

Use of Electronic Bedboard for Clerking Order and Review Order on AMU

The Acute Medicine department has decided that from 13 June 2018 we are going to use the electronic bedboard (EPTS) for the purpose of indicating the order of patients to be clerked and senior-reviewed on AMUa/AMUb/Ambulatory Care.

The manual below outlines the intended use.

If not already done, please apply for an EPTS PIN number in order to use the system.

The numbering system will replace the current numbers on the whiteboard.

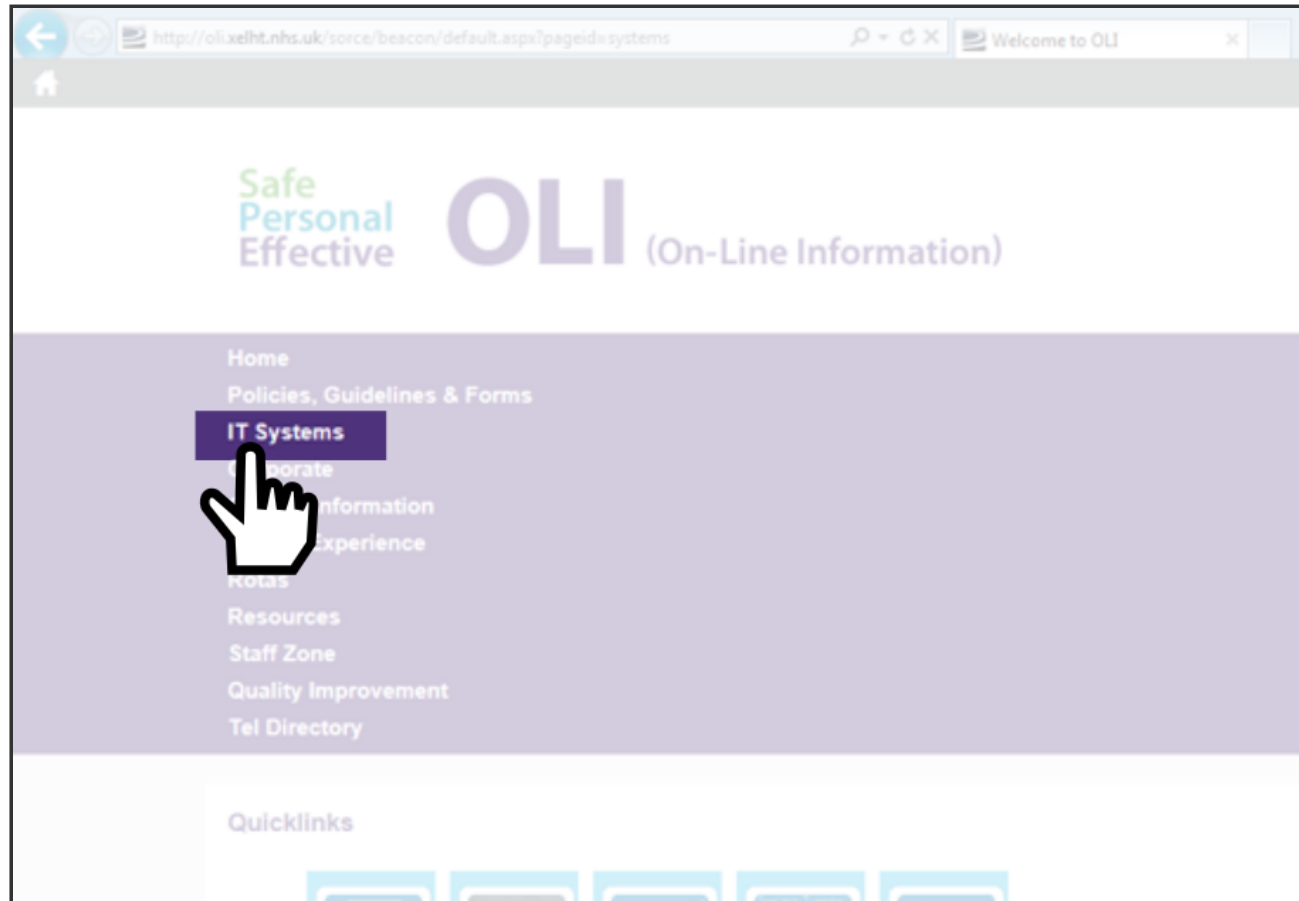
The plan for the future is to move other elements of the whiteboard (jobs to be done, etc) to the electronic bedboard.

Questions/Comments: Please contact me on andreas.jostel@elht.nhs.uk

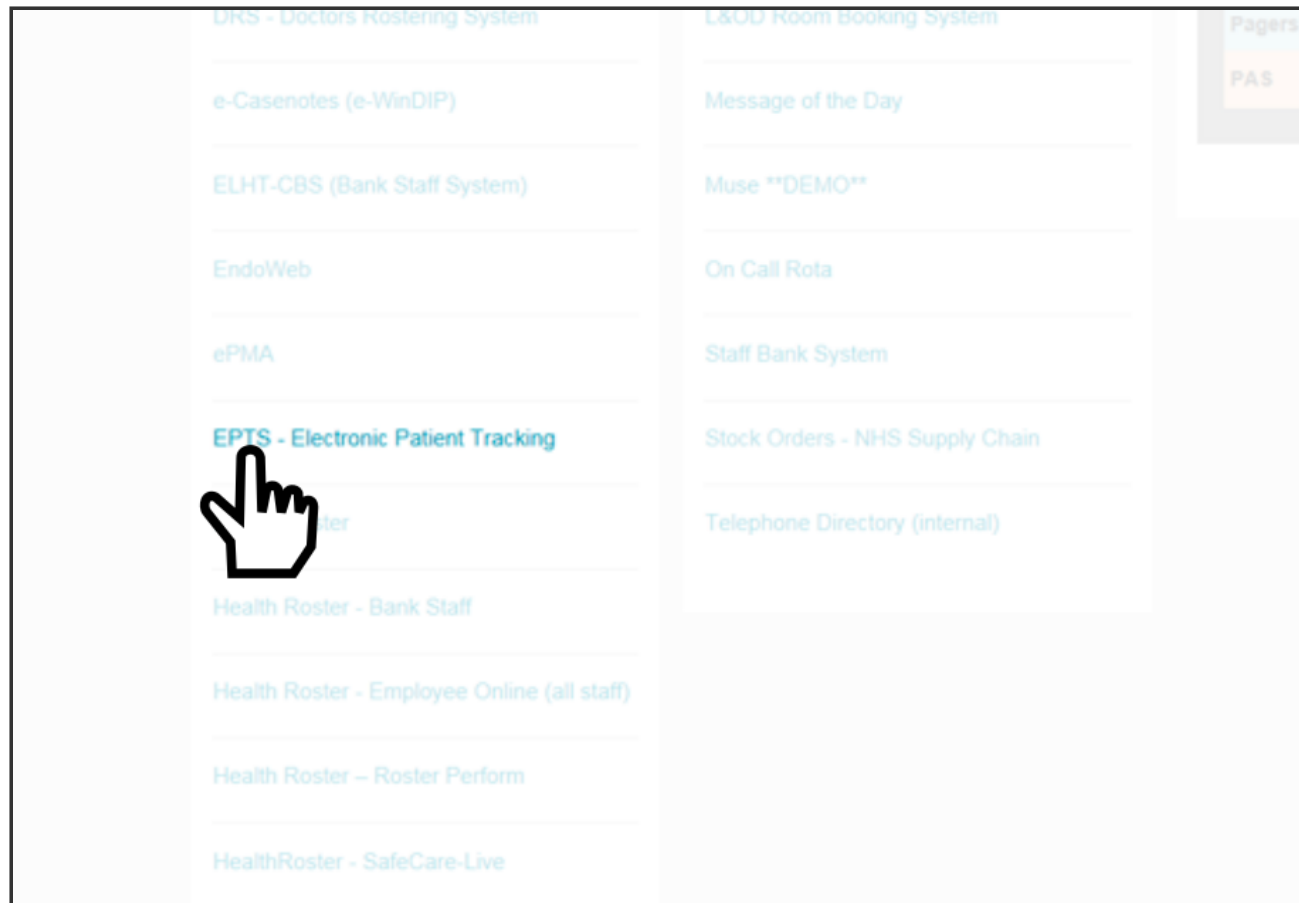
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6 June 2018

How to access EPTS and Patient List view:

On OLI: open "IT systems":



In IT Systems: click on: "EPTS - Electronic Patient Tracking":



Login: username and PIN

NB: same PIN needs to be used for any data entry later.

extramed³
from hospedia

Patient Management Solutions

Username
username001

Password

Login

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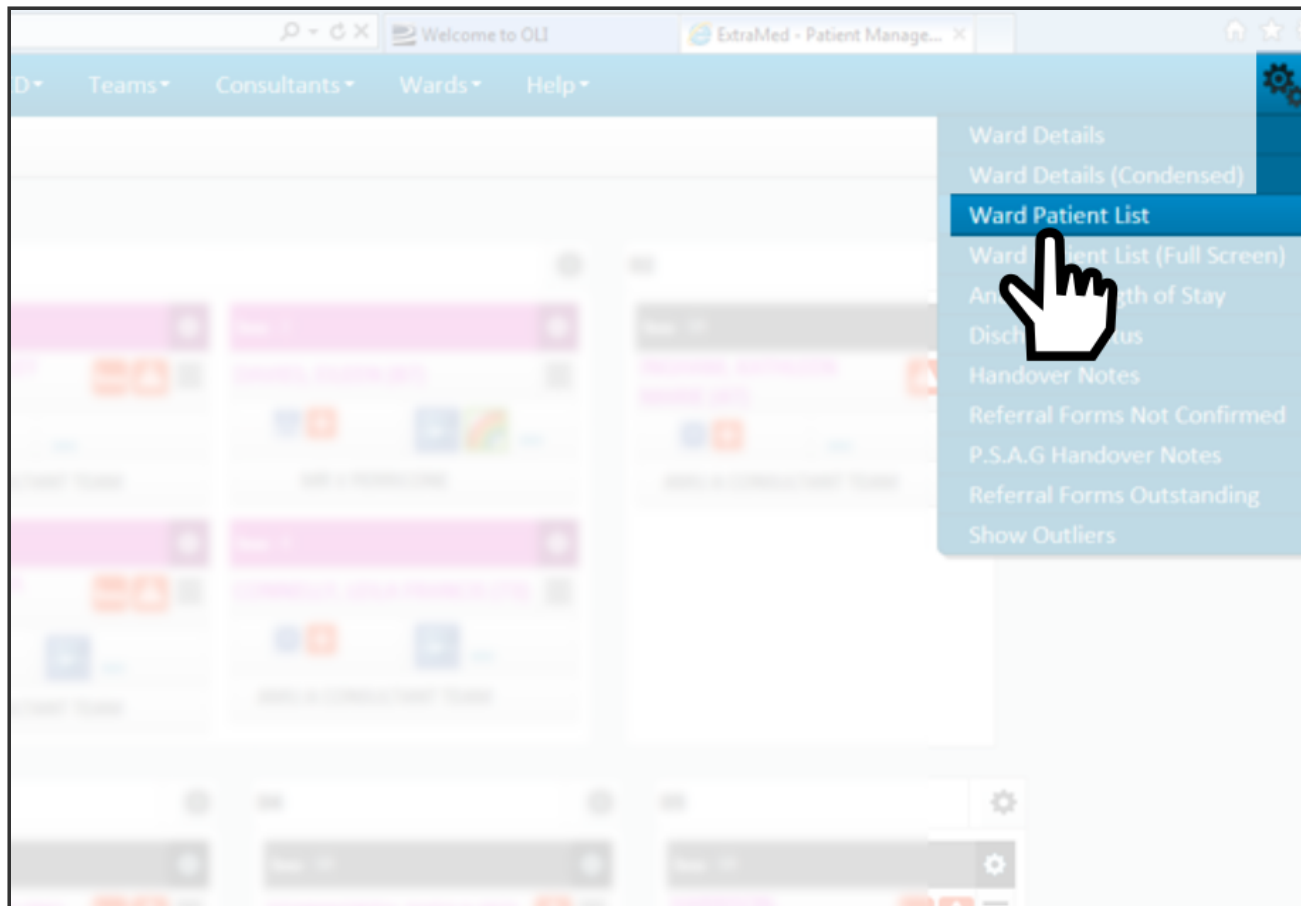
Ward Tab: Open Ward (eg "AMU A"):

The screenshot displays a web-based interface for hospital management. At the top, there are navigation tabs: Hospital, ED, Teams, Consultants, Wards, and Help. The 'Wards' dropdown menu is open, showing a list of wards including 'AMU A', which is highlighted. A hand cursor is pointing at 'AMU A'. The background shows a grid of 'ED Majors Assessed Patients (23)' with columns for Resus 1-5 and Rap Ass 2-4. Below the grid, there are sections for X-Ray, UCC (RBH), MIU (AVH), Paediatrics, UCC (BGH), and a table with columns for Name, MEWS, and Location.

Resus 1	Resus 2	Resus 3	Resus 4	Resus 5	Rap Ass 2	Rap Ass 3	Rap Ass 4
1	2	3	4	5	10	11	12
13	14	15	Agd Waiting Area	Consult Room	Majors Sub Wait	TCU	Triage Queue

Name	MEWS	Location
[Faded]	3	Cubicle 12
[Faded]	3	Cubicle 6
[Faded]	1	Cubicle 15

Select "Ward Patient List" view



Click on "Dr" column header to sort by "Dr" (=clerking) order:

The "Dr" column shows the order of patients to be clerked.



Name	Admission Time	Cons Init	Nurse Name	Bed Location	Dr	Com	Plan	Nutrition Status	Original EDD
[blurred]	07/05/2018 17:37	AMUA	[blurred]	23, SR	1	0	[blurred]	[blurred]	[blurred]
[blurred]	08/05/2018 16:41	AMUA	[blurred]	11, SR	2	0	[blurred]	[blurred]	[blurred]
[blurred]	08/05/2018 18:59	AMUA	[blurred]	09, SR	3	0	[blurred]	[blurred]	[blurred]
[blurred]	09/05/2018 03:47	AMUA	[blurred]	16, SR	4	0	[blurred]	[blurred]	[blurred]
[blurred]	09/05/2018 04:12	AMUA	[blurred]	15, SR	5	0	[blurred]	[blurred]	[blurred]
[blurred]	06/05/2018 23:36	AMUA	[blurred]	18, 2	0	1	[blurred]	[blurred]	[blurred]
[blurred]	08/05/2018 21:31	AMUA	[blurred]	19, 1	0	2	[blurred]	[blurred]	[blurred]

Click on "Con" column header to sort by "Con" (=Consultant review) order:

The "Con" column shows the order of patients to be reviewed by a consultant.



The screenshot shows a table with the following columns: Name, Admission Time, Cons Init, Nurse Name, Bed Location, Specialty, Dr, Con, Plan, Nutrition Status, Original EDD, and Cur ED. A hand cursor is pointing to the 'Con' column header, which is circled in blue. The 'Con' column contains numerical values representing the order of patients to be reviewed by a consultant.

Name	Admission Time	Cons Init	Nurse Name	Bed Location	Specialty	Dr	Con	Plan	Nutrition Status	Original EDD	Cur ED
	08/05/2018 21:31	AMUA		19, 1	Cardio	0	1				
	08/05/2018 22:51	AMUA		05, SR	Gen Med	0	2				
	10/05/2018 17:55	AMUA		24, 4	Cardio	0	0				
	11/05/2018 01:15	AMUA		18, 4	Gen Med	0	0				
	09/05/2018 19:34	AMUA		17, SR	Resp	0	0				
	09/05/2018 12:37	AMUA		19, 3	Cardio	0	0				
	11/05/2018 11:32	AMUA		01, 2		0	0				
	08/05/2018	AMUA		09, SR	Query	3	0				

How to change priorities

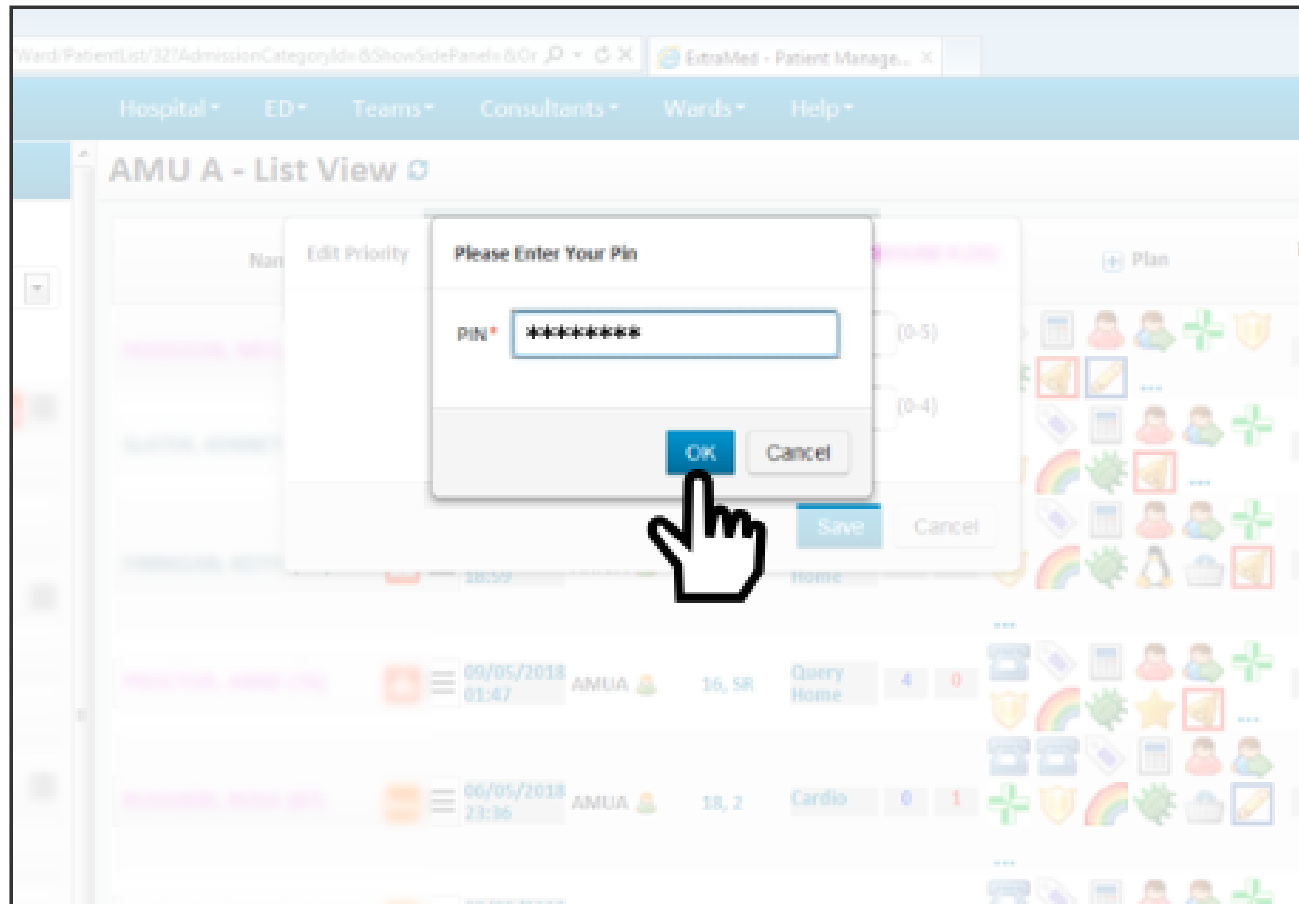
Editing priorities: click on either "Dr" or "Con" number:

MU A - List View

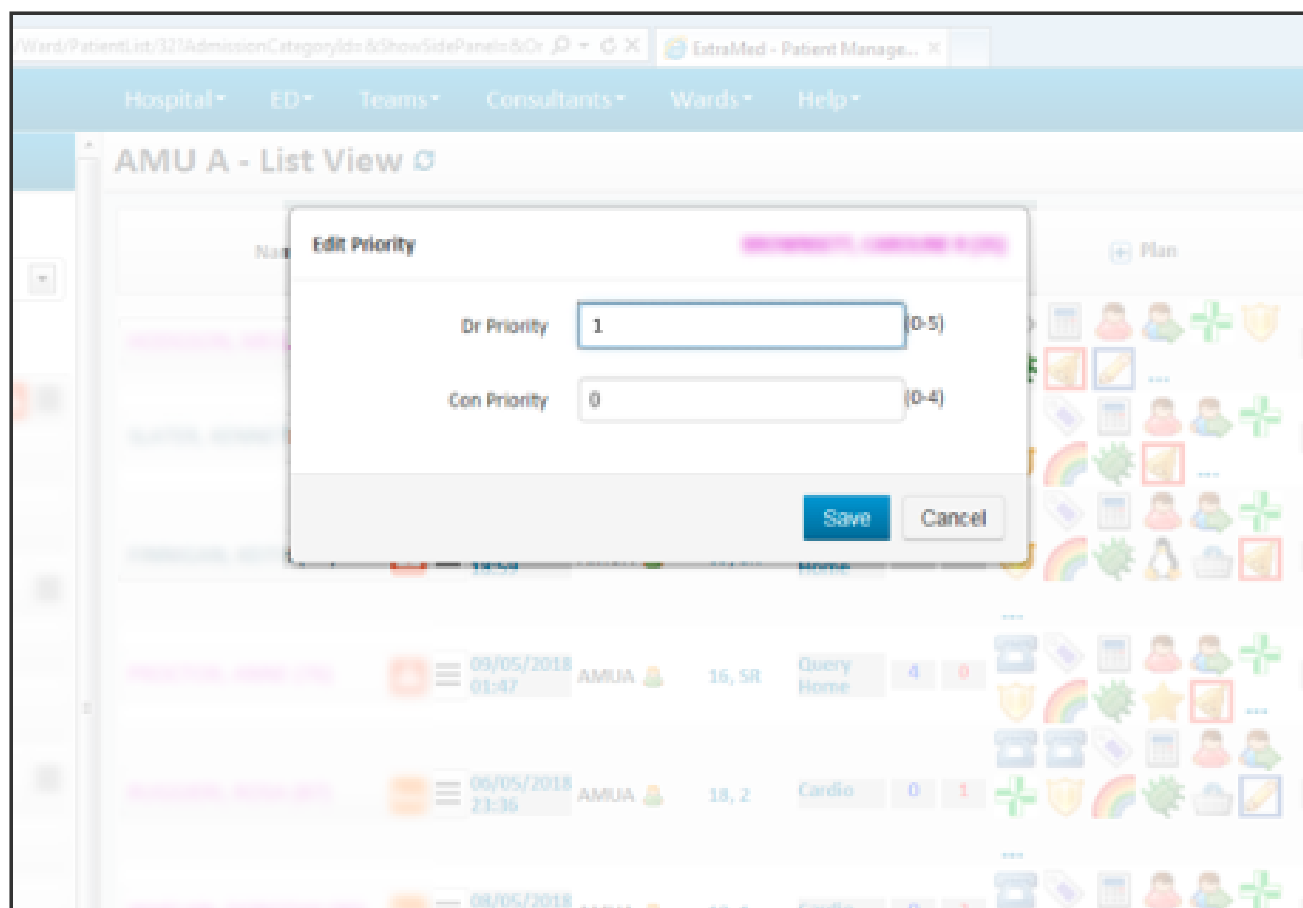
Name	Admission Time	Cons Init	Nurse Name	Bed Location	Specialty	Dr	Con	Plan	Nutrition Status	Original EDD
[blurred]	07/05/2018 17:37	AMUA	[blurred]	23, SR	Psyc	1	0	[blurred]		
[blurred]	08/05/2018 10:41	AMUA	[blurred]	11, SR	Query Home			[blurred]		
[blurred]	08/05/2018 18:59	AMUA	[blurred]	09, SR	Query Home	3	0	[blurred]		
[blurred]	09/05/2018 01:47	AMUA	[blurred]	10, SR	Query Home	4	0	[blurred]		
[blurred]	09/05/2018 04:12	AMUA	[blurred]	15, SR	Query Home	5	0	[blurred]		
[blurred]	06/05/2018 23:36	AMUA	[blurred]	18, 2	Cardio	0	1	[blurred]		
[blurred]	08/05/2018 21:31	AMUA	[blurred]	10, 1	Cardio	0	2	[blurred]		

Enter PIN (applies for all data entries):

NB: PIN is required for all data entry or editing, but **does not** require to log out and in of EPTS if already opened by another user!



The Priority Dialogue opens:



Examples of priority changes during patient journey:

Ward clerk: adds a patient to the 'to-be-clerked' list:

A patient arriving on the unit will have priorities of **0** (i.e. not yet listed for clerking/review).

The "Dr priority" is entered: the usual priority is last number (here e.g. "(0-6)" i.e. **6** = 6th to be seen).

NB: Entering a sufficiently large number (e.g. **99**) will automatically revert to the highest possible number, e.g. if 11 patients already to be clerked, it will turn **99** into **12**.

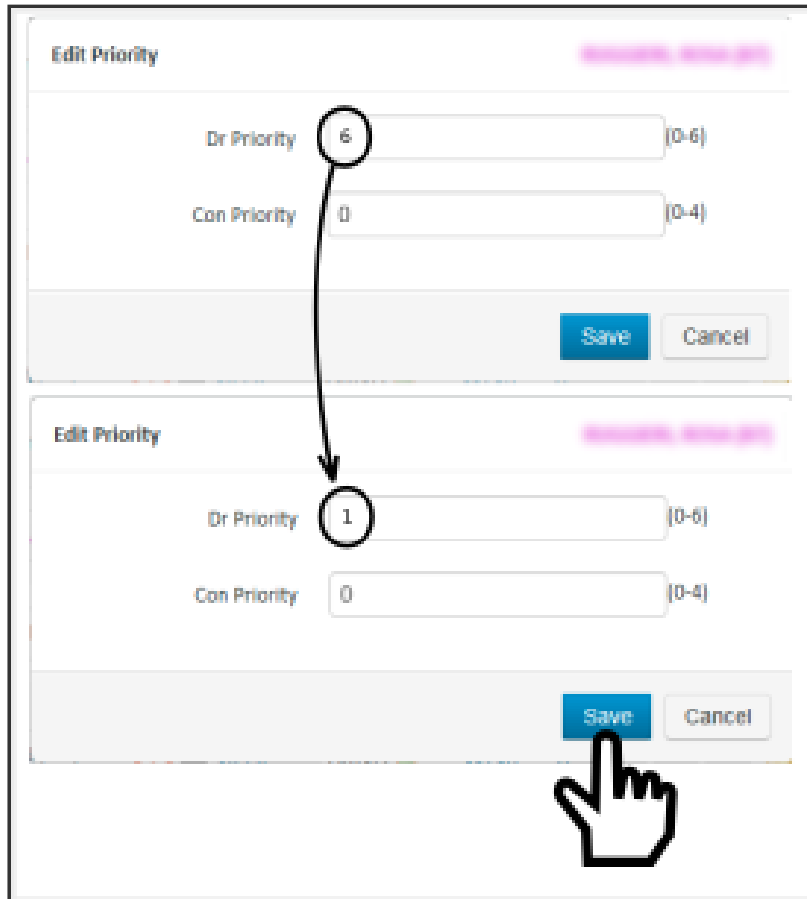
The diagram illustrates the 'Edit Priority' form in two states. The top state shows the initial form with 'Dr Priority' set to 0 and 'Con Priority' set to 0. A solid arrow points from the '0' in the 'Dr Priority' field to the '6' in the 'Dr Priority' field of the bottom state. The bottom state shows the 'Dr Priority' field updated to 6, while 'Con Priority' remains at 0. A hand cursor is shown clicking the 'Save' button in the bottom state. A dotted arrow points from the '6' in the 'Dr Priority' field of the bottom state to the '6' in the 'Dr Priority' field of the top state, indicating the change.

Nurse/HCP: can change priority (if required):

If a patient is unwell and needs to be seen earlier than the time order, the nurse or other HCP can change priorities (e.g. to **1**: making him the next patient to be seen).

NB: the already existing numbers will be automatically re-arranged: the previous **1** becomes a **2**, **2** becomes **3** etc.

NB: the same is true for changing a senior review order.



Doctor: selecting patient for clerking:

The doctor selects the next patient to be clerked (number **1** on the "Dr" column) and changes the "Dr priority" to **0**.

NB: the already existing numbers will be automatically re-arranged: the previous **2** becomes a **1**, **3** becomes **2** etc.

The image shows two sequential screenshots of an 'Edit Priority' form. The top form has 'Dr Priority' set to 1 and 'Con Priority' set to 0. A blue circle highlights the '1' in the 'Dr Priority' field, and a blue arrow points down to the '0' in the 'Dr Priority' field of the bottom form. The bottom form has 'Dr Priority' set to 0 and 'Con Priority' set to 0. A hand cursor is pointing at the 'Save' button in the bottom form. Both forms have 'Save' and 'Cancel' buttons at the bottom right.

Doctor: putting patient on consultant review list

After completion of clerking (and usually after review of investigation results), patient should be placed on the "Con" (senior review) list.

The usual priority is last number (here e.g. "(0-4)" i.e. **4** = 4th to be seen.

NB: Entering a sufficiently large number (e.g. **99**) will automatically revert the highest possible number, e.g. if 11 patients already to be senior-reviewed, it will turn "**99**" into **12**.

The image displays two sequential screenshots of a web form titled "Edit Priority".

The top screenshot shows the form with "Dr Priority" set to 0 and "Con Priority" set to 0. A blue circle highlights the "0" in the "Con Priority" field, with a blue arrow pointing down to the second screenshot.

The bottom screenshot shows the form with "Dr Priority" still at 0 and "Con Priority" now set to 4. A red circle highlights the "4" in the "Con Priority" field. A red dotted arrow points from the "4" to the "Save" button. A hand cursor icon is positioned over the "Save" button, indicating the next step in the process.

Consultant: selects patient for senior review

The consultant selects the next patient to be clerked (number "1" on the "Con" column) and changes to "Con priority" to 0.

The image shows two identical 'Edit Priority' forms stacked vertically. Each form has a title 'Edit Priority' and a pink link 'View Details, View All'. Below the title are two input fields: 'Dr Priority' with a value of '0' and a range '(0-6)', and 'Con Priority' with a value of '1' and a range '(0-4)'. A red circle highlights the '1' in the 'Con Priority' field of the top form, and a red arrow points from it to the '0' in the 'Con Priority' field of the bottom form. Both 'Con Priority' fields are also circled in red. At the bottom of each form are 'Save' and 'Cancel' buttons. A hand cursor icon is positioned over the 'Save' button of the bottom form.