

# Nursing Documentation – Insulin via Patient's own Pump – ieMR Workflow (Bolus/ Basal / Temporary Basal)

Document owner: CNC (Endocrine – Diabetes)

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## General Principles

### Pump Management

1. All insulin pump management is undertaken by patient/carer. This includes insulin delivery & settings, line/cartridge changes and general equipment care.
2. Nursing staff are required to check BGLs as clinically appropriate, document insulin pump therapy and appropriately escalate any concerns around BGL/ketone levels, insulin requirements, parent/patient ability to manage insulin pump, or other concerns.
3. Nursing staff are required to document bolus doses, basal rates and temporary basal rates: a) with every BGL check and/or b) with every bolus delivery.
4. It is encouraged that nursing staff document a progress note to include a brief comment identifying that the insulin pump was managed by the patient/carer and insulin documented was as shown/reported by patient/carer.
5. Refer to the Diabetes Nursing Standard for more information.


## Recording Insulin Pump Therapy – at Patient Bedside

### Nursing Documentation Responsibilities

1. Nurse to log on and open patient chart in ieMR.
2. Check **banner bar** to ensure correct patient and correct encounter.
3. Check BGL/Ketone level and document in **Interactive View (iView) → Paediatric Systems Assessment OR Diabetes – Endocrine** bands
4. If required, calculate carbohydrate intake (in grams/exchanges) for meal with patient/family and document in iView
5. Verbally check and confirm patient name, DOB, URN, and allergy status with parent/carer/patient against the banner bar and patient ID band.
6. If new allergies are identified, enter the details and complete the **reverse allergy check**.
7. **Mark allergies as reviewed.**
8. Navigate to **MAR → PRN medications**. Locate **Insulin Patient's Own Pump Paediatric** order and hover over the order to view the **prescription** and any **order comments** or **special instructions**.
9. Select the green Pending task tile to open the administration window.
10. Tick the box to acknowledge the patient's BGL.
11. Document the relevant bolus / basal / temporary basal into the highlighted yellow mandatory fields:
  - a. Enter the total **bolus dose** delivered for carbohydrate intake and/or corrections as per the pump in **units**
  - b. Enter the current **basal rate** in **units/hr**
  - c. Enter the **temporary basal rate** as displayed on the pump in **units/hr** AND document in the comments field 'temporary basal \_\_\_ %' – temporary basal rate instructions will be

documented by the prescriber in the Order Comments – hover over the order to view these details.

*NB: If documenting a bolus AND a basal/temporary basal, access the green Pending task tile twice. This will ensure the bolus and basal/temporary basal are recorded correctly.*

12. Document **Site**
13. Select the green tick  to verify.
14. Return to MAR. Refresh to confirm administration.
15. Close chart and log out.

### Recording Insulin Cartridge Change (when cartridge supplied)

Nursing Documentation Responsibilities

1. Prepare/collect insulin cartridge, independently double check against insulin order on the **MAR**.
2. At patient bedside, primary nurse to log on and open patient chart in ieMR.
3. Check **banner bar** to ensure correct patient and correct encounter.
4. Verbally check and confirm patient name, DOB, URN, and allergy status with parent/carer/patient against the banner bar and ID band.
5. If new allergies are identified, enter the details and complete the **reverse allergy check**.
6. **Mark allergies as reviewed**.
7. Navigate to **MAR**. Locate **Insulin Patient's Own Pump Paediatric** order under PRN medication and hover over the order to view the **prescription** and any **order comments** or **special instructions**.
8. Navigate to **Medication Administration Wizard (MAW)**. Scan patient wristband and perform positive patient identification.
9. Select PRN insulin order check box, acknowledge the 'free text dose' warning and select OK to open the **administration window**.
10. Enter nurse witness.
11. Document current basal rate as displayed on the pump in **units/hr**.
12. Document **Site**.
13. In comment field document cartridge change e.g. "new Novorapid cartridge given to patient/carer".
14. Select **OK**. Nurse witness to enter password and select **OK**. Primary nurse to select **Sign**.
15. Patient/carer to check and change cartridge.

### Viewing BGLs and Insulin Doses

At the bedside

1. Navigate to **Interactive View** → **Diabetes – Endocrine band**
2. To view 'actual' documentation times, right click on the hourly time interval and select 'Actual'

		20-Jul-2018			
		10:43 AEST	10:17 AEST	10:10 AEST	10:09 AEST
Diabetes Inpatient Review					
Medications - Diabetes					
insulin novoRAPID	unit(s)		2	1 unit/hr	
Results - Diabetes					
Blood glucose capillary	mmol/L				6 ↑