This Document is in Progress – subject to EPR Team oversight and approval

RESIDENT DOCTOR EPR HINTS & TIPS (UHCW)

This guide has been created for Resident Doctors to navigate and use EPR more effectively. If you have noted the Registrar/ Consultant's Plan during a busy Ward Round and are struggling to find how to request this on EPR, hopefully you can find this information here. Some of this information is outlined within the EPR Handbook for New Starters and many of us have learned EPR through trial and error so much of this information might be already known, but for anyone new to the Trust, the aim is to reduce the time and stress to discover how to complete our tasks effectively and efficiently.

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EPR Quick Navigation Guide (in progress)

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Respiratory Failure		
Oxygen		EPR: 'Oxygen Therapy Care Plan'
Pulmonary Embolism		
CTPA	26937 (IP CT/MRI Bookings) On the Ward – complete CT Scan Form?	EPR: 'CT Angiogram Pulmonary'
VQ Scan	28212 (Nuclear Medicine)	EPR:

		'NM VQ Scan' / 'NM Lung Ventilation and Perfusion'
PE Clinic (post-discharge)		EPR: 'Post-admission appointment' >
Anticoagulation Clinic (post-discharge)		EPR: 'Referral to OP Anticoagulation'
Asthma		
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Cardiology		
Heart Failure		
IP Echo	Will need vetting from Cardiology – ask for name of Dr. discussed with for EPR referral. 26409 (Echocardiography)	EPR: 'Echocardiogram Order Set' > 'IP Echocardiogram' [Need BNP]
Heart Failure Specialist Nursing Team		
Surgical		
Outpatient Gallbladder Clinic	EPR – 'Post Admission Appointment' > HPB Service, 4-5 weeks	
Drain Clinic Follow Up Appt.		

In Surgical Theatre		
Tissue Sample	EPR – 'Histology Request'	
Upper GI Surgery		
ERCP	EPR – 'Referral to Endoscopy' – ERCP (Therapeutic) - …	
Cholecystogram	EPR – 'Tubogram'	
Gastroenterology		
IBD MDT Referral	Email: Jacqueline.Underhill@uhcw.nhs.uk to request that pt. be reviewed in IBD MDT.	
SIBO Glucose Breath Test	EPR – 'Referral to Endoscopy' – Breath Test - …	
Infective Disease		
Disseminated/ Miliary Tuberculosis - (QuantiFERON Test/ IGRA)	May need to collect specific IGRA bottles and form from Phlebotomy Dept. in Outpatients (Order of draw Grey, Green, Yellow, Purple)	EPR – 'Quantiferon, blood (IGRA, blood)'
General		
Nutrition Team (PN)		
IV Fluids		
DVT Ultrasound	EPR: 'VUS Doppler lower limb veins Both'	
Urology		
Outpatient TWOC Clinic	Email: Manuela.Canimo@uhcw.nhs.uk to request that the pt. be booked in for an Outpatient TWOC Clinic 6 weeks following discharge.	
Palliative Care		

AMBER Care Plan/ AMBER Pathway	Not on EPR – approach Ward Team to find physical paperwork to complete and	
End of Life Care Plan	EPR > 'End of Life Care Plan – Adult' (Referral to Palliative Care Team is included in this Care Plan and needs to be populated)	
Syringe Driver (inpatient)		
Syringe Driver (TTO)		
Renal		
Haematology		
Trauma & Orthopaedics		

DOCUMENT TEMPLATES/ SHORTCUTS

Setting up Default Note Type for Documentation:

Documentation > Add dropdown – (Dynamic Documentation) > View (top toolbar) > Customise > Select Default Note Type (you can change this at any time so that any new documentation defaults to the not type most appropriate for your current role/ rotation)

Setting up Personal Note Type Lists for Documentation:

Documentation > View (top toolbar) > Customise > Select the Note Type and the single directional arrow to add or remove from your Personal Note Type List (now rather than scrolling or searching through all note types you can scroll through the ones you commonly use by selecting 'Personal' under 'Note Type List Filter'.

Sharing Document/ Department Templates:

Many departments have standardised proformas that are used during ward rounds for documentation and other clinicians have created useful templates that can be used to expedite documentation without compromising on detail.

To edit your own templates, navigate to 'Auto Text Copy Utility' icon at the top of PowerChart. From here, you can either 'Search User', if you know that a colleague has a template that is useful (feel free to use any of mine – search 'Paddock') or create your own template.

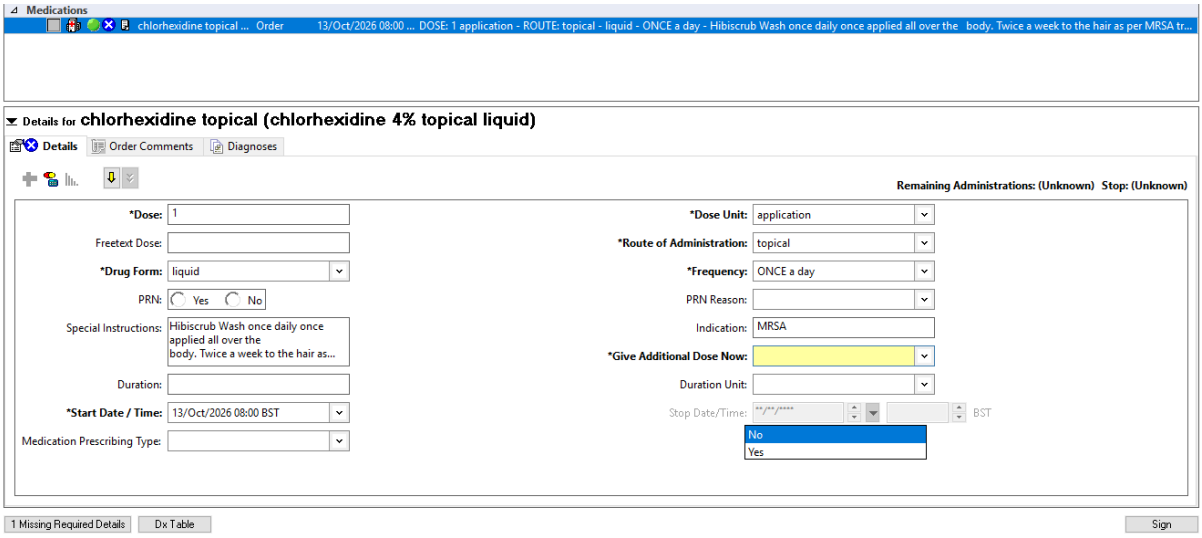
Select the 'Manage Auto Text' Icon on this screen to edit your own templates. Then when you are documenting all you need to do is start typing the Abbreviation, select the template/ click enter and EPR will import the text you have saved. (eg. .discharge_surgery as a template for completing discharge letter for patients that have been admitted for surgery, or .safety_netting_hernia_repair for Post-Hernia Procedure advice stated in Trust guidelines – both templates can be found on my Auto Text and can be edited once copied).

How to save Medication templates on EPR:

You might find it useful to save some common medication templates to your EPR. A common medication prescription that is used trust-wide is Chlorhexidine 4% topical liquid and Mupirocin 2% nasal ointment (comprising the Trust's MRSA Decolonisation Regime).

To Add to Favourite List:

'Requests/ Care Plans'/ 'Medication List' > Add > [search medication] > [populate the fields as required with dose, route, form, frequency, special instructions, indication etc.], but do not select sign yet. > Right Click on the medication in the 'Orders for Signature' Panel > select 'Add To Favourites > Create New Folder to organise your medication templates if you like > select 'OK'



If you populated the fields before saving to favourites, by selecting this in the future this prescription will already be prepopulated. The only fields that cannot be saves are 'Start Date/Time and 'Give Additional Dose Now'.

You can also save investigation templates in folders on your favourites using this same method (before selecting 'sign', right click on the item and select 'Add To Favourites'. A common folder that clinicians have saved as a template is one for Liver Screening, comprising ANA, GGT, IgG subclasses, LFT, Mitochondrial Ab, Smooth Muscle Ab. During a busy Ward Round if a Senior requests a Liver Screen, you can then navigate to this folder and click on each item to add to requests rather than searching each item individually or searching Trust Guidelines to recall the investigations that are part of the full Liver Screen.

To Prescribe/ Order from Favourite List:

'Requests/ Care Plans'/ 'Medication List' > Add > Favourites (Star Icon) > [select saved favourite]

Please note that all medications and investigations that clinicians prescribe/ request should be checked with clinical indication and Trust Guidelines. Caution should be used with medication/ investigation templates to ensure safe prescribing standards are adhered to, even for commonly prescribed medications – double check all prescriptions prior to signing.

Phlebotomy Requests

Can't Find Prescriptions/ Investigations Requests?

Make sure the correct encounter is selected in the top right of the patient records. For example, if you are caring for a patient that has been transferred from A&E to your department and you would like to know what medications they have received or what investigations have been requested so far, you may need to switch to the previous encounter temporarily to see this information.

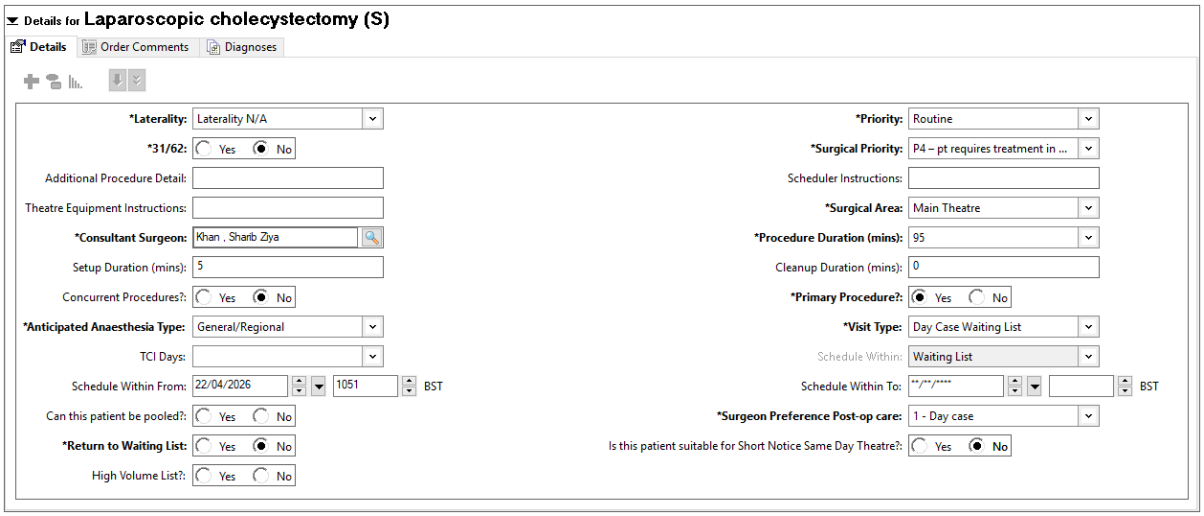
EPR Quick Navigation Guide

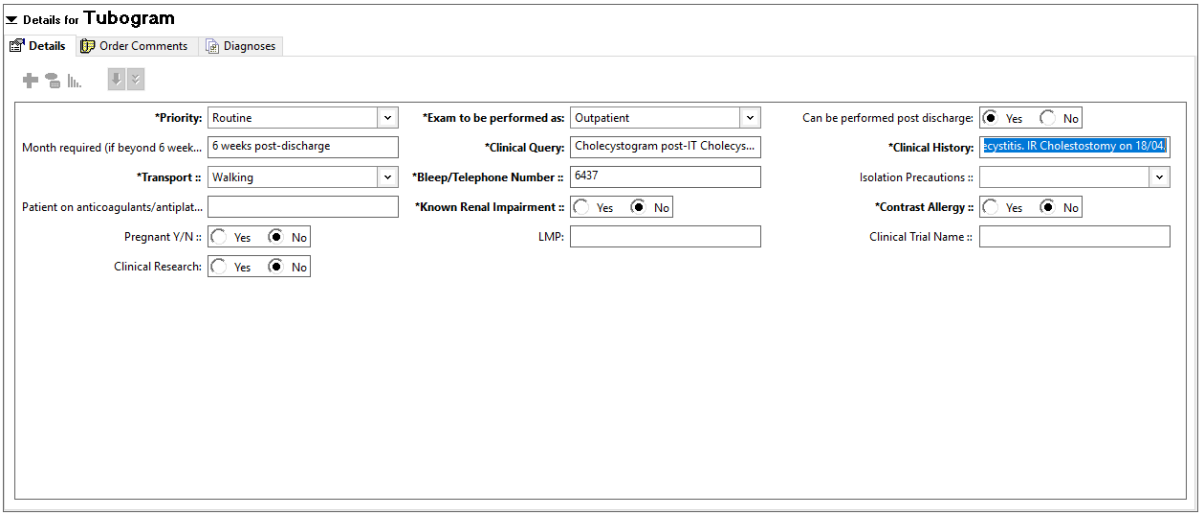
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Tissue Sample	EPR – 'Histology Request'	
Brain-Heart Infusion (BHI) Broth	EPR > 'Tissue/ Bone Culture' or 'Eye Culture' > Under 'Specimen Type', select either 'Tissue Sample' or Brain heart infusion' > Under 'Body Site', select 'Brain Heart Infusion Broth' > Complete clinical details of Tissue Sample and also populate order comments with details of tissue sample	
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Upper GI





HPB Referral: White Slip – complete on paper and hand in to Secretary of the Consultant on call.

GSEF > Acute Post-take > located Folder Date

MORE EPR/ DIGITAL HINTS AND TIPS

Outpatient Prescription:

(Correct Encounter) - Doctors View > Outpatient > New Order Entry (Select Discharge Medication from drop-down) > Search for and select Meds > Orders for Signature (envelope icon) > Modify Details > Sign > Untick Medication for Discharge Task

then...

AdHoc > Pharmacy Consult > Outpatient Prescription Form

Can’t find PACS/ Insight on your PC?

Search ‘Software Centre’ > Search ‘PACS’ > Install. (PC might require restart afterwards)