



ieMR Advanced

Admission to ESSU

Quick reference guide

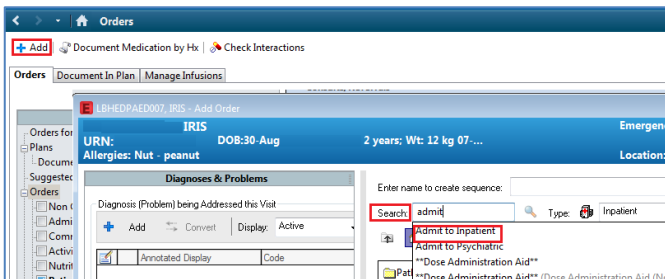
Placing an admit to inpatient order and commencing ReADI process

The ReADI process will continue to be used for all ESSU admissions. The responsibilities for completing the ReADI process will be by the:

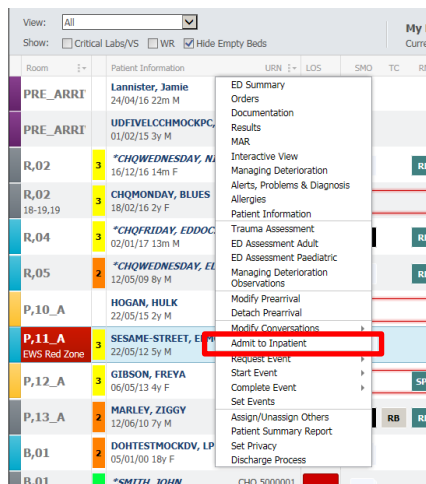
- Zone ED SMO
- EFC
- Zone TL
- Bedside treating nurse
- Zone Administrative Officer

Decision to Admit to ESSU

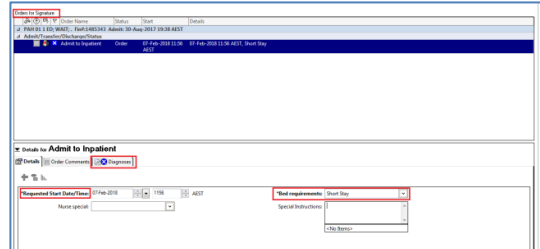
1. The ED Senior Medical Officer will activate an “Admit to Inpatient” order once the decision has been made to admit.
 - a. This can be done via the orders page, or



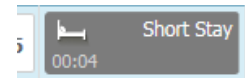
- b. via LaunchPoint, by right clicking on the patient.



2. The “Admit to Inpatient” order must contain the following information:
 - a. Bed requirements - Short Stay.
 - b. The order’s date and time.
 - c. Diagnosis.

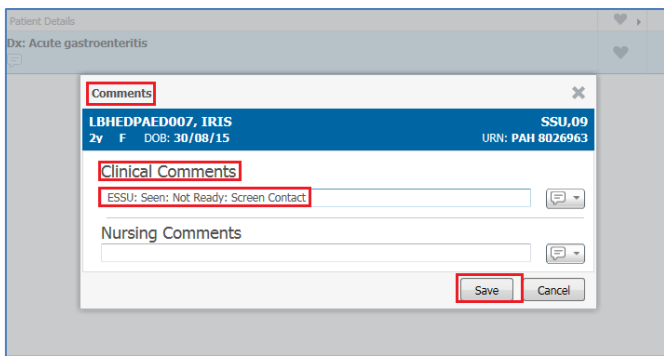


3. Once the order has been placed LaunchPoint will:
 - a. Display a bed icon in the Status column.
 - b. Display the Diagnosis.
 - c. Restart the Event clock (for NEAT monitoring).



4. The Zone Nurse Team Leader will complete the Communicable Disease Screen on the ReADI form as per current process.
5. The Zone TL updates clinical comments:
 - a. Click on the speech bubble icon in the Patient Details column.
 - b. In Clinical Comments field enter ESSU: Seen: Not ready: Screen Contact > click Save.

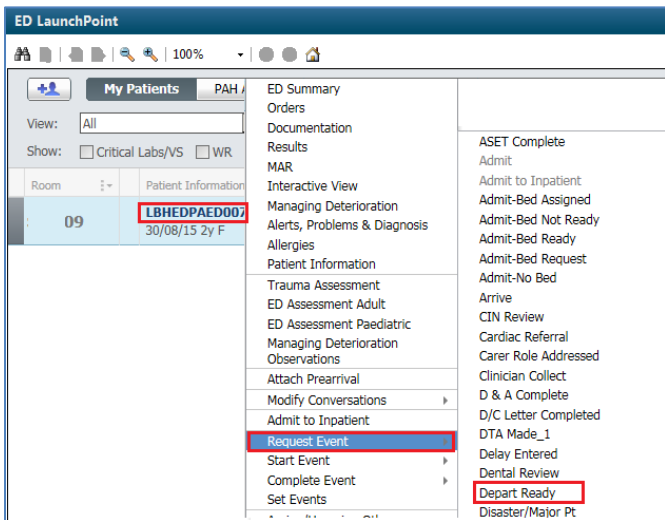




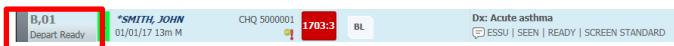
- The ED Bedside Nurse will complete the handover checklist on the ReAdI Form and ensure "care is complete".

Patient's "Emergency care is complete"

- Once the Patient's emergency care is complete the Zone TL will mark the patient as Departure Ready and update the clinical comments.
- Navigate to LaunchPoint. R Click on the patients name and select "Request Event" and "Depart Ready".

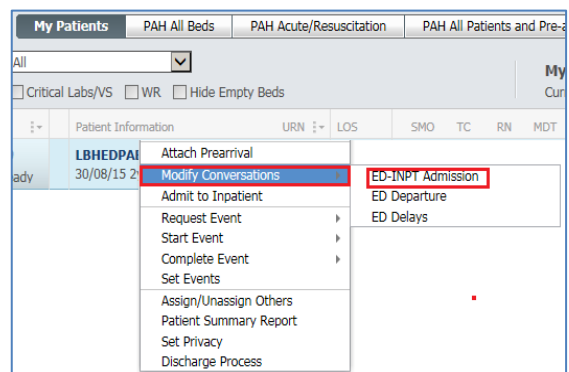


- The patients 'Depart Ready' status is shown in the room column of LaunchPoint and clinical comment is visible.

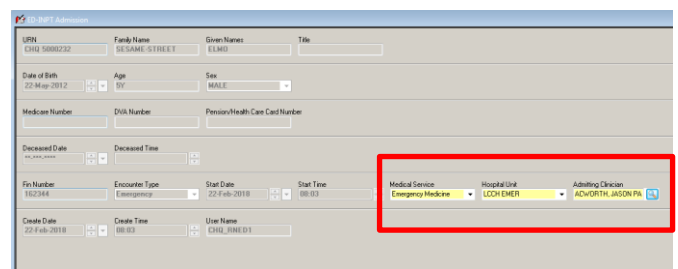


Capturing "ED to Short Stay admission" information

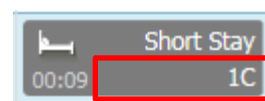
- Once the patient is depart ready the Zone TL informs the EFC of the need for an ESSU bed.
- The EFC completes the ED-INPT Conversation.
 - Right click in the white space in the Patient information column on LaunchPoint.
 - Select Modify Conversation > ED-INPT Admission.



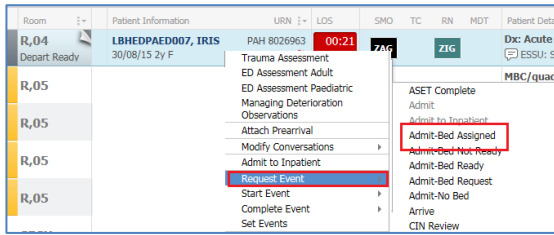
- Enter the Medical Service: e.g. Emergency > Hospital Unit: e.g. LCCH EMER > Enter the Admitting Clinician – e.g. Dr Acworth > click OK.



- The EFC will now update the ward code on LaunchPoint. Click in the Status column to add "1C" into the "Add assigned bed" section.



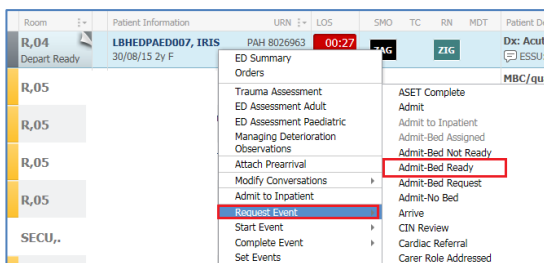
- Right click in the white space in the patient information column on LaunchPoint > select **Request Event > Admit-Bed Assigned**.



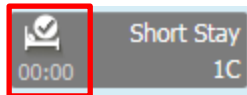
- The **Event clock** has reset and an **arrow** is now showing in the status column above the bed.



- Once the Short Stay bed is ready and available, the EFC starts the **Admit-Bed Ready** event.
- Right click in the white space in the patient information column on LaunchPoint > select **Request Event > Admit-Bed Ready**.



- The **Event clock** has reset and a **tick** is now showing in the status column above the bed icon.



ED to Short Stay Nursing Handover

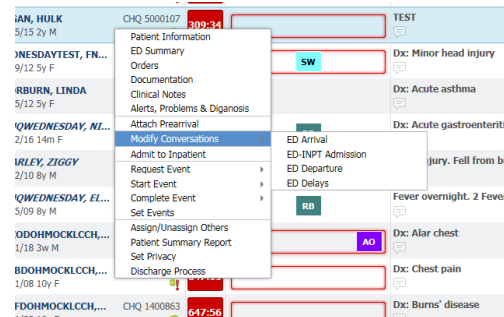
- The SSU Nurse will come to collect the patient in Emergency. The ED and SSU nurse will conduct handover using the **ED**

Patient Summary and complete the **Nursing Communication Handover iView Band**.

- The SSU Nurse will update the patients location to their SSU bed eg **SSU,01**.

Completing the ED Departure Conversation

- Once the patient has physically moved to ESSU the **ED AO** will complete the **ED Departure conversation** which will stop the clock for NEAT and admit the patient in HBCIS.
 - Right Click on the patient, **Modify Conversation > ED Departure**.



- Complete the ED Departure Conversation.

- ED Departure Status – **Short Stay Unit**.
- ED IN-Pt Ward (EDIP) Pt – **Yes**
- Admitted Destination – **LCCH MB 1 1C**
- Admission Speciality – **Emergency Medicine**.
- EDIP Admit Date/Time – **as per movement to Short Stay (see QRG – Patient Summary Report)**.



The screenshot shows the 'EDIP Admit' form in the HBCIS system. The patient's details are as follows:

- URN: CHQ 5000107
- Family Name: HDGAN
- Given Names: HDLK
- Title: (empty)
- Date of Birth: 22 May 2015
- Age: 2Y
- Sex: MALE
- Suburb: UNKNOWN
- Postcode: 0900
- Medicare Number: (empty)
- DVA Number: (empty)
- Pension/Health Care Card Number: (empty)

The 'Departure Information' tab is active, showing:

- ED Departure Status: Short stay unit
- ED In-Pt Ward (EDIP) Pt: Yes
- Departure Destination: (empty)
- Admitted Destination: LCCH MB 1 1C
- Referred to on Departure: (empty)
- Reason for Transfer: (empty)
- Depart Facility: (empty)
- Departure Mode: (empty)
- Admission Specialty: Emergency Medicine
- EDIP Admit Date: 30 Jan 2018
- EDIP Admit Time: 09:49
- Depart in the care of: (empty)

3. Click **OK**.
4. Complete the **HBCIS Admission to Short Stay** using the EDIP Admit Date and Time as the admission date/time.

Note: If a patient's location is required to be changed throughout their stay in Short Stay (eg SSU,01 to SSU,05) this should be done via a **HBCIS bed transfer** and must never be done using the ED Floor plan or room column on LaunchPoint.

If a patient deteriorates whilst in Short Stay and needs to be relocated back into an Emergency Bed (eg Resus) then the patient should be transferred from 1C to EMRGV in HBCIS and then their location can be updated using FirstNet.

