

SELF- GUIDED PRACTICE WORKBOOK [N35]
CST Transformational Learning

Nursing: PAC Screening



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SELF-GUIDED PRACTICE WORKBOOK

Duration	1 hour
Before getting started	<ul style="list-style-type: none"> ■ Sign the attendance roster (this will ensure you get paid to attend the session). ■ Put your cell phones on silent mode.
Session Expectations	<ul style="list-style-type: none"> ■ This is a self-paced learning session. ■ A 15 min break time will be provided. You can take this break at any time during the session. ■ The workbook provides a compilation of different scenarios that are applicable to your work setting. ■ Each scenario will allow you to work through different learning activities at your own pace to ensure you are able to practice and consolidate the skills and competencies required throughout the session.
Key Learning Review	<ul style="list-style-type: none"> ■ At the end of the session, you will be required to complete Learning Review. ■ This will involve completion of some specific activities that you have had an opportunity to practice through the scenarios. ■ Your instructor will review and assess these with you.

Using Train Domain

You will be using the train domain to complete activities in this workbook. It has been designed to match the actual Clinical Information System (CIS) as closely as possible.









Please note:

-  Scenarios and their activities demonstrate the CIS functionality not the actual workflow
-  An attempt has been made to ensure scenarios are as clinically accurate as possible
-  Some clinical scenario details have been simplified for training purposes
-  Some screenshots may not be identical to what is seen on your screen and should be used for reference purposes only
-  Follow all steps to be able to complete activities
-  If you have trouble to follow the steps, immediately raise your hand for assistance to use classroom time efficiently
-  Ask for assistance whenever needed

PATIENT SCENARIO 1 - PAC Screening Nurse

Learning Objectives

At the end of this Scenario, you will be able to:

-  Look up and verify patient information on the Request List for patients that need screening and scheduling
-  Locate and open a patient's Booking Package
-  Access CareConnect
-  Document Pre-Anesthesia Screening
-  Suggest and place Orders
-  Document allergies
-  Set and remove patient alerts
-  Place patients in the correct PAC queue

SCENARIO

Overall Scenario:










A 54-year-old male with an inguinal hernia meets with a General Surgeon and is scheduled for an elective right inguinal hernia repair. The patient has a medical history of seizure disorder and a surgical history of appendectomy. Following his appendectomy he had a violent episode upon emergence, which was associated with the anesthetic drugs he received.

His chart is screened by the PAC nurse and he is booked for a Nurse and Anesthesia PAC Appointment. He attends his PAC appointment and is determined fit for surgery. Surgery is scheduled three weeks from the date of the PAC appointment.

Focus of this Scenario:

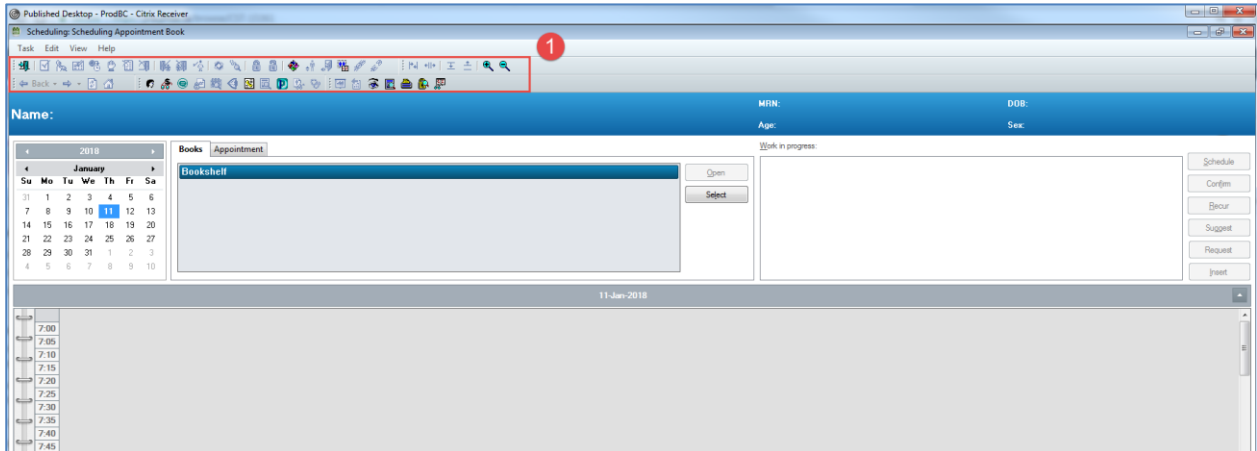
The OR booking form has been submitted to the booking office and an OR date has been scheduled. As a PAC Screening Nurse you will perform a chart review to determine if a PAC appointment is required.

You will complete the following 9 activities:

-  View the PAC screening Request List
-  Open and review the patient's Booking Package
-  Access CareConnect
-  Complete the Pre-Anesthesia Chart Screening form
-  Suggest orders for PAC to the Anesthesiologist pool
-  Place orders for PAC
-  Set an Event
-  Document Allergies
-  Place the appointment in the correct PAC queue

Activity 1.1 - View the PAC Screening Request List

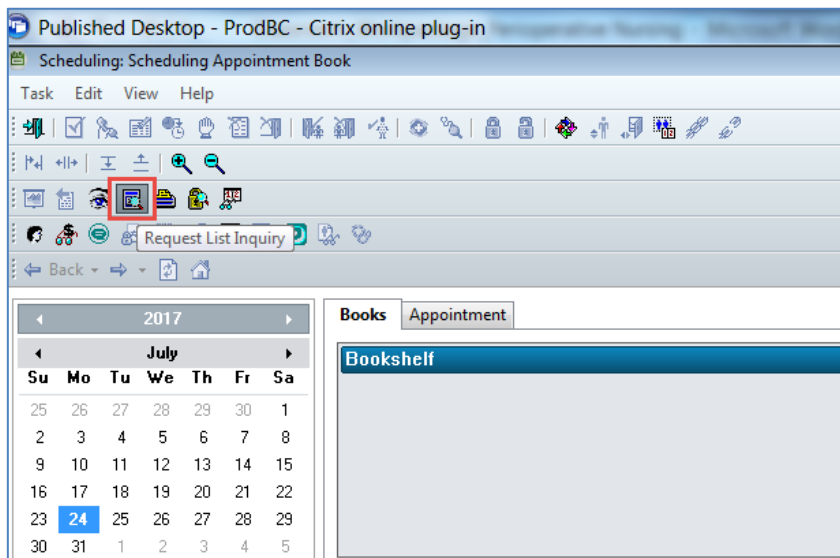
- 1 Ensure you are logged into the schapptbook application with the appropriate username and password.
- 2 The Schapptbook application is where cases are scheduled and managed.



1. **Toolbar** which includes icons that allow quick access to various sections of the chart or additional system functionality

- 3 As a PAC Screening Nurse, you will be looking up and verifying the patient's information in the PAC Request List. To do so:

1. Click **Request List Inquiry**  icon from the toolbar



2. The Schedule Inquiry – **Request List by Location** box will open

Activity 1.1 - View the PAC Screening Request List

Request List Queue

Request List Queue: SN - PAC Nurse/Anesthesia Screening

Location Type: Surgery

Location: LGH PreAnesthesia Clinic

Primary Procedure	Primary Surgeon	Surgery Date	Patient Name	Surgery Encounter	Location	Appointment Type	Surgery Location	MRN	BC PHN	Birth Date	Request List
Tonsillectomy	Quah, Peter	2017-Aug-22 10:00	CSTNPATIENT, STTEEST	700000004553	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700001087	9876393034	1996-MAY-04	SN - PAC Nurse/Anesthesia Screening
PreAnesthesia Clinic Phone Call	Baggins, Alan Keith	2017-May-02 7:45	CSTNGEAR, STAPPA	700000002012	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH PreAnesthesia Clinic	700001394	9876394681	1985-MAY-24	SN - PAC Nurse/Anesthesia Screening
PreAnesthesia Clinic Anesthesia and Nurs	Chow, Victor Ding	2017-May-02 7:45	CSTNGRSL, STFLOWER TULIPS	700000001948	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH PreAnesthesia Clinic	700001285	9876395053	2014-JUN-18	SN - PAC Nurse/Anesthesia Screening
PreAnesthesia Clinic Phone Call	Baggins, Alan Keith	2017-May-02 7:45	CSTNGEAR, STAPPA	700000002012	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH PreAnesthesia Clinic	700001394	9876394681	1985-MAY-24	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy and Adenoidectomy	Quah, Peter	2017-May-02 8:30	CSTPROBECN, WAITLIST	700000002095	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700000521	0032487975	1970-OCT-01	SN - PAC Nurse/Anesthesia Screening
Repair Hernia Inguinal	Quah, Peter	2017-May-18 9:10	CSTPROBECN, JAMES	700000004963	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700003317	9876201622	1980-MAY-17	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Quah, Peter	2017-Aug-22 10:00	CSTNPATIENT, STTEEST	700000004553	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700001087	9876393034	1996-MAY-04	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy and Adenoidectomy	Baggins, Alan Keith	2017-Jun-08 12:30	CSTPROBECN, BLOOD	700000005976	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700003942	9876391468	1975-JUN-07	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Baggins, Alan Keith	2017-Jun-12 11:10	CSTNSGUL, STMASTER	700000005000	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004027	9876390777	2017-JUN-01	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Manna, Rajesh Rai	2017-Jun-21 16:25	CSTNSGUL, STMASTER	700000005813	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004027	9876390777	2017-JUN-01	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Manna, Rajesh Rai	2017-Jun-22 8:00	CSTNSGUL, STMASTER	700000005813	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004027	9876390777	2017-JUN-01	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Manna, Rajesh Rai	2017-Jun-22 14:15	CSTNSGUL, STMASTER	700000005813	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004027	9876390777	2017-JUN-01	SN - PAC Nurse/Anesthesia Screening
Appendectomy	Adani, Navea	2017-Jun-13 10:30	CSTSPHKE, STEVE	700000005020	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700001440	9876390629	2009-MAY-29	SN - PAC Nurse/Anesthesia Screening
Appendectomy	Baggins, Alan Keith	2017-Jun-13 12:30	CSTPROBECN, MOUSE	700000005920	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700003324	9876201543	1979-MAY-17	SN - PAC Nurse/Anesthesia Screening
Adrenocyst Ankle	Quah, Peter	2017-Jun-14 13:05	CSTNGDEM, STSCHEDEIGHT	700000005955	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	SGH Man OR	700004052	9876390200	2016-JUN-13	SN - PAC Nurse/Anesthesia Screening
Adrenocyst Ankle	Quah, Peter	2017-Jun-15 9:00	CSTNGTEST, STSPROP	700000005046	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004172	9876391741	2017-JUN-01	SN - PAC Nurse/Anesthesia Screening
Repair Hernia Inguinal	Quah, Peter	2017-Jun-15 12:30	CSTPROBECN, DYNAMICDOOCHTHREE	700000005799	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700005591	2294302042	1995-JAN-01	SN - PAC Nurse/Anesthesia Screening
Hydrocele	Baggins, Alan Keith	2017-Jun-15 16:50	CSTPROBECN, SHAWN	700000006027	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004183	9876391798	1977-JUN-04	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Abel, Navea	2017-Jun-19 7:50	CSTNGCOLA, STCOCA	700000005448	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700003784	9876397913	2016-MAY-25	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Adani, Navea	2017-Jun-20 12:10	CSTSPROP, STODOMA	700000005173	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004254	9876391322	1981-OCT-05	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Abadi, Hazbi	2017-Jun-21 8:05	CSTSPFRIDAY, STFREEDOM	700000005174	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700003941	9876391322	1980-OCT-30	SN - PAC Nurse/Anesthesia Screening
Uterectomy	Baggins, Alan Keith	2017-Jun-22 7:45	CSTPROBECN, MEREDITH	700000004509	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700001185	9876395392	1980-AUG-29	SN - PAC Nurse/Anesthesia Screening
Reconstruction Ankle	Smith, Jenni	2017-Jun-26 12:50	CSTSPPOSTOP, STDEMID	700000006787	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004234	9876391617	1983-JUN-09	SN - PAC Nurse/Anesthesia Screening
at Laparoscopy Small Bowel Resection LH	Hunter, James McPhalen	2017-Jun-26 13:30	CSTSPPOSTOP, STDEMID	700000006787	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004234	9876391617	1983-JUN-09	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy and Adenoidectomy	Quah, Peter	2017-Jun-27 7:50	CSTNGDEM, PACONE	700000005796	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004054	9876392408	1976-OCT-08	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Quah, Peter	2017-Jun-27 9:35	CSTNGDEM, STSCHEETWO	700000005864	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004057	9876393119	2016-JUN-13	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Adani, Navea	2017-Jun-27 10:15	CSTNSHOLDER, STTANE	700000006417	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700003982	9876395242	1967-OCT-25	SN - PAC Nurse/Anesthesia Screening
Appendectomy	Quah, Peter	2017-Jun-28 7:45	CSTPROBECN, ELLEN	700000005459	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700003870	9876394654	1965-JUN-02	SN - PAC Nurse/Anesthesia Screening
Adrenocyst Ankle	Baggins, Alan Keith	2017-Jun-30 10:30	CSTNGMAE, STSIMON	700000005620	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004541	9876392421	1962-JAN-26	SN - PAC Nurse/Anesthesia Screening
Colonoscopy	Lewis, Richard Hue	2017-Jul-04 8:20	CSTPROBECN, STSOUR	700000007034	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Endoscopy	700000508	9876194668	1988-SEP-29	SN - PAC Nurse/Anesthesia Screening
Colonoscopy BC Cancer Screening Program	Hahn, Michael Eric	2017-Jul-04 8:20	CSTPROBECN, STRASBERRY	700000007033	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Endoscopy	700000336	9876395608	1970-OCT-20	SN - PAC Nurse/Anesthesia Screening
Colonoscopy	Quah, Peter	2017-Jul-05 8:40	CSTNGHRELL, STGEORGE	700000007096	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Endoscopy	700003949	9876391617	1996-OCT-20	SN - PAC Nurse/Anesthesia Screening
Repair Hernia Inguinal	Hunter, James McPhalen	2017-Jul-05 14:50	CSTNGHRELL, STGEORGE	700000007096	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700001184	9876392182	1985-MAY-09	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy and Adenoidectomy	Baggins, Alan Keith	2017-Jul-06 12:30	CSTPROBECN, SIT	700000007146	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004050	9876395604	1950-JUL-05	SN - PAC Nurse/Anesthesia Screening
Resection Laparoscopy Large Bowel	Chang, George	2017-Jul-07 10:30	CSTNGHRELL, STGEORGE	700000007096	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004073	9876392524	2016-JUN-13	SN - PAC Nurse/Anesthesia Screening
Repair Hernia Inguinal	Hunter, James McPhalen	2017-Jul-11 9:00	DEMO, INTRAHOR	700000007342	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004990	987639121	1967-JUL-01	SN - PAC Nurse/Anesthesia Screening
Cervicality Ear	Peeks, MO, Ketaa Carter	2017-Jul-12 10:00	CSTPROBECN, WAITLIST	700000006095	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700005521	0032487975	1970-OCT-01	SN - PAC Nurse/Anesthesia Screening
Cervicality Ear	Peeks, MO, Ketaa Carter	2017-Jul-12 16:20	CSTPROBECN, WAITLIST	700000006095	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700005521	0032487975	1970-OCT-01	SN - PAC Nurse/Anesthesia Screening
Cervicality Ear	Peeks, MO, Ketaa Carter	2017-Jul-13 13:15	CSTPROBECN, WAITLIST	700000006095	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700005521	0032487975	1970-OCT-01	SN - PAC Nurse/Anesthesia Screening
Cervicality Ear	Peeks, MO, Ketaa Carter	2017-Jul-13 8:40	CSTPROBECN, WAITLIST	700000006095	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700005521	0032487975	1970-OCT-01	SN - PAC Nurse/Anesthesia Screening
Cervicality Ear	Peeks, MO, Ketaa Carter	2017-Jul-13 9:10	CSTPROBECN, WAITLIST	700000006095	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700005521	0032487975	1970-OCT-01	SN - PAC Nurse/Anesthesia Screening
Tonsillectomy	Baggins, Alan Keith	2017-Jul-13 15:00	CSTNGHARRINGTON, STROT	700000005822	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700001626	9876272627	1995-OCT-19	SN - PAC Nurse/Anesthesia Screening
Incision and Drainage Hip	Baggins, Alan Keith	2017-Jul-21 9:00	CSTPROBECN, PACDEMID, DO NOT USE	700000005866	LGH PreAnesthesia Clinic	Surgery PAC w/ Screening	LGH Man OR	700004251	1995-JUN-13	SN - PAC Nurse/Anesthesia Screening	

3. Make the following selections using the appropriate drop-down menus:

- Inquiry field: **Surgery PAC Request Queue**
- Request List Queue: **SN - PAC Nurse/Anesthesia Screening**
- Location Type: **Surgery**
- Location: **LGH PreAnesthesia Clinic**

4. Click **Find**

5. Verify that the patient is on the list (located on the right-hand section of the screen).

Note: Clicking on each of the column headers will enable you to sort the list accordingly. For example, to sort the patient lists based on their surgery dates and times, simply click on the column header **Surgery Date** once.

Activity 1.1 - View the PAC Screening Request List

4

136 Items: PRODCB_SXCTESTSCH3 Monday, November 20, 2017 14:43

1. Click on the row where your patient's name is displayed. (Ensure you have the correct patient selected.)

2. Click on the **Launch PowerChart**  icon. (This will open the patient's chart.)

If this is the first-time logging in a patient's chart, the Assign a Relationship window will display, verify this is the correct patient. Select **Nurse** to assign relationship.

Note: If this is the wrong patient, click the cancel button to return to Tracking View

1. Select **Nurse**

2. Click **OK**

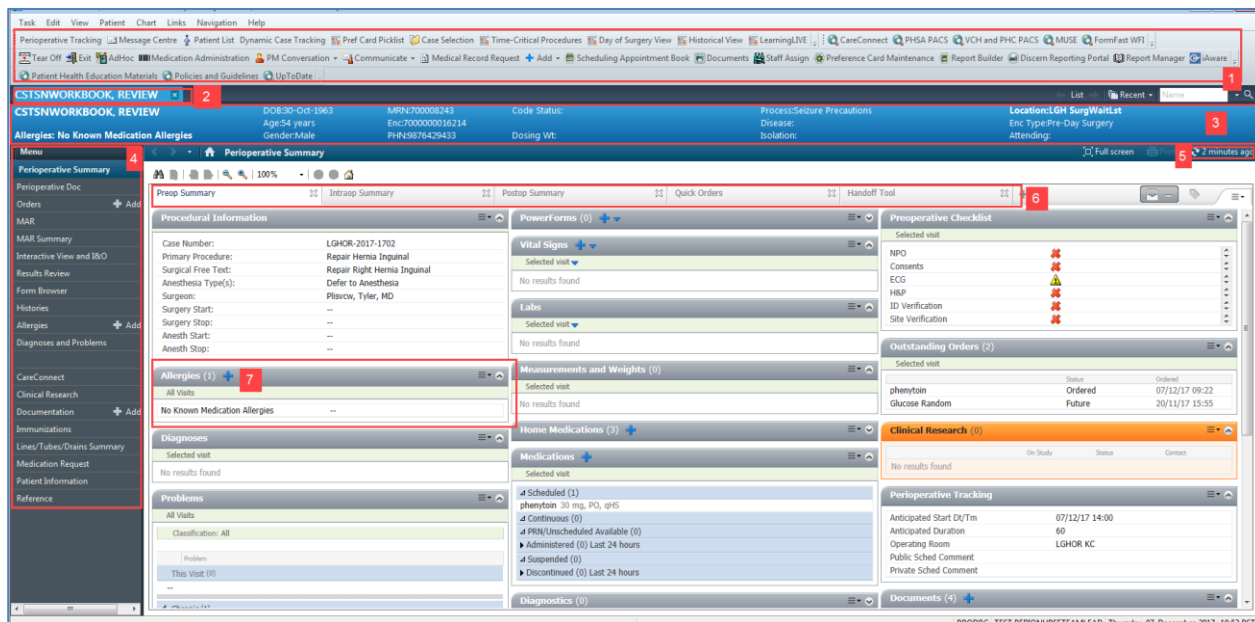
Key Learning Points



- Log into the scheduling application Schapptbook to access the Request List Inquiry tool
- Remember to verify the patient details generated on the list
- You must assign a relationship to a patient in order to access their patient chart

Activity 1.2 – Open and Review the Patient's Booking Package



1 Upon accessing the patient's chart you will see the Perioperative Summary page open. The summary will provide views of key clinical patient information.

2 Let's review the key features of your screen:



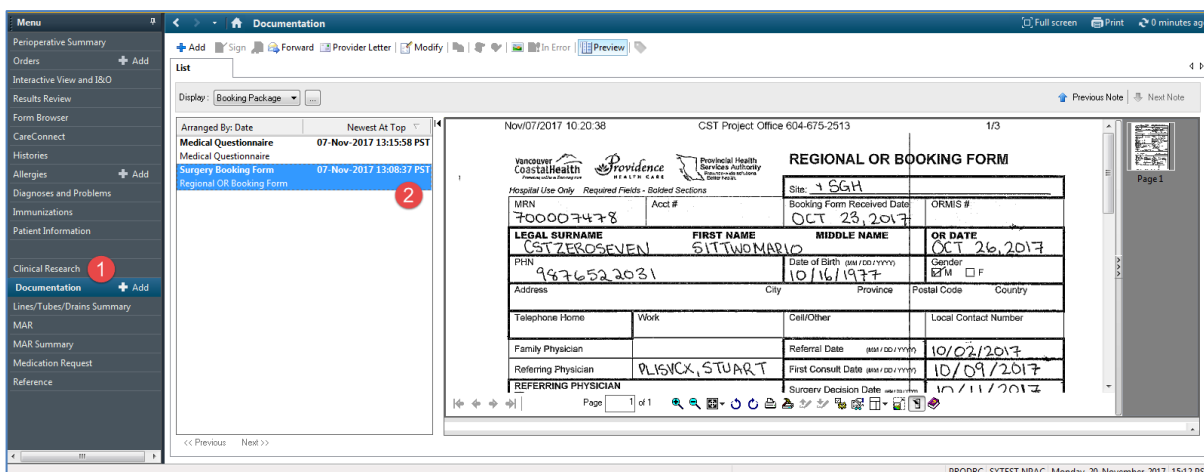
1. The **Toolbar** is located above the patient's chart and it contains buttons that allow you to access various tools within the Clinical Informatics System.
2. Patient tab – displays patient's name and clicking on  will close the chart.
3. The **Banner Bar** displays patient demographics and important information that is visible to anyone accessing the patient's chart. Information displayed includes:
 - Name
 - Allergies
 - Age, date of birth, etc.
 - Encounter type and number
 - Code status
 - Weight
 - Process, disease and isolation alerts
 - Location of patient
 - Attending Physician
4. The **Menu** on the left allows access to different sections of the patient chart. This is similar to the coloured dividers within a paper-based patient chart. Examples of sections included are Orders, Medication Administration Record (MAR) and more.
5. The **Refresh** icon  updates the patient chart with the most up to date entries when

clicked. It is important refresh the chart frequently especially as other clinicians may be accessing and documenting in the patient chart simultaneously.

- There are different tabs (e.g. Preop Summary, Intraop Summary, Postop Summary, Quick Orders, Handoff Tool, and Discharge) that can be used to learn more about the patient. Click on the different tabs to see a quick overview of the patient.
- Each tab has different components. You can navigate to different sections of the chart by clicking on the component link(s) e.g. clicking on the Allergies link  or Add  is the same as clicking on the Allergies band in the Menu.

3 Now, you will be opening the patient's **Booking Package** to review the following details:

- Regional Booking Form
- Consult Form
- Consent Form
- Medical Questionnaire (includes Home Medications)



Note: the scanned booking form being used as an example will not match your patient.

To view the Booking Package:

- Click **Documentation** from the Menu (or from the **Perioperative Summary** view click on the **Documents** component title)
- Click the appropriate form - **Regional Booking Form**. The Regional Booking Form will be displayed to the right.

Note: These forms may not be present for viewing during training.

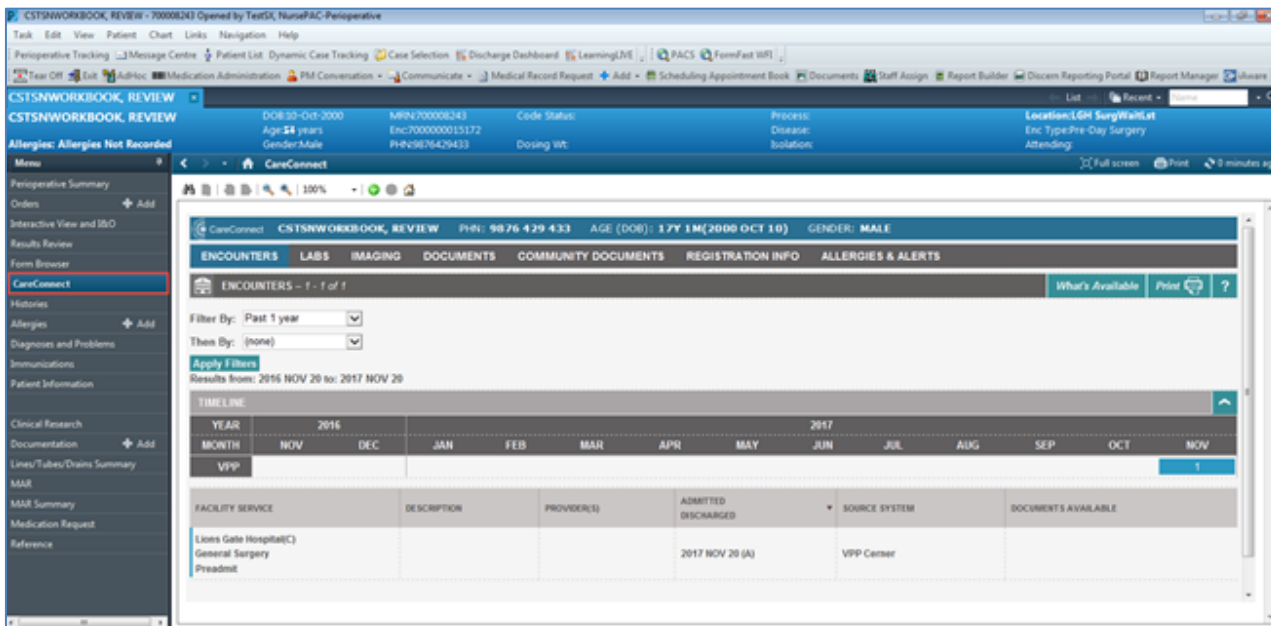


Key Learning Points

- The Booking Package can be accessed via Documentation under the Menu

Activity 1.3 – Accessing CareConnect

1 To Access CareConnect:




The screenshot shows the CareConnect interface. On the left is a menu with various options. The 'CareConnect' option is highlighted with a red box. The main area displays patient information for a male patient, including DOB, MRN, and location. Below this, there are tabs for ENCOUNTERS, LABS, IMAGING, DOCUMENTS, COMMUNITY DOCUMENTS, REGISTRATION INFO, and ALLERGIES & ALERTS. The 'ENCOUNTERS' tab is selected, showing a timeline of encounters from 2016 to 2017. A table below the timeline lists encounters with columns for FACILITY SERVICE, DESCRIPTION, PROVIDER(S), ADMITTED (DISCHARGED), SOURCE SYSTEM, and DOCUMENTS AVAILABLE. One encounter is listed for 2017 NOV 20 (A) at VPP Center.

Click on **CareConnect** from the Menu

- This will automatically log you into CareConnect
- Patient's CareConnect chart will open

You will be able to access results

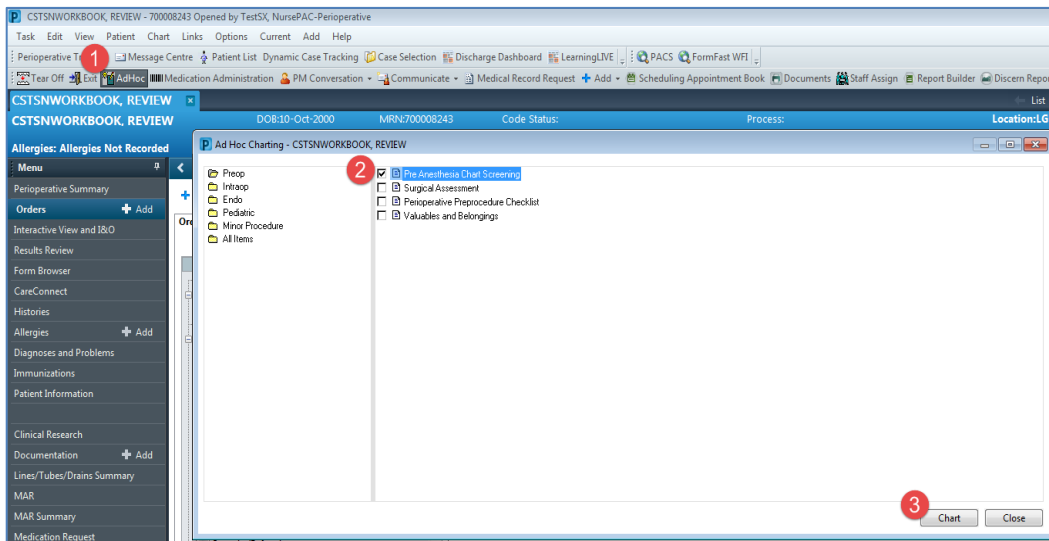
Key Learning Points

-  You can access CareConnect by clicking on the appropriate section within in the Menu

Activity 1.4 – Complete the Pre-Anesthesia Chart Screening Form

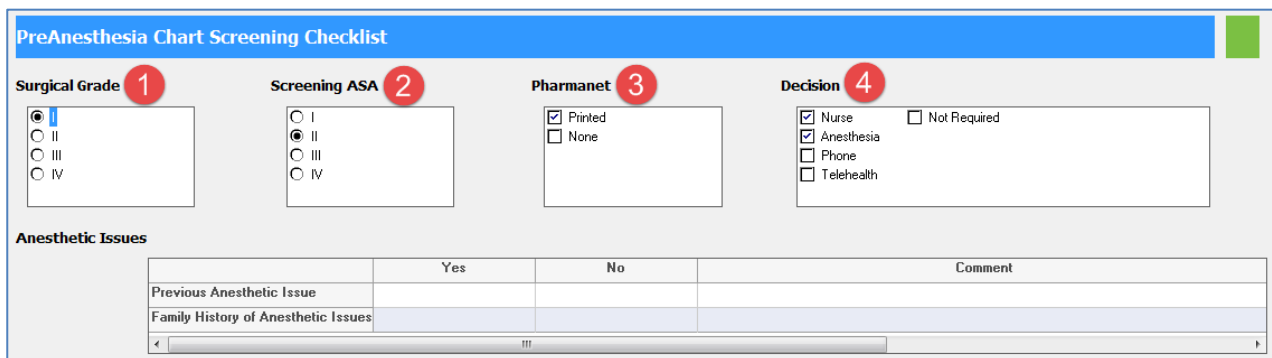
1 As a PAC Screening Nurse, you will now navigate to the Pre-Anesthesia Chart Screening form, and complete the screening checklist to flag any abnormal results (if applicable).

2 To open the Pre-Anesthesia Chart Screening Form:



1. Click the **Adhoc** button on the toolbar
2. Select the **Pre-Anesthesia Chart Screening Form**
3. Click **Chart**
 - The Pre-Anesthesia Chart Screening window will display.

3 Completing the Pre-Anesthesia Chart Screening Form:



PreAnesthesia Chart Screening Checklist

Surgical Grade 1

☒ I
☐ II
☐ III
☐ IV

Screening ASA 2

☐ I
☒ II
☐ III
☐ IV

Pharmanet 3

☒ Printed
☐ None

Decision 4

☒ Nurse ☐ Not Required
☒ Anesthesia
☐ Phone
☐ Telehealth

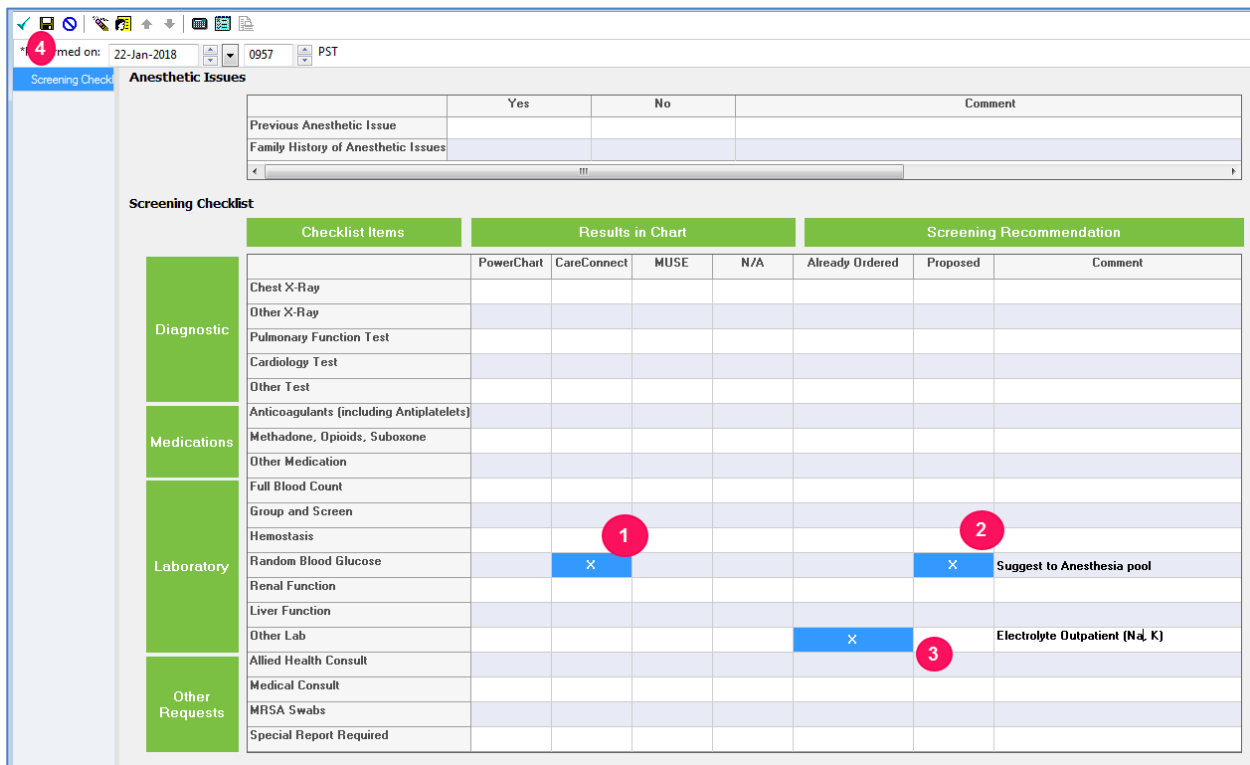
Anesthetic Issues

	Yes	No	Comment
Previous Anesthetic Issue			
Family History of Anesthetic Issues			

Make the appropriate selections on the form as outlined below:

1. **Surgical Grade:** I
2. **Screening ASA:** II
3. **Pharmanet:** Printed
4. **Decision:** Nurse and Anesthesia

Then complete the **Screening Checklist**:



med on: 22-Jan-2018 0957 PST

Anesthetic Issues

	Yes	No	Comment
Previous Anesthetic Issue			
Family History of Anesthetic Issues			

Screening Checklist

	Checklist Items	Results in Chart				Screening Recommendation		
		PowerChart	CareConnect	MUSE	N/A	Already Ordered	Proposed	Comment
Diagnostic	Chest X-Ray							
	Other X-Ray							
	Pulmonary Function Test							
	Cardiology Test							
	Other Test							
Medications	Anticoagulants (including Antiplatelets)							
	Methadone, Opioids, Suboxone							
	Other Medication							
Laboratory	Full Blood Count							
	Group and Screen							
	Hemostasis							
	Random Blood Glucose		X				X	Suggest to Anesthesia pool
	Renal Function							
	Liver Function							
Other Requests	Other Lab					X		Electrolyte Outpatient (Na, K)
	Allied Health Consult							
	Medical Consult							
	MRSA Swabs							
	Special Report Required							

Under **Laboratory > Random Blood Glucose**:

- Click the cell under **CareConnect** to mark it with an "X".
(Marking an X under CareConnect indicates that there are historical results available in the CareConnect.)
- Click the cell under **Proposed** to mark it with an "X".
(A mark under Proposed indicates you have suggested an order.) Next, under the **Comment** cell type in *Suggest to Anesthesiologist Pool*.

Under **Laboratory > Other Labs**

- Click the cell under **Already Ordered** to mark with an "X" and add a comment of *Electrolyte Outpatient (Na, K)*
- Click **Sign** (green checkmark in top left corner)

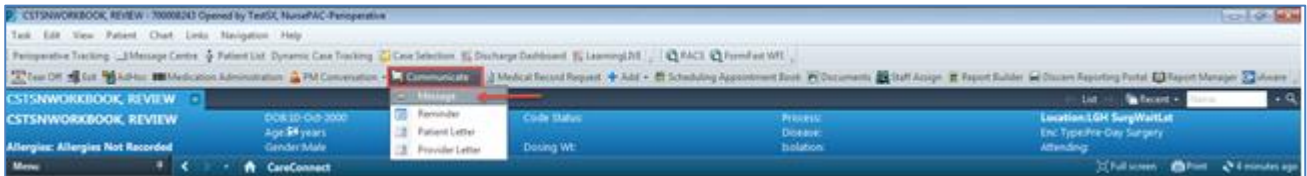
Key Learning Points

- Specify additional details for checklist items using the Comments column
- Remember to sign the form by clicking on the green checkmark to the top left of the screen

Activity 1.5 – Suggest orders for PAC to Anesthesiologist Pool

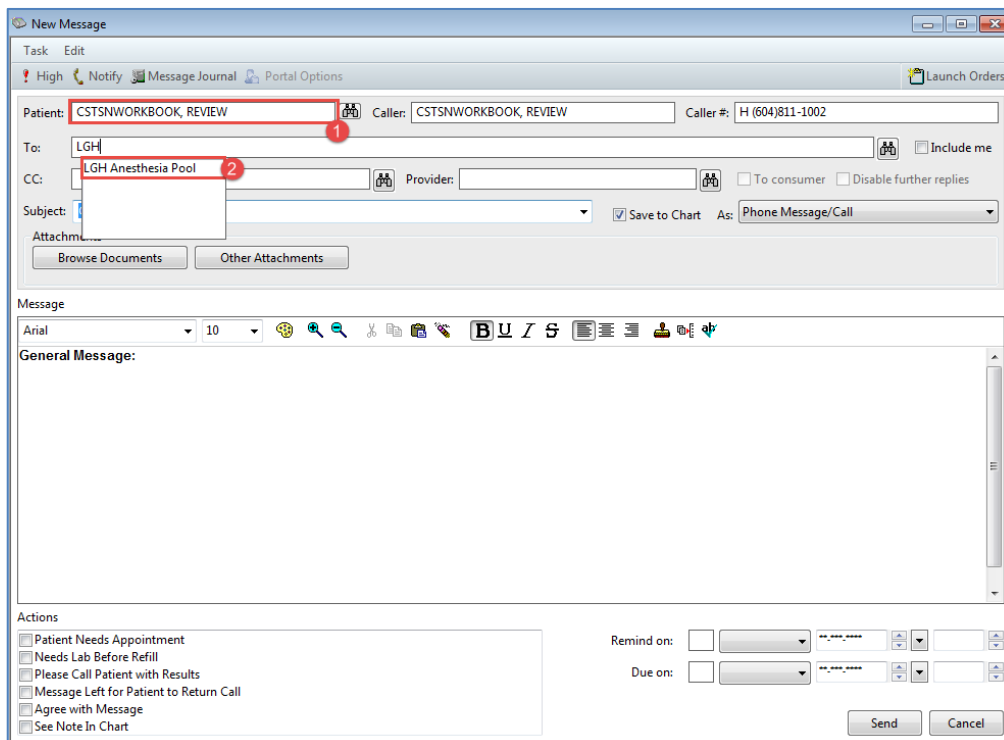
- 1 As a PAC Screening Nurse you will suggest orders based on protocol to the Anesthesiologist pool. To suggest orders you will send a message within the system to the pool. A pool is a group that can receive communications within the system and the Anesthesiologist pool is used when the Anesthesiologist is unknown.

- 2 To send a message:

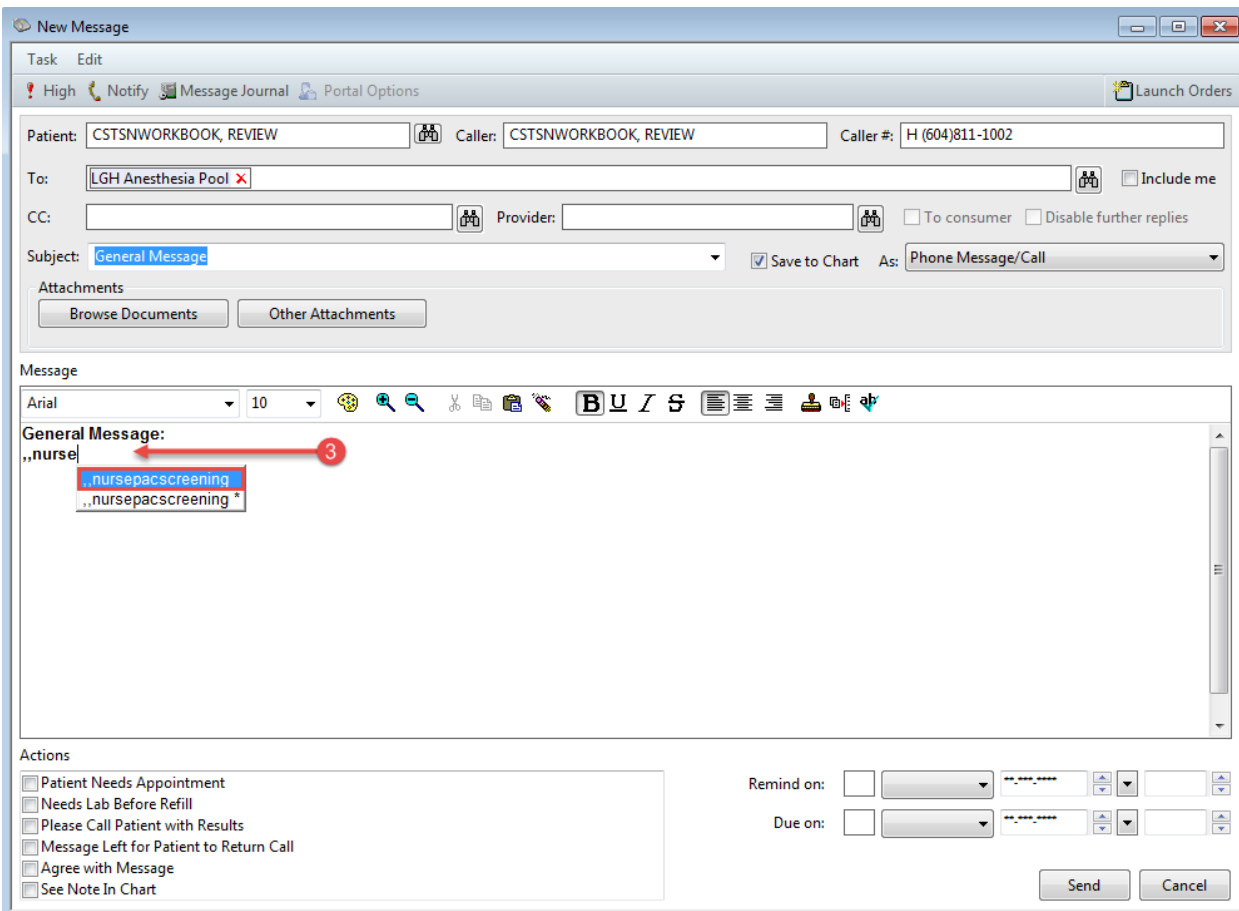


1. Click on the **Communicate** drop-down box from the toolbar
2. Click **Message**

- 3 Enter the message details:

A screenshot of the 'New Message' dialog box in the software. The 'Patient' field is populated with 'CSTSNWORKBOOK, REVIEW'. The 'To' field is set to 'LGH' and a dropdown menu is open showing 'LGH Anesthesia Pool' as an option. The 'CC' field is empty. The 'Subject' field is empty. The 'Attachments' section has buttons for 'Browse Documents' and 'Other Attachments'. The 'Message' body is empty. At the bottom, there are 'Actions' checkboxes, 'Remind on' and 'Due on' fields, and 'Send' and 'Cancel' buttons.

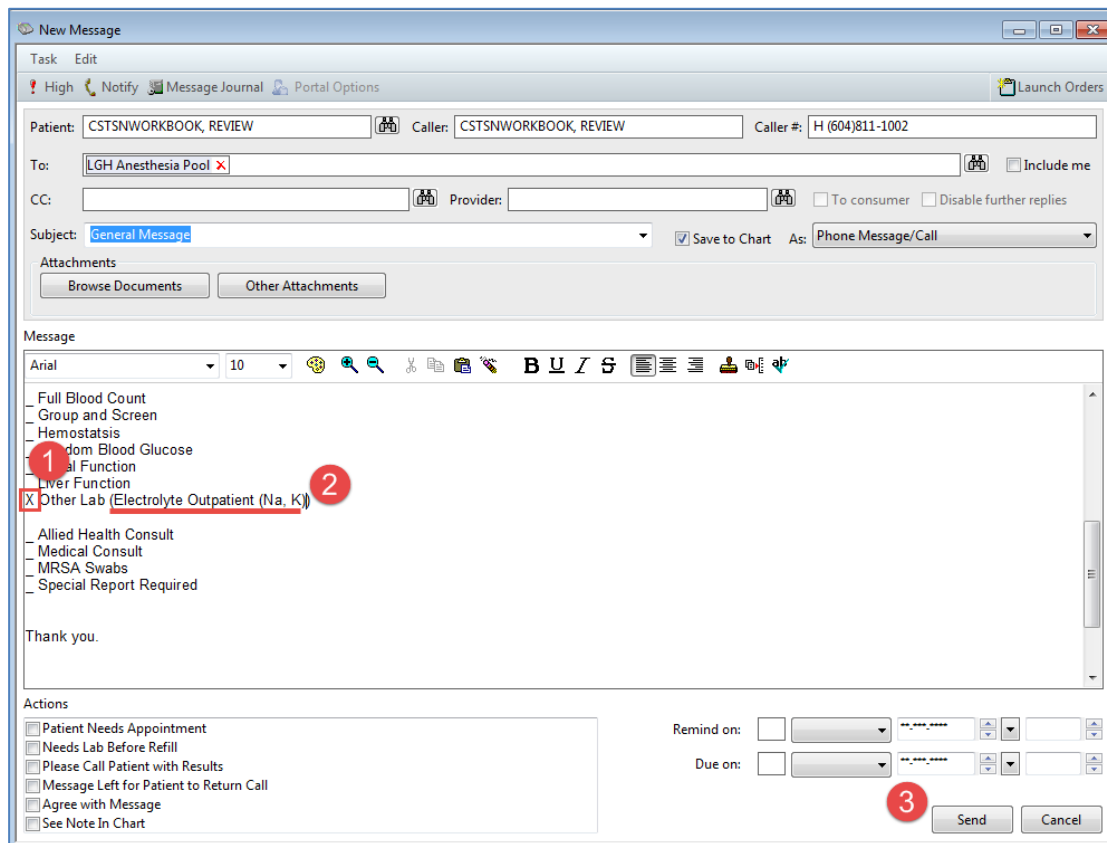
1. Verify that the patient's name is populated in the **Patient** field
2. In the **To:** field type *LGH Anesthesia Pool* (a drop-down will appear, double-click to select **LGH Anesthesia Pool**)



3. Enter in the body of the message = „*nursepacscreening*

(„ denotes an autotext smart template which is a standardized documentation template that can be used for documentation. When smart templates are used data from other areas of the chart can be automatically pulled into your documentation as appropriate.)

4. Press **Enter** on your keyboard



New Message

Task Edit

High Notify Message Journal Portal Options Launch Orders

Patient: CSTSNWORKBOOK, REVIEW Caller: CSTSNWORKBOOK, REVIEW Caller #: H (604)811-1002

To: LGH Anesthesia Pool

CC: Provider: To consumer Disable further replies

Subject: General Message Save to Chart As: Phone Message/Call

Attachments: Browse Documents Other Attachments

Message

Arial 10

Full Blood Count
Group and Screen
Hemostasis
Random Blood Glucose
Liver Function
X Other Lab (Electrolyte Outpatient (Na, K))
Allied Health Consult
Medical Consult
MRSA Swabs
Special Report Required

Thank you.

Actions

☐ Patient Needs Appointment
☐ Needs Lab Before Refill
☐ Please Call Patient with Results
☐ Message Left for Patient to Return Call
☐ Agree with Message
☐ See Note In Chart

Remind on: Due on:

3 Send Cancel

The „nursepacscreening smart template appears and you can now suggest orders.

1. Press **F3** (on your keyboard) to navigate through the template until you reach **Other Lab**
2. Enter an **X** in front of **Other Lab**, press F3 again then enter the name of the lab test inside the bracket, in this case type in *Electrolyte Outpatient (Na, K)*

3. Select **Send**

Note: Pressing send will send the message to all Anesthesiologists who are a part of the Anesthesiologist pool.

Key Learning Points

- Remember to verify the patient's name in the message
- Once the Anesthesiologist pool is selected, pressing send will send the message to all Anesthesiologists who are a part of the Anesthesiologist pool
- Smart templates allow standardized content to appear and the ability to pull data from other areas of the chart into your clinical notes.

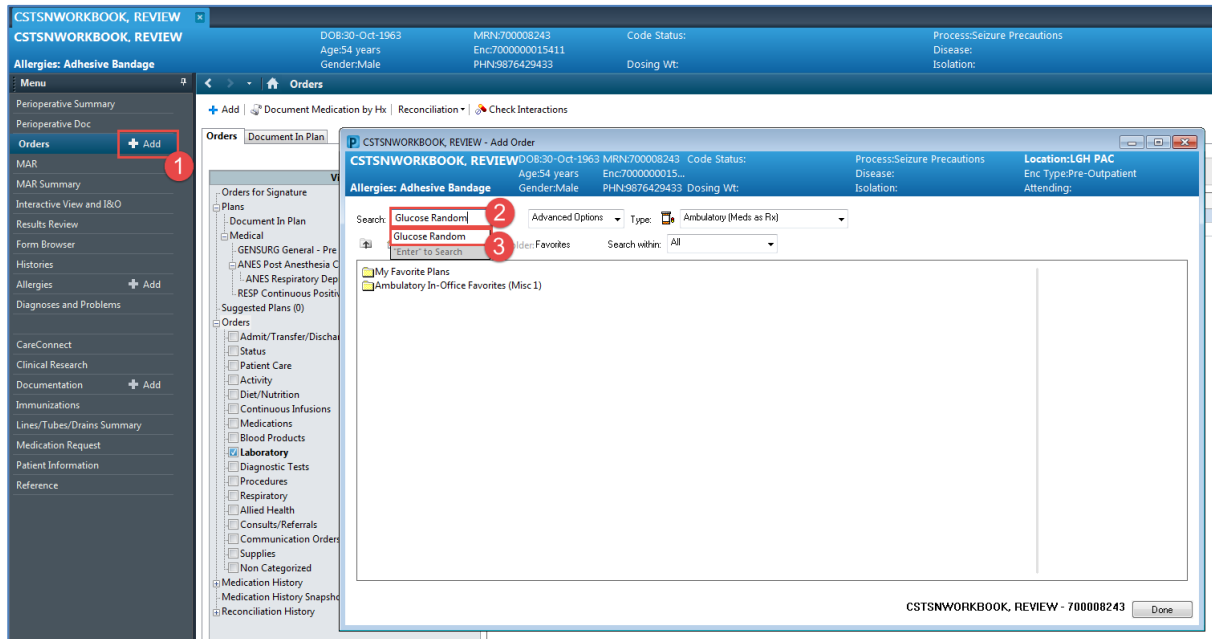
Activity 1.6 – Placing Orders for PAC

1

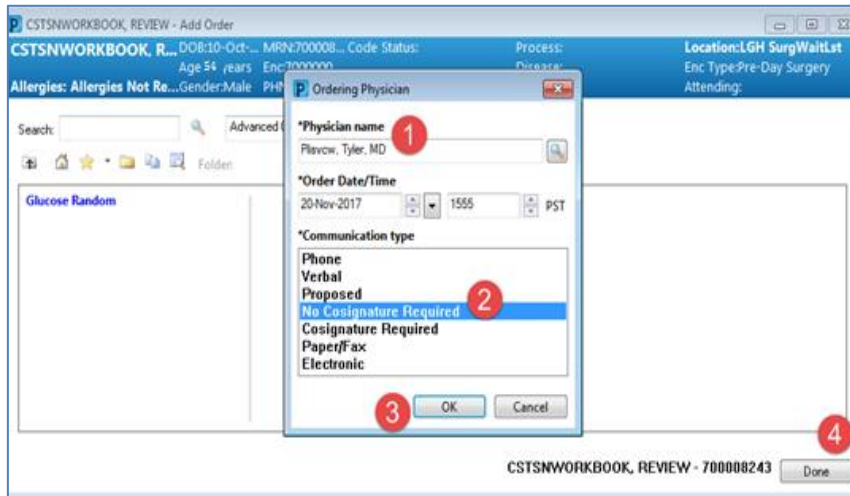
Nurses can place the following types of orders:

- Orders requiring cosignature by the provider e.g. telephone and verbal orders
- Orders that do not require cosignature e.g. orders within nursing scope, Nurse Initiated Activity (NIA) orders

To place an order that does **not** require a cosignature:

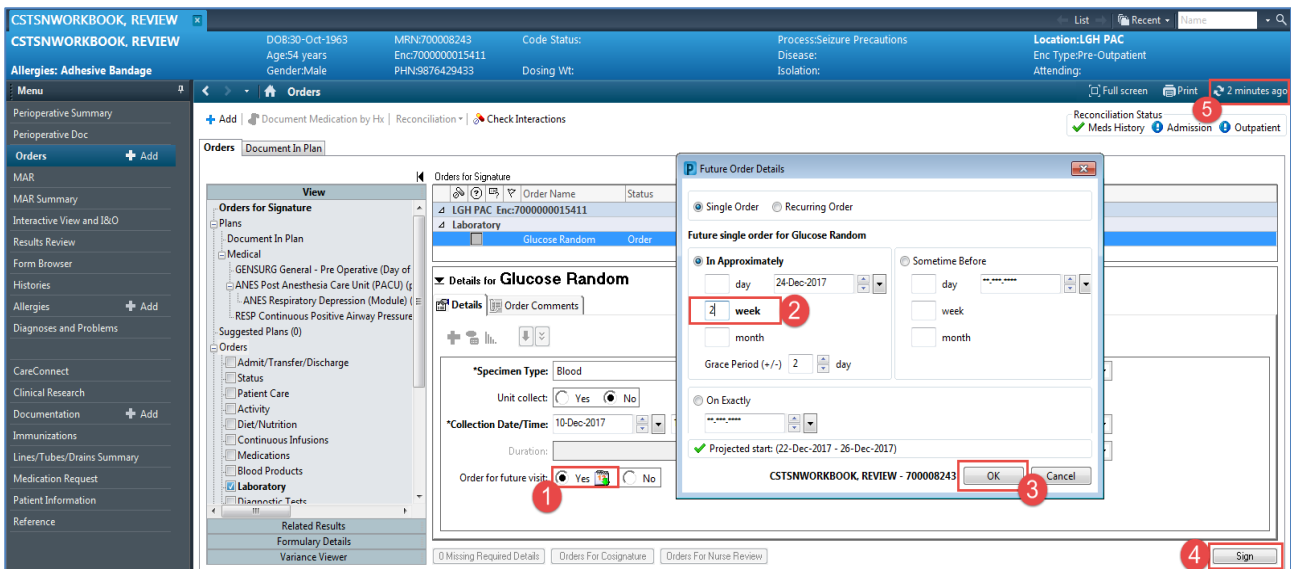


1. Click **+ Add** next to **Orders** from the Menu.
 - The **Add Order** window opens
2. Type *Glucose Random* into the search window and a list of choices will display
3. Click **Glucose Random**




The **Ordering Physician** window opens.

1. Type in the name of the patient's *<Attending Physician>* (last name, first name)
2. Select **No Cosignature Required**
3. Click **OK**
4. Click **Done**
 - The Orders page will display and you will see the order details



Within the order details window:

1. Locate the **Order for future visit:** field and select **Yes**. The **Future Order Details** window will appear
2. Under **In Approximately** enter =2 in week field
3. Click **OK**
4. Click **Sign**
5. Remember to click **Refresh**  button to see the updated information.



Key Learning Points

- Nurses can place nurse initiated orders as no cosignature required orders
- Order sentences help to pre-fill additional information/details for an order
- Future orders can be placed for future visits

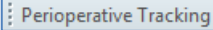
Activity 1.7 – Setting an Event

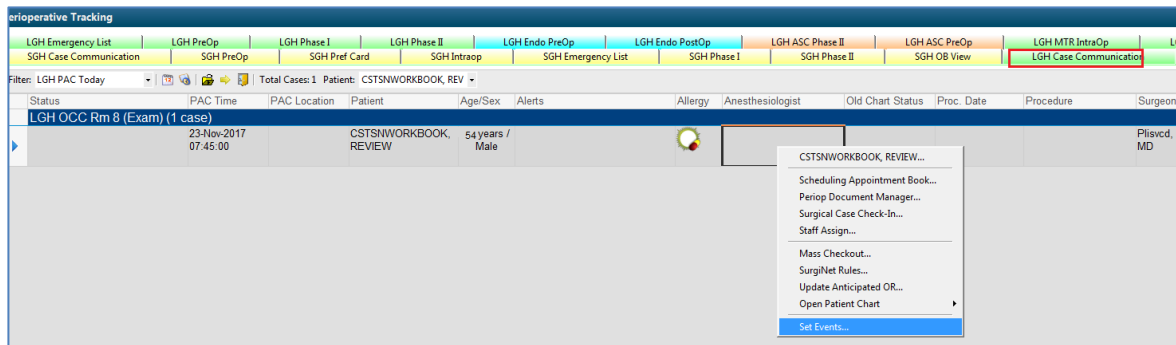
The advantage of Perioperative Tracking is that real time patient statuses can be immediately communicated as they occur. The functionality is referred to as **Setting an Event**.

An event can include an alert (e.g. Violence Alert) or a patient status (e.g. Pt. in Waiting Room), and notifications (e.g. Seen by Nurse)

- 1 The **LGH Case Communication** view displays all patient charts that have a confirmed surgical appointment that is between tomorrow and 30 days. To ensure the alert is seen on the patient's upcoming PAC appointment or on the day of surgery, the alert must be entered on the patient's surgical appointment directly. The patient's upcoming surgical appointments only appear in the **LGH Case Communication** view as opposed to the **LGH PAC** view.

- 2 To set an Alert:

1. Click on  within the toolbar to navigate to the **Perioperative Tracking** view and select the **LGH Case Communication** view from the tracking board.



2. Right-click anywhere on the row of information for your patient and
3. Select **Set Events** from the drop-down list
 - The Case Tracking Set Events window will display.

Case Tracking Set Events

Name: CSTINCOOPER 5
OR: LGHOR AddOn 01
Procedure: Mastectomy Partial

Alerts (4)

Anticoagulated
C-Spine Precautions
Diabetic Patient
Do Not Announce
Fall Risk
Implantable Device
Latex Precaution
Multi Procedure/ Surgeon Indicator
Obstructive Sleep Apnea
Radiology
No Ride Available
Time Critical Procedure

BMI > 35
Cytotoxic
Difficult Intubation/ Airway
Expedited Check In
Family Contacted
Latex Allergy
Malignant Hyperthermia
Name Alert
Pain Management
Radioactive
Additional Assistance Required
Violence Alert (5)

Case Cart
Isolation
PostOp Phone Call
Phase II/Phase I
IntraOp
PreOp
PAC Location
PAC
NPO Status
Bumped Patient/No Show

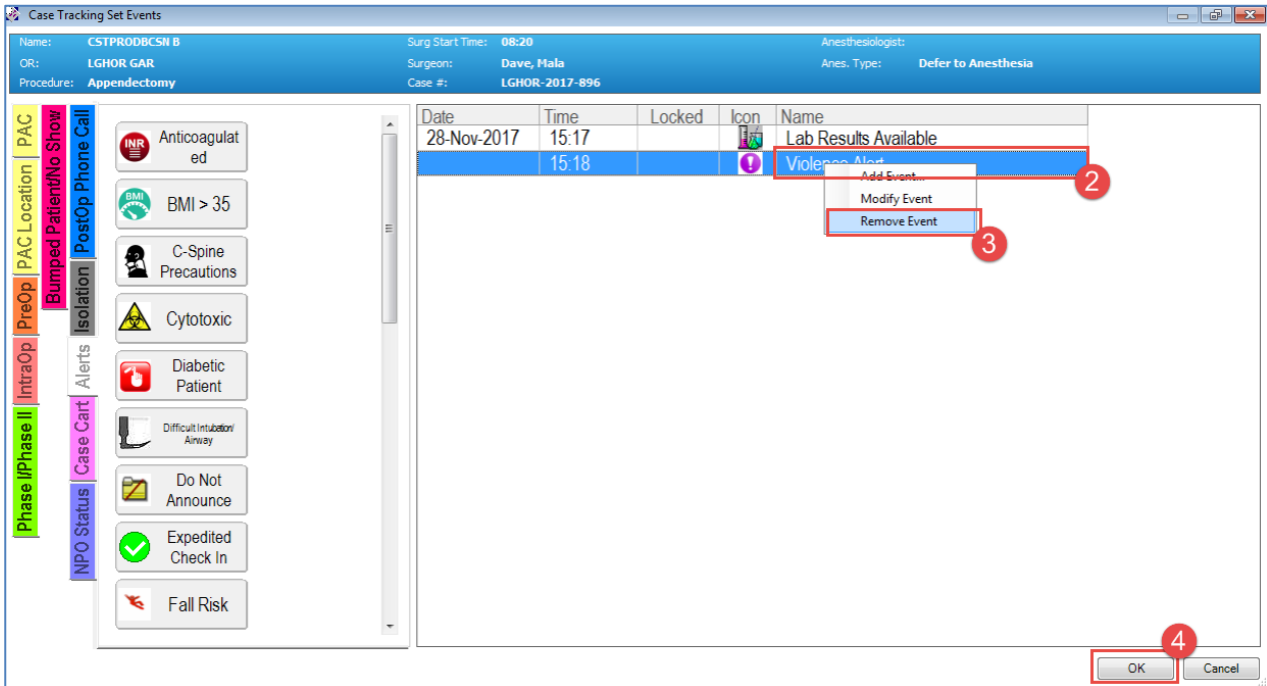
4. Click the **Alerts** tab
5. Click on **Violence Alert** button
6. Click **OK**
7. Verify that the Violence Alert has been updated on Perioperative Tracking

LGH PAC	LGH PreOp	LGH Intraop	LGH Phase I	LGH Phase II	LGH Emergency List	LGH OB View	LGH ECT	LGH Pref Card
Filter: LGH Case Communicative Total Cases: 8 Patient: CSTPRODBCSN, BRITTA								
Surgery Date	OR	Patient	Allergy	Procedure	Anesthesiologist	Surgeon	Iso	Alerts
31-Dec-2017	LGHOR GAR	CSTPRODBCSN, BRITTA				Dave, Mala		Violence Alert

3

Events may be removed as necessary. To remove an alert:

1. Right-click anywhere on the row of information for your patient and select **Set Events** from the drop-down list
 - The Case Tracking Set Events window opens.



The screenshot shows the 'Case Tracking Set Events' window. The top header displays patient information: Name: CSTPRODCHN B, OR: LGHOR GAR, Procedure: Appendectomy, Surg Start Time: 08:20, Surgeon: Dave, Mala, Case #: LGHOR-2017-896, Anesthesiologist: , Anes. Type: Defer to Anesthesia. On the left, there is a vertical sidebar with various alert categories: PAC, Bumped Patient/No Show, PostOp Phone Call, Isolation, Alerts, Case Cart, NPO Status, and Phase II/Phase III. The main area contains a table of events:




Date	Time	Locked	Icon	Name
28-Nov-2017	15:17			Lab Results Available
	15:18			Violence Alert

A right-click context menu is open over the 'Violence Alert' row, with options: Add Event..., Modify Event, and Remove Event. Red circles with numbers 2, 3, and 4 highlight the 'Violence Alert' row, the 'Remove Event' option, and the 'OK' button respectively.



2. Right-click on the **Violence Alert** event you want to remove
3. Click **Remove Event**
4. Click **OK**

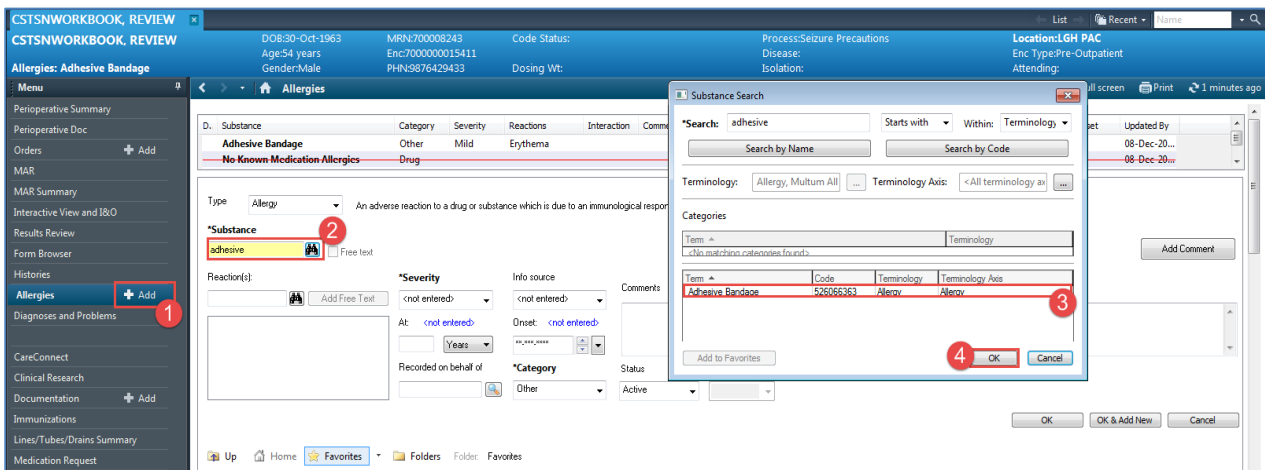
Note: Site policies and practices should be followed with regards to adding and removing alerts.

Key Learning Points

-  Booking form may provide information regarding alerts that need to be documented or updated
-  Ensure the correct tracking view is used -LGH Case Communication
-  Alerts can be added and removed as appropriate

Activity 1.8 – Document Allergies


- 1 The patient currently does not have any allergies recorded.
In the booking package it is noted that the patient is allergic to adhesives.
- 2 To document this allergy:
 1. From Perioperative Tracking, Select the appropriate patient by Clicking on the row. Blue arrow  will appear).
 2. Double Click the Blue arrow  next to the patient's chart to open their chart.



Alternatively, if the patient chart is still open, click on the patient chart tab to reopen the chart.



To add the allergy:

1. Click **+Add** next to the **Allergies** section on the Menu
2. Type **Adhesive** into the **Substance** field and click the **search**  icon
3. The **Substance Search** window will appear. Select the closest match, **Adhesive Bandage**
4. Click **OK**

Activity 1.8 – Document Allergies

D	Substance	Category	Severity	Reactions	Interaction	Comments	Source	Reaction Status	Reviewed	Reviewed By	Est. Onset	Updated By
	Adhesive Bandage	Other	Mild	Erythema				Active	08-Dec-2017 16:53 PST	TestUser, Surgeon-P...		08-Dec-20...
	No Known Medication Allergies	Drug						Canceled	08-Dec-2017 16:53 PST	TestUser, Surgeon-P...		08-Dec-20...

Enter additional allergy details using the appropriate drop-down selections:

5. **Severity= Mild**
6. **Info Source= Patient**
7. **Category= Other**
8. Click **OK** and then refresh the screen

The adhesive allergy will now appear in the Banner Bar.

Task Edit View Patient Chart Links Navigation Help

Perioperative Tracking Message Centre Patient List Dynamic Case Tracking Case Selection Discharge Dashboard LearningLIVE PACS FormFast WFI

Tear Off Exit AdHoc Medication Administration PM Conversation Communicate Medical Record Request Add iAware Scheduling Appointment Book Documents Staff Assign Report Builder Discern Reporting Portal Report Manager

CSTSNWORKBOOK, REVIEW

CSTSNWORKBOOK, REVIEW

Allergies: Adhesive Bandage

Menu

- 3 As you are now down with this patient's chart, close the chart by clicking on "X" located beside the patient's name in the Banner Bar.

Task Edit View Patient Chart Links Navigation Help

Perioperative Tracking Message Centre Patient List Dynamic Case Tracking Case Selection Discharge Dashboard LearningLIVE PACS FormFast WFI

Tear Off Exit AdHoc Medication Administration PM Conversation Communicate Medical Record Request Add iAware Scheduling Appointment Book Documents Staff Assign Report Builder Discern Reporting Portal Report Manager

CSTSNWORKBOOK, REVIEW

CSTSNWORKBOOK, REVIEW

Allergies: Adhesive Bandage

Menu

Key Learning Point

Remember to document Substance, Reaction and Category when adding new allergies

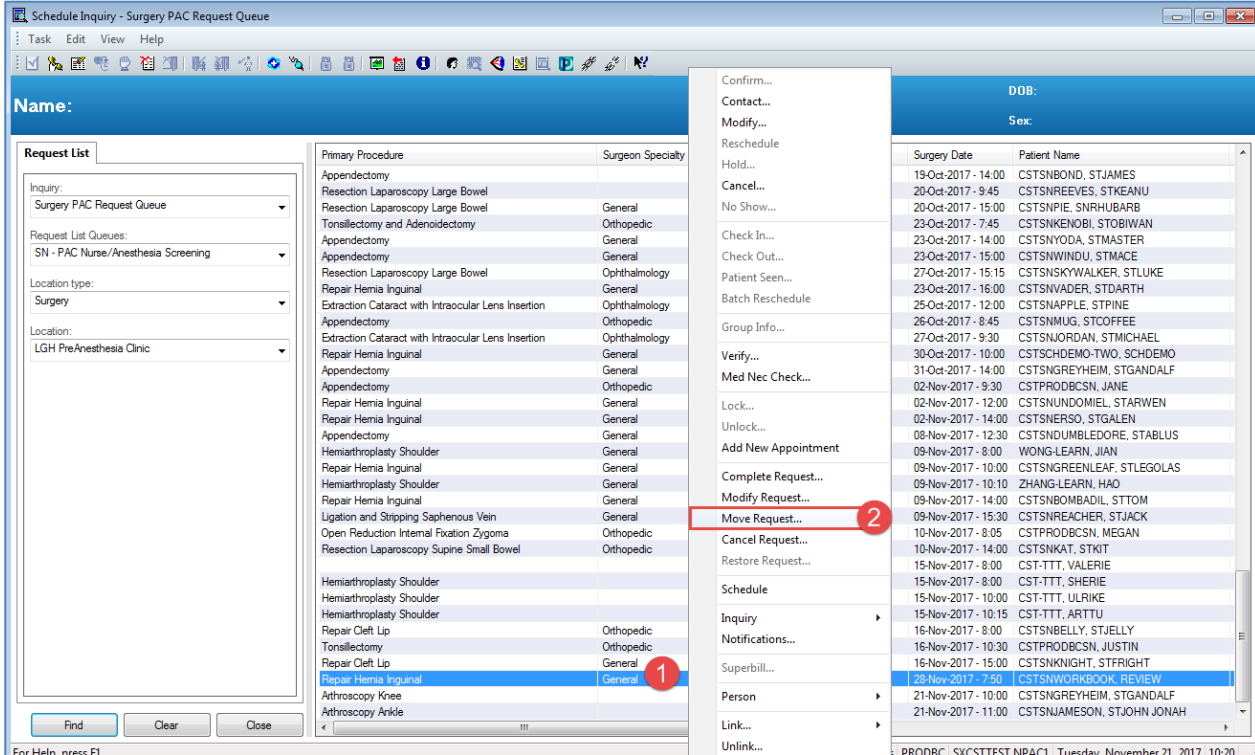
Activity 1.9 – Place The Appointment In The Correct PAC Queue

- After reviewing the patient chart, you determine that the patient will require a Nurse and Anesthesiologist PAC appointment. To communicate this to the PAC Scheduler, you will need to move the appointment request to the SN-PAC Nurse and Anesthesia Request list.

The Schapptbook application should still be open from Activity 1. Click the Scheduling Inquiry icon on the taskbar. If not, re-open the PAC Request list following steps outlined in Activity 1.



- Look up the patient's information in Request List Inquiry and move the patient to the SN-PAC Nurse and Anesthesia Request list.
Note: the patient was initially placed in the SN-PAC Nurse / Anesthesia Screening list.

- 

- Locate the patient name within the Request List Inquiry. Right-click the row associated with the patient.
- Select **Move Request...** and the Modify Request window will appear.

The screenshot shows the 'Modify Request' window for patient CSTSNWORKBOOK, REVIEW. The patient's MRN is 700008243 and DOB is 10-Oct-2000. The window has tabs for Request List, General, Requested Action Details, Scheduling Criteria, and Notification. The 'Request List' tab is active. On the left, under 'All Request Lists', the item 'SN - PAC Nurse and Anesthesia Request' is highlighted with a red circle labeled '3'. On the right, under 'Selected Request List', the item 'SN - PAC Nurse/Anesthesia Screening' is listed. A red circle labeled '4' points to the right arrow button between the two lists.

3. Click **SN-PAC Nurse and Anesthesia Request** from the **All Request List**.
4. Click the **right arrow** to move it to **Selected Request List**

The screenshot shows the 'Modify Request' window with the same patient information. In the 'All Request Lists' on the left, 'Appointment Reviews' is now selected. In the 'Selected Request List' on the right, 'SN - PAC Nurse and Anesthesia Request' is highlighted with a red circle labeled '5'. A red circle labeled '6' points to the left arrow button between the two lists. At the bottom right, a red circle labeled '7' points to the 'OK' button.

5. Click **SN PAC Nurse/Anesthesia Screening** under **Selected Request List**
6. Click the **left arrow** to move it off the **Selected Request List**
7. Click **OK**

- 4 Patient has successfully moved to SN-PAC Nurse and Anesthesia Request list. You will now close the Request List Inquiry by clicking **Close**.

Name:

Request List

Inquiry:
Surgery PAC Request Queue

Request List Queues:
SN - PAC Nurse/Anesthesia Screening

Location type:
Surgery

Location:
LGH PreAnesthesia Clinic

Primary Procedure

Tonsillectomy

PreAnesthesia Clinic Phone Call

PreAnesthesia Clinic Phone Call

Tonsillectomy and Adenoidectomy

Repair Hernia Inguinal

Tonsillectomy

Tonsillectomy and Adenoidectomy

Tonsillectomy

Appendectomy

Appendectomy

Arthrodesis Ankle

Tonsillectomy

Repair Hernia Inguinal

Hydrocelectomy

Tonsillectomy

Tonsillectomy

Tonsillectomy

Ureterectomy

Reconstruction Ankle

Laparoscopy Small Bowel Resection Lithotomy

Tonsillectomy and Adenoidectomy

Tonsillectomy

Appendectomy

Arthroplasty Knee

Colonoscopy

Colonoscopy BC Cancer Screening Program

Colonoscopy

Repair Hernia Inguinal

Tonsillectomy and Adenoidectomy

Resection Laparoscopy Large Bowel

Canaloplasty Ear

Tonsillectomy

Incision and Drainage Hip

Tonsillectomy

Colonoscopy with Laser Therapy

Tonsillectomy

Repair Tendon and Nerve and Artery with Microsurgery

Tonsillectomy and Adenoidectomy

Find Clear **Close**

Key Learning Points

- Remove the patient from the PAC Screening request list as appropriate
- Move the patient to appropriate PAC request list as applicable

End of Workbook

You are ready for your Key Learning Review. Please contact your instructor for your Key Learning Review