



Voiding OR Marking an eARP / PARP as In Error

The purpose of this QRG is to demonstrate how to mark an ARP/PARP as void or 'in error'.

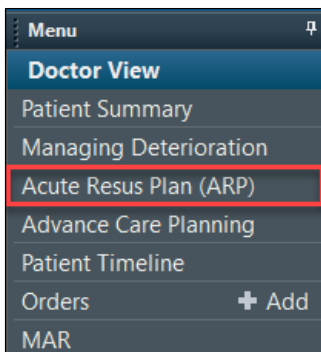
Voiding an ARP/PARP

An ARP/PARP will be Void if it is no longer required or valid. (e.g., the ARP was created specifically for a patient who is having surgery and will no longer be required once the surgery is complete).



NOTE: If you are creating a **new** ARP/PARP, the system will **automatically supersede** the previous form. The user is not required to manually void the existing ARP/PARP.

1. Login to ieMR and use the *Menu* to navigate to the *Acute Resus Plan (ARP)* tab.



2. Locate the *Active* ARP/PARP you would like to void and select *Modify*.

Acute Resuscitation Plan/Paediatric ARP +			
Active ARP/PARP		Status	Expiry
Acute Resuscitation Plan	29/07/2020	Nicoll, Skye	Active
Inactive ARP/PARP		Status	Modify

3. Click through the mini menu to review the sections of the ARP/PARP. This will replace the * with a (this will allow you to sign the form in step 5 of this QRG).

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<input checked="" type="checkbox"/>	1. Clinical Assessment
<input checked="" type="checkbox"/>	2. Capacity Assessment
<input checked="" type="checkbox"/>	3. Resuscitation Management Plan
<input checked="" type="checkbox"/>	4. Patient Choices
<input checked="" type="checkbox"/>	5. Consenting Details
	Previous ARP
<input checked="" type="checkbox"/>	6. Clinician Authorisation
	Quick Guide
	General Instructions

- In section 6, select the tick box next to *ARP void – no longer active*. Once selected, the *Void Comments* textbox will become available to document free text comments.

6. Clinician Authorisation

This ARP form remains active

For this admission/attendance
 Until date:
 For 12 months
 ARP void - no longer active

(Not longer than 12 months)

Void Comments


In all cases, review of an ARP on re-admission/attendance is preferred.

- Complete all remaining *mandatory* and clinically appropriate fields. This will include identifying the authorising Senior Doctor details under section 6 (Clinician Authorisation).

This ARP has been formulated in discussion with a more Senior Doctor who has authorised it

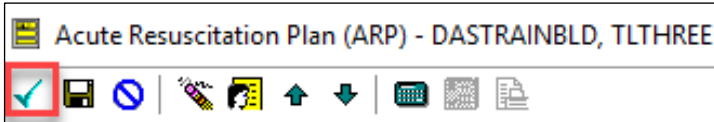
Yes
 No

REF

Authorising medical practitioner 

- Click the green tick in the top left corner to sign and complete the form.

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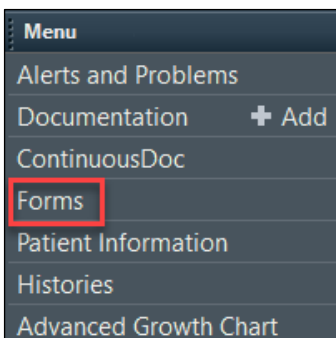


7. Click the refresh button in the top right corner to update the page.

Marking an ARP/PARP as 'In Error'

An ARP/PARP should only be marked *In Error* if it has been documented incorrectly (e.g., an ARP was documented within the incorrect patient chart).

1. Login to ieMR and use the *Menu* to navigate to the *Forms* tab.

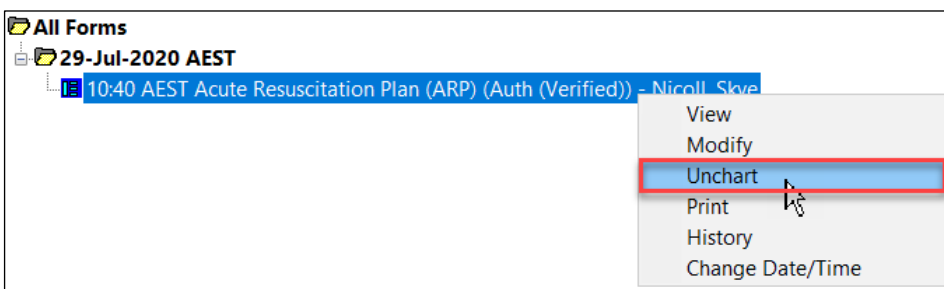


2. Select the ARP/PARP form that will be marked *In Error*.



NOTE: It important to confirm that the ARP/PARP you select matches the date and time of the ARP/PARP on the *Acute Resus Plan (ARP)* MPage that will be marked as *In Error*.

3. Right-click on the ARP/PARP and select Unchart.



4. Enter a *Comment* and use the green tick to sign.



Voiding OR Marking an eARP / PARP as In Error

Acute Resuscitation Plan (ARP) (Unchart) - DASTRAINBLD, TLTHREE

*Performed on: 29-Jul-2020 10:40 AEST By: Nicoll, Skye

Uncharting this form will change the status of all the results associated with this form to 'In Error'

Comment:
ARP/PARP Documented in the Incorrect Patient Chart

5. The ARP/PARP will now be marked as *In Error*.

All Forms

29-Jul-2020 AEST

10:40 AEST Acute Resuscitation Plan (ARP) (In Error) -



NOTE: If there are **2 ARP forms with the same date**, and an *Unchart* action is required, please ensure that the most recent in the list of ARP forms is the one selected to be uncharted.

If you are unsure which form to *Unchart*, please contact your local Digital Support team for assistance.