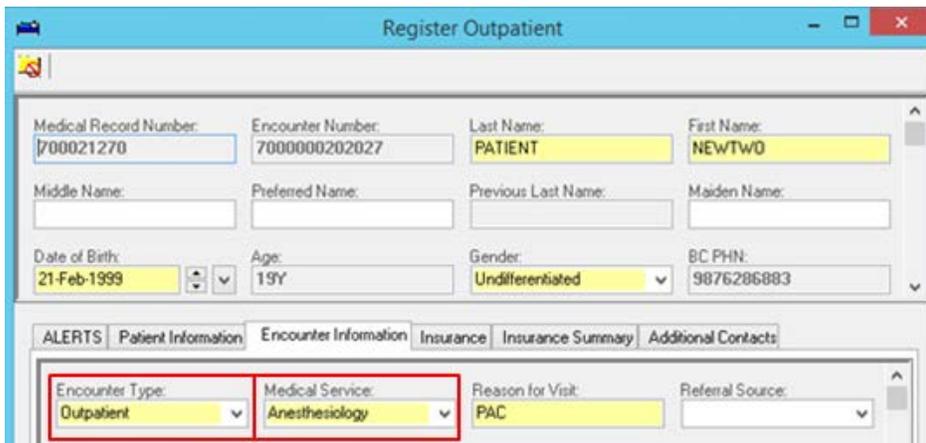
2. Select your site's **Pre-anesthetic Clinic** as the location, in the Filters window.
3. Click **Copy** to select it as the location.



4. Find the patient from the worklist. Right-click on the patient and select **Register Outpatient**.



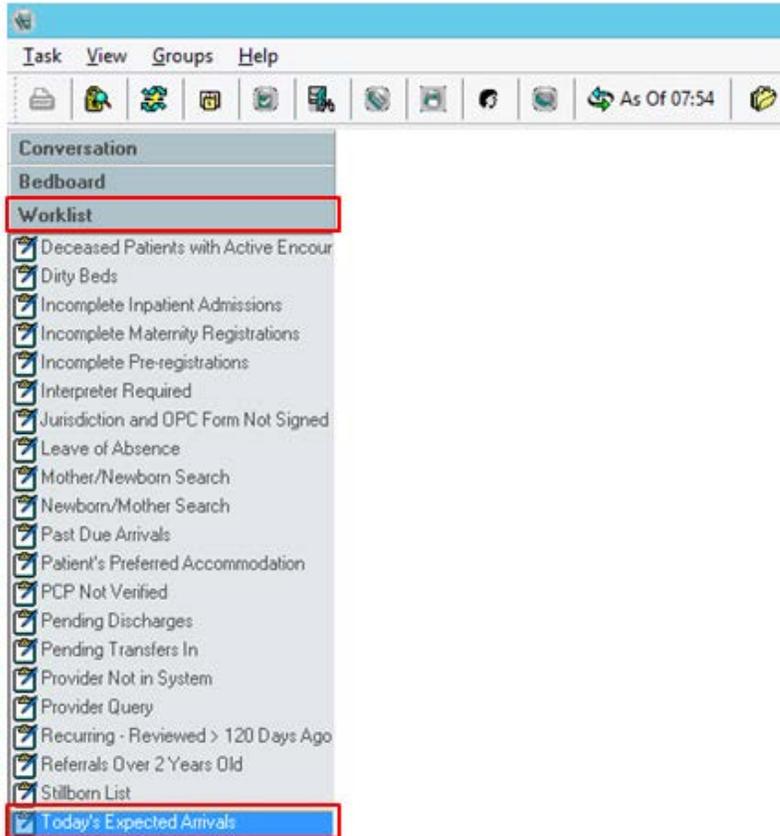
5. Fill out the fields as appropriate in the Register Outpatient window.
6. Confirm the Encounter Type is **Outpatient**.
7. Confirm the Medical Service is **Anesthesiology**.



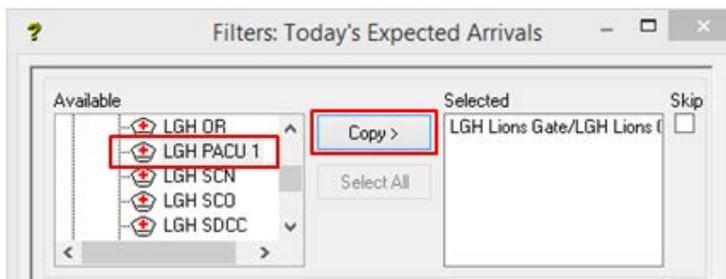
8. Print out armband and labels. Ask patient to verify that information is correct.
9. Direct patient to PAC.

Registration Clerk – Register Patient for ECT Appointment (for Outpatient and Tertiary patients)

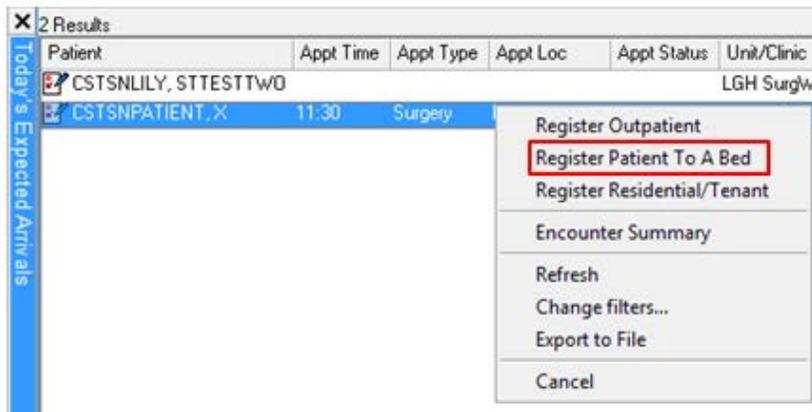
1. On patient arrival, launch PM Office. Select the Worklist tab and double-click on **Today's Expected Arrivals**.



2. Find your site's **Post-Anesthetic Care Unit (PACU)** in the Filters window.
3. Click **Copy** to select it as the location.



- Find the patient from the list, in the **Today's Expected Arrivals** window. Right-click on the patient and select **Register Patient to a Bed**.



- Fill out the fields as appropriate in the Register Patient to a Bed window.
- Confirm the Encounter Type is **Day Surgery**.



- Print out armband and labels. Ask the patient to verify that information is correct.
- Direct patient to PACU.

Mental Health Nurse – Pre-ECT Process and Documentation (for Inpatient and Tertiary Patients only)

- Review patient orders in CareCompass.



- Coordinate with the Unit Clerk to ensure that the **Schedule Electroconvulsive Therapy** task is completed.

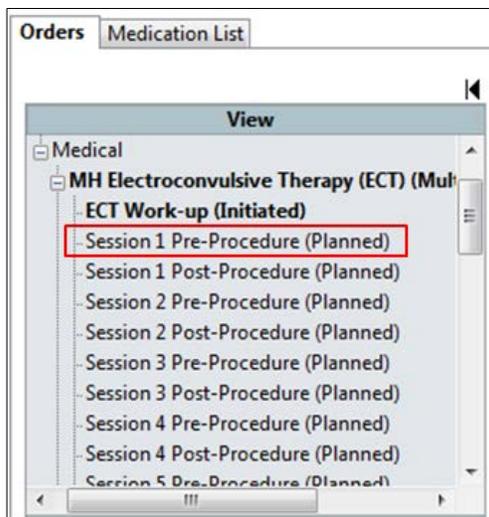
This can be found in the Scheduled/Unscheduled tab of the CareCompass task list.



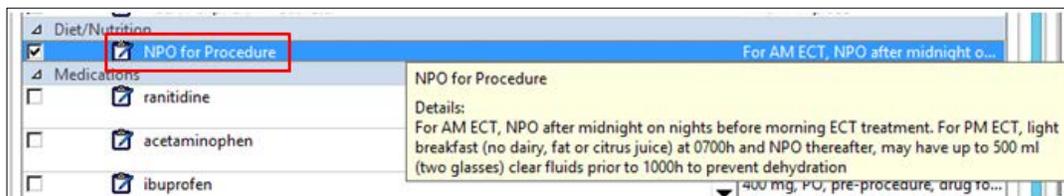
3. Follow **medication orders** as reviewed.
4. Hold morning medications as necessary.

Reschedule or document them as **Not Given** with reason **Held for Procedure** in the MAR or Medication Administration Wizard

5. Hold all Benzodiazepines and Anticonvulsants pre-ECT as necessary
6. Navigate to the **Orders Page** and locate the **View** section.
7. **Initiate** the **Pre-Procedure** phase for the corresponding session of the ECT PowerPlan.

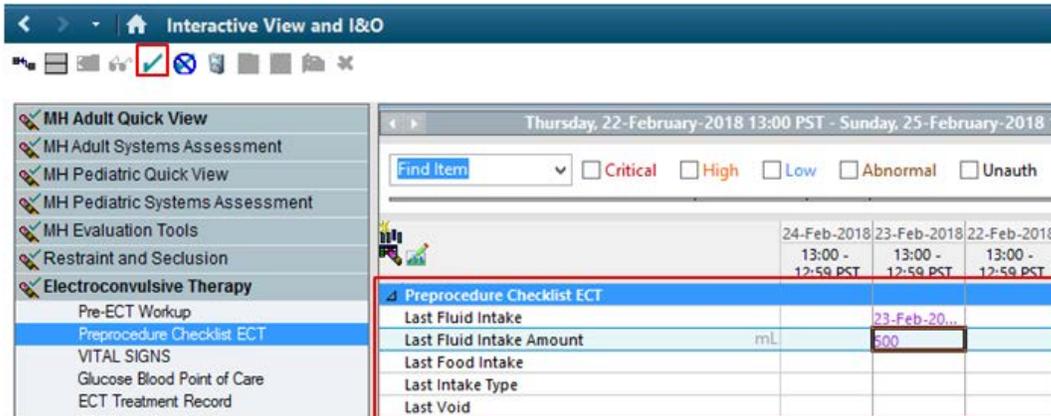


8. Review the orders for the initiated phase.
9. Ensure the patient remains **NPO for Procedure**.



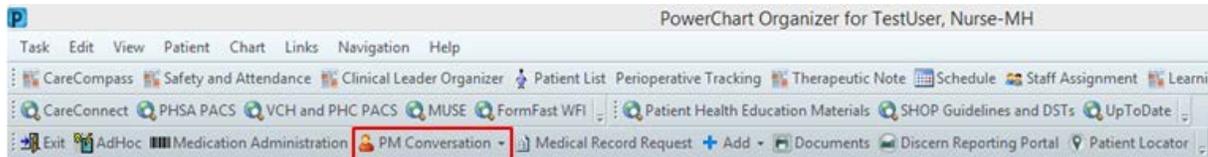
10. Give pre-procedure meds as necessary.
11. Navigate to the **Interactive View and I&O** page.

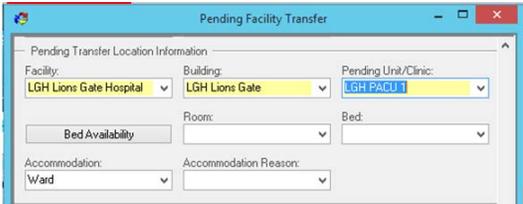
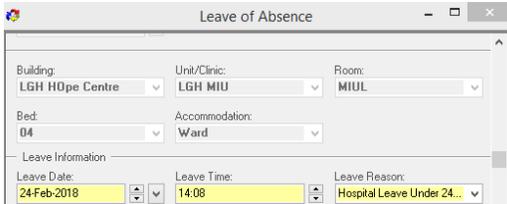
12. Click the **Electroconvulsive Therapy Band**.
13. Click the **Preprocedure Checklist ECT** section.
14. Complete the **Preprocedure Checklist ECT** flowsheet.

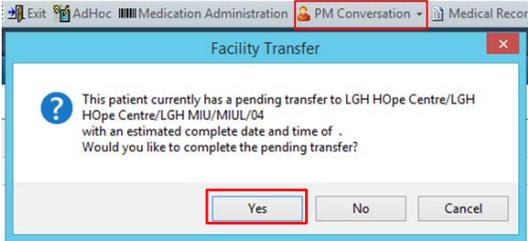
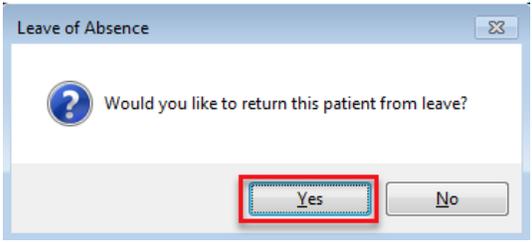


15. Select the appropriate PM Conversation in the Organizer toolbar to indicate that patient is about to leave the unit.

This step can be completed by a Unit Clerk.



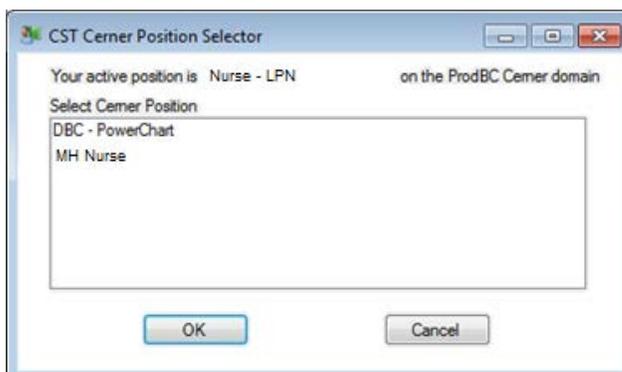
Inpatient	Tertiary
<p>Initiate a Pending Facility Transfer in PM Conversation. Populate the fields as appropriate.</p>  <p>Upon Return of Patient Select Facility Transfer in PM</p>	<p>Select Leave of Absence in PM Conversation. Populate the fields as appropriate.</p>  <p>Contact the Unit Clerk or Central Registration Clerk to register the patient for ECT. You may need to print the</p>

<p>Conversation. Click Yes to complete the Pending Facility Transfer if prompted.</p>  <p>Populate the fields as appropriate in the Facility Transfer window. This may be done by the Unit Clerk.</p>	<p>patient wristband and facesheet for the Day Surgery encounter.</p> <p>Upon Return of Patient</p> <p>Update the Leave of Absence in PM conversation as necessary. Click Yes to complete the Leave of Absence when prompted.</p>  <p>For the Day Surgery encounter, select Discharge Encounter in PM Conversation if it was not done by the PACU Nurse. This may be done by the Unit Clerk.</p>
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PACU Nurse and/or ECT Nurse – PreOp Care

For ECT Nurse Only

1. Launch **Position Picker** and select the **MH Nurse position**, if applicable.

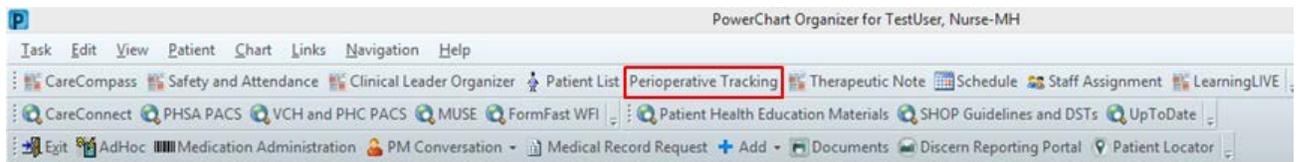


For PACU Nurse and ECT Nurse

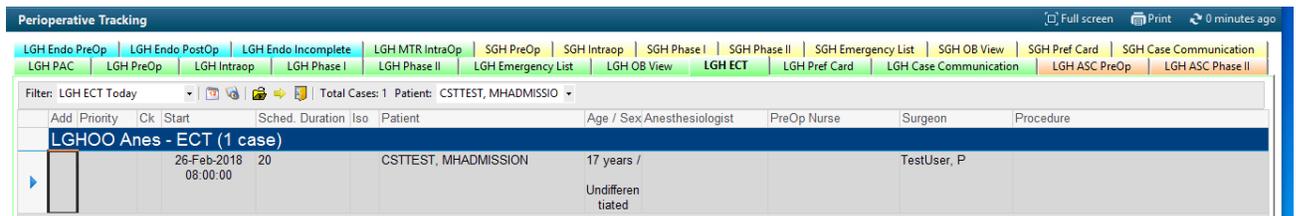
2. Launch PowerChart.

ECT Nurse	PACU Nurse
Land on CareCompass. Click on Perioperative Tracking in the Organizer toolbar.	Land on Perioperative Tracking. Click on the LGH ECT tab.

Perioperative Tracking in the Organizer toolbar (for ECT Nurse):



Perioperative Tracking View (for PACU nurse):



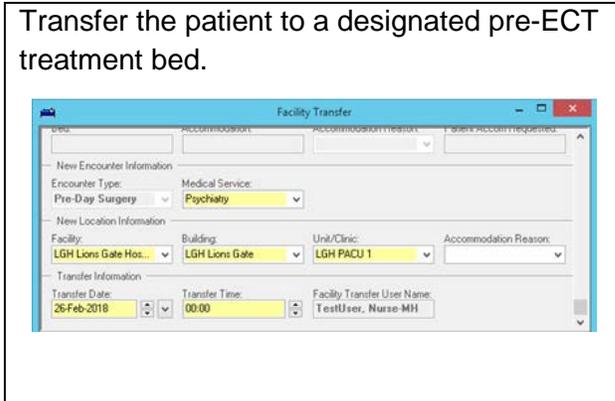
3. Check-In patient.

PACU Nurse	ECT Nurse
Navigate to the Perioperative Doc section in the patient chart. The Check-In window will pop up and prompt you to check the patient in.	Click the Surgical Case Check-In button to check the patient in. 

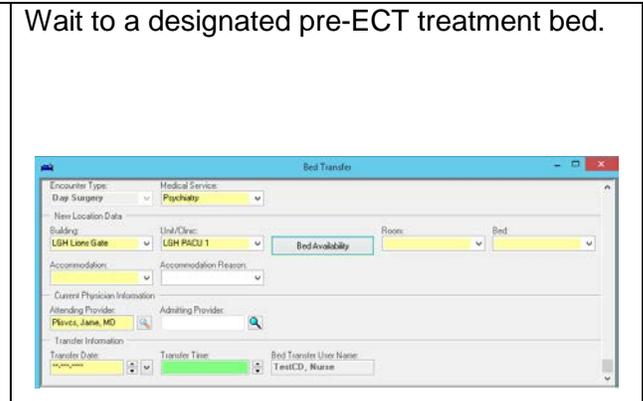
4. Transfer the patient into PACU by selecting the appropriate PM Conversation.

Inpatient	Tertiary and Outpatient
Select Facility Transfer in PM Conversation. Click Yes to complete the Pending Facility Transfer if initiated by inpatient staff.	Open the patient chart by clicking the blue arrow. Select Bed Transfer in PM Conversation. Transfer the patient from PACU

Transfer the patient to a designated pre-ECT treatment bed.

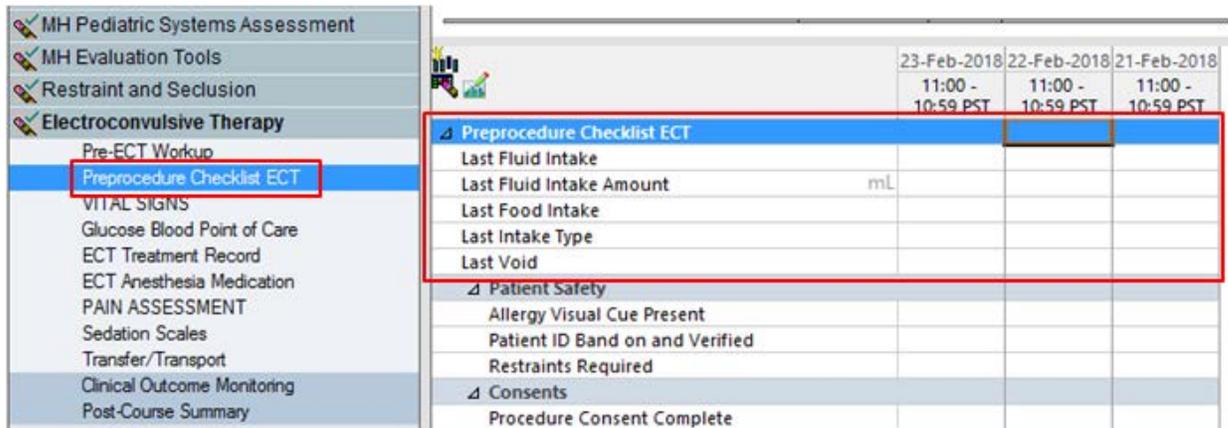


Wait to a designated pre-ECT treatment bed.

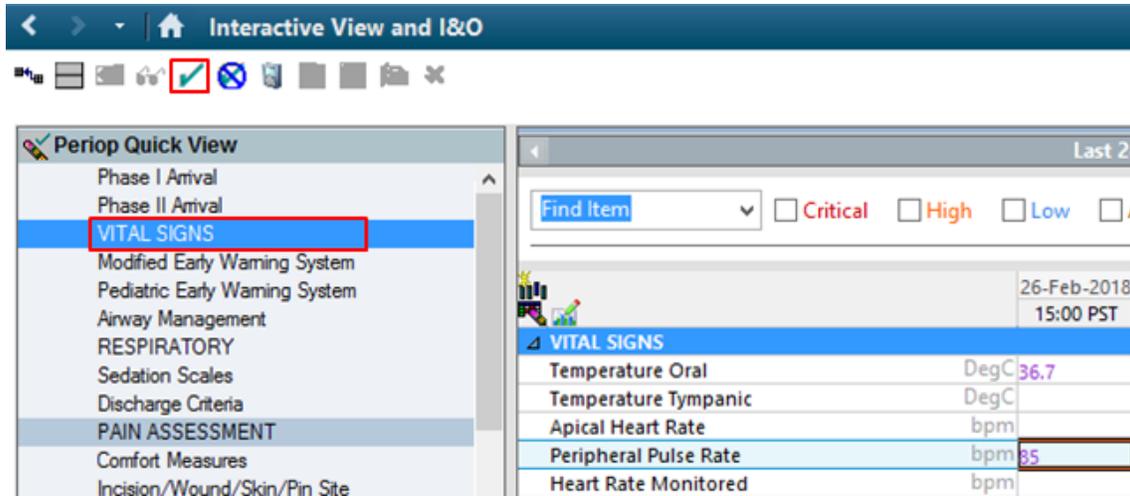


For Outpatient Only

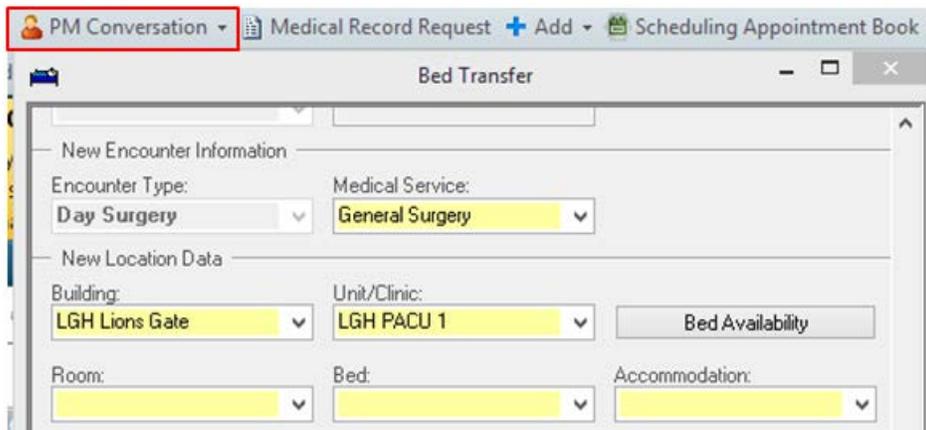
5. Navigate to the Interactive View and I&O page.
6. Click the **Electroconvulsive Therapy** band.
7. Click the **PreProcedure Checklist ECT** section.
8. Complete the **PreProcedure Checklist ECT** flowsheet.



9. Complete the **VITAL SIGNS** section of the Periop Quick View band in the Interactive View and I&O page.



10. Select **Bed Transfer** in PM Conversation in the Toolbar to update patient location to the ECT treatment area.

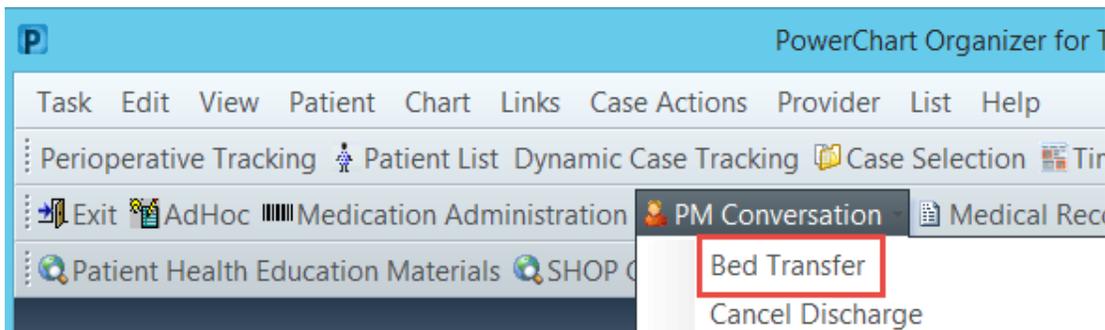


PACU Nurse – PostOp Care

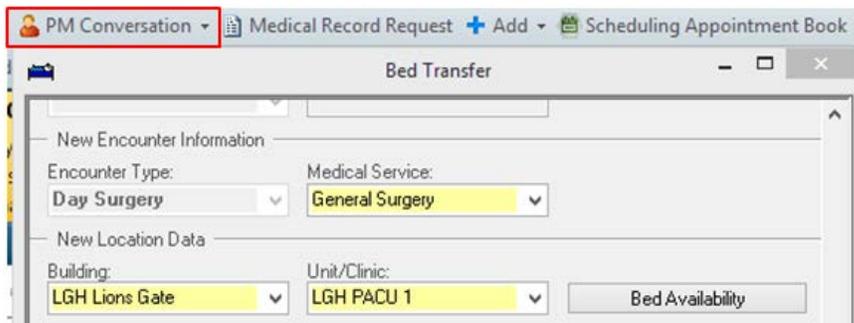
1. Locate patient in the **LGH ECT** tab and access the chart.
2. Receive verbal handoff from the Anesthesiologist and/or review the **Intraop Summary** tab in the Perioperative Summary page of patient’s chart.



3. Select **Bed Transfer** in PM Conversation in the toolbar to update patient location to the recovery area.



4. Update patient location to the recovery area.

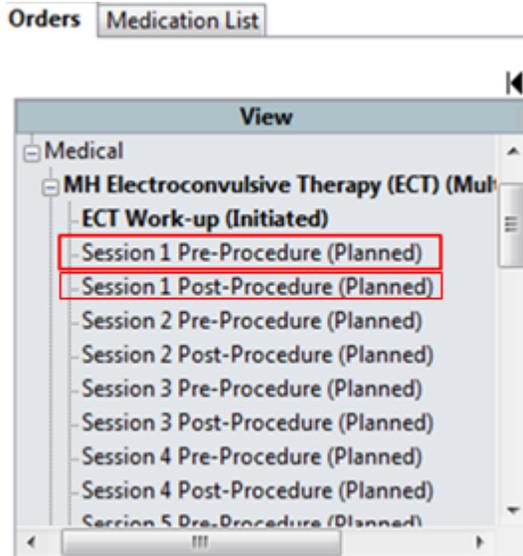


5. Click on the Interactive View and I&O page from the menu.
6. Associate device(s) via the **Associate Device**



7. Document the **In Phase I** time in the Perioperative Doc page.
8. Complete the following clinical documentation in the Interactive View and I&O page as applicable.
 - **Phase I Arrival** section of the Periop Quick View band
 - **VITAL SIGNS** section of the Periop Quick View band
 - **Pasero Opioid Scale** in the **Sedation Scales** section of the Periop Quick View band
 - **Modified Aldrete Score** in the Sedation Scales section of the Periop Quick View band
 - **Peripheral IV** section of the Periop Lines-Devices band

9. Discontinue corresponding session’s **Pre-Procedure** orders in the MH Electroconvulsive Therapy (ECT) PowerPlan as applicable.
10. **Initiate** and **Sign** the corresponding session’s **Post-Procedure** orders.



11. Document information for departure from PACU.

Inpatient	Tertiary	Outpatient
Complete the Periop Safety Departure band as necessary in the Interactive View and I&O page.	Complete the Periop Safety Departure band as necessary in the Interactive View and I&O page.	Complete the Periop Safety Departure band as necessary in the Interactive View and I&O page.
	Depending on your site-specific workflow, complete the Nursing Discharge Checklist located on the Discharge tab of the Perioperative Summary page.	Complete the Nursing Discharge Checklist located on the Discharge tab of the Perioperative Summary page.

12. Document the **Ready for Phase II** time in Perioperative Doc page of patient chart.
13. Disconnect then disassociate devices via the **Associate Device** icon in the Interactive View and I&O page.
14. Discontinue the corresponding session’s **Post-Procedure** orders in the MH Electroconvulsive Therapy (ECT) PowerPlan. **Sign** to record discontinuation.

- 15. Document the **Discharge from Phase I** time in Perioperative Doc page of the patient’s chart.
- 16. Select the appropriate **PM Conversation** to indicate in the system that the patient left PACU.

Inpatient	Tertiary and Outpatient
Initiate a Pending Facility Transfer in PM Conversation.	Select Discharge Encounter in PM Conversation.

Related Topics

- Foundational – PowerPlans
- **Patient Scheduling Workbook Part 2**

Related Positions

- Provider
- Psychiatrist
- Anesthesiologist
- Unit Clerk
- Mental Health Nurse
- PACU Nurse
- Perioperative Nurse
- Registration Clerk
- Perioperative Scheduler

Key Words

- Electroconvulsive Therapy
- ECT
- ECT Order Sets
- ECT Scheduling
- Inpatient ECT
- Tertiary ECT

- Community/Outpatient ECT