


Placing Orders for Patient Care Tasks

The *Orders* section of the *Patient Medical Record* allows electronic requests to be made for pathology, imaging, patient care tasks, and inpatient consults.

 Always check the *Orders* section of the patient's chart before placing orders to avoid duplicates.


Ordering Patient Care Tasks

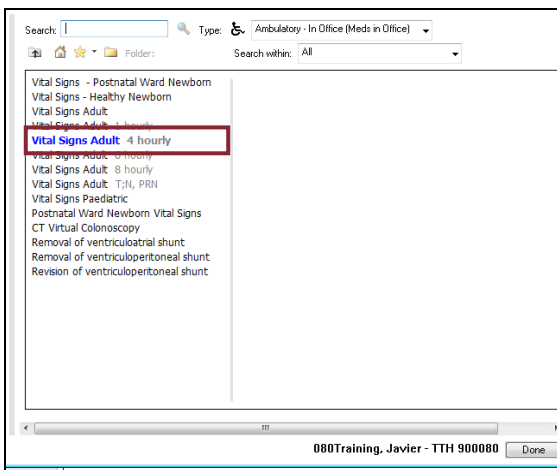
Patient care tasks can be ordered electronically and scheduled to allow Nursing staff to organise, prioritise and plan patient care. These tasks are then visible in the *Care Compass* and *Activities and Interventions* sections of ieMR.


It is possible to group a set of patient care tasks orders into a Plan for a specific scenario, e.g. Post-Op cares plan. For more information please see the Personal Plans QRG.


1. Open the patient's medical record and select the appropriate encounter
2. Select *Orders* from the *Patient Menu*

The *Orders* profile page will display.

3. Click on the *Add*  icon in the top left of the *Orders* profile page
4. In the search field enter the name of the required order (e.g. Vital Signs) into the search field then press enter
5. Select the correct order by single clicking on the title from the list that populates in the window below. The order will highlight in blue when it has been selected.



 Note: that some tasks may have a pop-up window requesting additional information, e.g. frequency or special instructions. This information can be updated before signing the order.

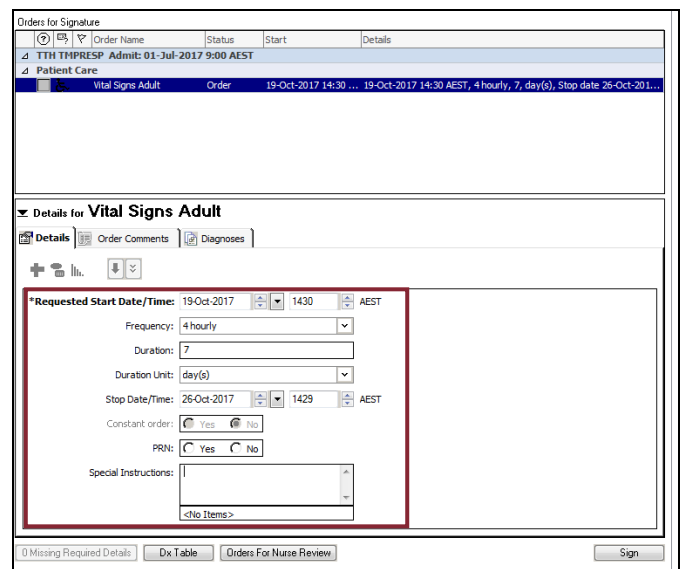
6. Follow the previous steps to search for more orders if required. You can search and add multiple orders prior to customising
7. Click *Done*  to return to the *Orders for Signature* window when you have selected all relevant orders


To remove an order from the *Orders for Signature* window:


8. Right click on the order
9. Select *Remove*

To customise patient care order details:

10. Select the order, then enter care task details into the *Details* window (e.g. order frequency, duration, start and end time and special instructions).



 Note: Start time of some Orders is significant particularly if you choose an hourly scheduling. E.g. 4 hourly will start 4 hours from start time ordered and you may need to choose a future time which meets the recognised 4 hourly scheduling. Some frequencies (e.g. TDS, QID) have set times that tasks are scheduled, regardless of time order is placed.

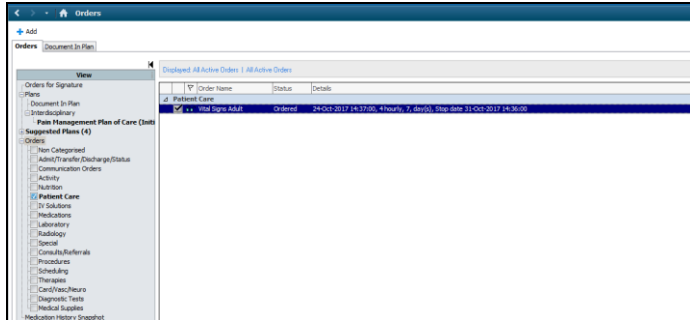
11. Once care task order details have been completed for all tasks being ordered Click *Sign* 
12. Enter a password and click *OK*. *Refresh Order* screen for *Order Status* to update from *Processing* to *Ordered*. The *Care Compass* and *Activities and Interventions* sections of ieMR will also need to be refreshed to see these new activity orders.

Modifying Patient Care Tasks Orders

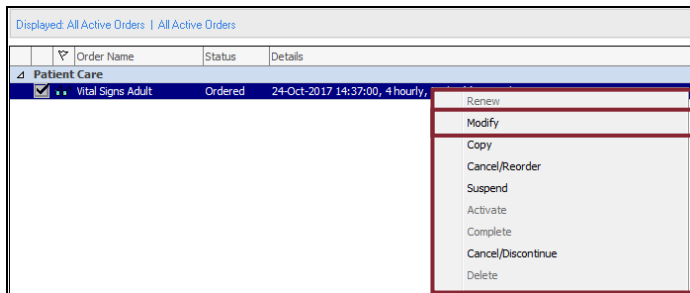
It may be necessary to modify the details of a *Patient Care Task* after the *Order* has been signed.

1. Open the patient's medical record and select the appropriate encounter
2. Select *Orders* from the *Patient Menu*

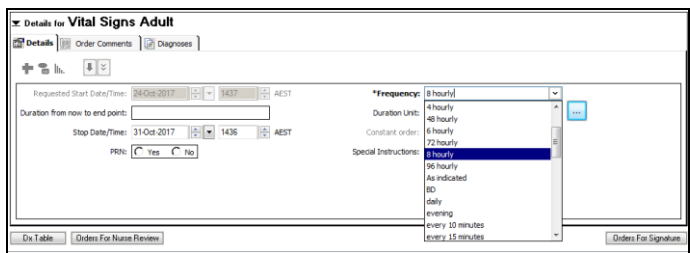
The *Orders* profile page will display.



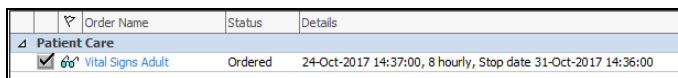
3. Right-click on the details section of the selected order (not on the blue *Order Name* text) and select *Modify*



4. The *Details* screen will open. *Modify Order* details as required



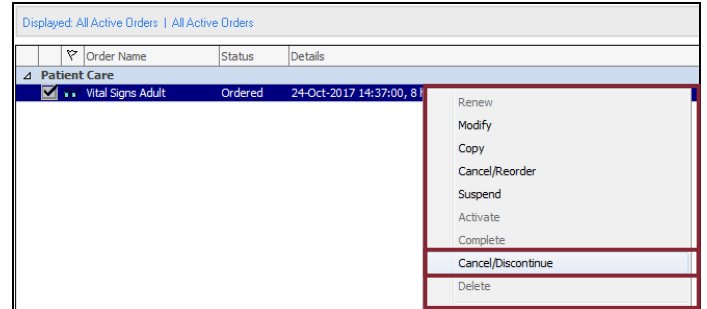
5. Once care task order details have been updated click *Orders For Signature*.
6. Click *Sign* and enter a password and click *OK*. *Refresh Order* screen for updated Order details to be visible.



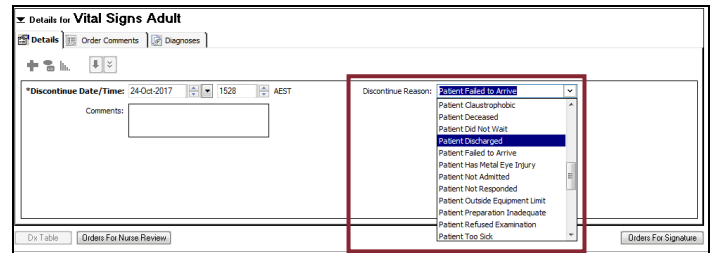
Discontinuing Patient Care Task Orders

It may be necessary to discontinue a *Patient Care Task* after the *Order* has been signed.

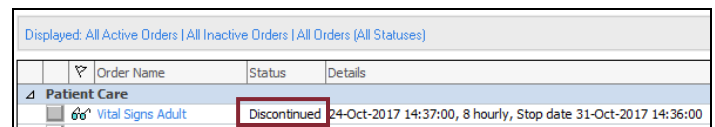
1. Open the patient's medical record and select the appropriate encounter
2. Select *Orders* from the *Patient Menu*
The *Orders* profile page will display.
3. Right-click on the details section of the selected order (not on the blue *Order Name* text) and select *Cancel/Discontinue*



4. The *Details* screen will open. Select a *Discontinue Reason* from the dropdown list and enter any other *Comments* as appropriate



5. Once order discontinuation details have been updated click *Orders For Signature*.
6. Click *Sign* and enter a password and click *OK*. *Refresh Order* screen for *Order Status* to now show as *Discontinued*.



Please see next page for some common Patient Care Orders and their Order Names in ieMR (please note this is not the full catalogue list).



Patient Care Orders Guide

Order Name	Order Name in ieMR
Admission Rules <i>(default set of tasks/assessments that fire upon patient's initial admission to hospital)</i>	Adult Admission Rule > Basic Admission Information Adult > Admission History Adult > Admission Assessment Adult > Skin Inspection > Waterlow > Falls Risk Assessment Adult > Cognition > VTE > Substance Use Adult Paediatric Admission Rule > Basic Admission Information Paediatric > Admission History Paediatric > Admission Assessment Paediatric > Skin Inspection > Glamorgan > Falls Risk Assessment Paediatric > Nutrition MST > Hypoglycaemia Risk Assessment > Substance Use Paediatric
BGL	Blood Glucose Monitoring POC
Bladder Scan	Bladder Scan <i>NB: PRN Order</i>
BP	Blood Pressure
CAM Tool	CAM
Chest Tube Insertion	Chest Tube Insertion
Chest Tube Removal	Chest Tube Removal
Drain off suction	Drain off suction
Drain on suction	Drain on suction
In/Out Catheter	In/Out Catheter
ECG	ECG
Epidural Removal	Remove Epidural Catheter
Fluid Balance	Fluid Balance > Fluid Restriction Fluid Balance > Input and Output Fluid Balance > Output Only Fluid Balance > Strict Fluid Balance Chart
Full Blood Count	Full Blood Count
Ice Application	Ice Application
IDC Insertion	Urinary Catheter Insertion
IDC Removal	Urinary Catheter Discontinue
Isolation Precautions	Patient Isolation <i>Note: Please only select Precautions from Isolation Code drop down. Infection Control to continue management of MRO alerts</i>
Line Care	Line Care



Patient Care Orders Guide cont.

Order Name	Order Name in ieMR
Mouth Cares	Activities of Daily Living > Add Mouth Cares as a Special Instruction
Neurological Observations	Neurological Observations
Neurovascular Observations	Neurovascular Assessment Upper Extremity Neurovascular Assessment Lower Extremity
NGT Aspiration	Nasogastric/Orogastric Tube Aspiration
NGT Care	Nasogastric/Orogastric Tube Care
NGT Flush	Nasogastric/Orogastric Tube Flush
NGT Free Drainage	Nasogastric/Orogastric Tube Free Drainage
NGT Insertion	Nasogastric/Orogastric Tube Insertion
Observations	Vital Signs
Pacing Wire Removal	Removal of Pacing Wire
Pain Assessment	Pain Assessment Adult Pain Assessment Paediatric
PICC Care	Peripherally Inserted Central Catheter Care
PICC Removal	Peripherally Inserted Central Catheter Removal
PIVC Care	Peripheral IV Care
PIVC Insertion	Peripheral IV Insertion
PIVC Removal	Peripheral IV Removal
Post-Op Sponge	Post-Operative Sponge
Power Observations	Lower Limb Power Observations Upper Limb Power Observations
Pressure Area Care (PAC)	Activities of Daily Living > Add PAC as a Special Instruction
Surgical Drain Removal	Remove Surgical Drain
Temperature	Temperature
Tracheostomy Care	Tracheostomy Care
Trial of Void	Trial of Void
Urine Dipstick	Urine Dipstick POC
Urine Specimen	Urine M/C/S
Vascular Observations	Lower Limb Vascular Observations Upper Limb Vascular Observations Upper Limb Vascular Observations (major)
Vital Signs	Vital Signs Adult Vital Signs Paediatric
Weight	Weight
Wound Care	Wound Care Routine Wound Care Complex