How to document a review in the notes

This guide shows how visiting teams should document their reviews in the patient's notes.

Step 1: Log in to ICCA with your Whits username and password. The icon will be visible on all ITU computers but only accessible if you have completed training and been given authorisation by the ICCA team.





Step 2: Open up the correct ICU from the list on the left hand side, and select Admitted Pts

PHILIPS	5	
Home	Census	XLinks
Admit S Pt A	Stat Acce dmit Transf	ept Transfer Move/Swap Discharge Re-Admit from Cance Vier In
		Bed Management
Care	Units	 Personal List for Ruth Coxhead
88 M	y Patient	s 🔺 🗹 🕂 🌲 Pt Name
¢⊾∢	orcester R	oyal ICU
اAظ⊀	exandra IC	tu
¢⊟⊀	lmin	

Step 3: Double click on the patient you are reviewing from the Census for that unit

PHILIPS				🕂 🛍 .	IntelliSp	ace Critical Ca	re an Sr	viccap	primp01cester
Home Census XLinks									
Admit Stat Accept Transfer	Move/Swap	, Discharge I	Re-Admit from Cancel Non-CIS Unit Discharge	Add Remove	Open Set Chart Active Ca	Chart se Properties			
	Bed Manage	ment		My Patients	Comm	ands			
Care Units	 Cer 	sus for Wor	cester Royal ICU						
My Patients	A 🗹 🕂 4	Bedspace	Patient Name		#Call Me	Sex	Age	LOS	Hospital No.
		W 01	BRIG ICCA ANDREW T	EST1		Male	86	20	4440019090
🗢 🖻 Worcester Royal ICU	× +	W 02	MR TOM TEST MAJOR			Male	41	18	4440261763
1981 A due itte d. Die	× +	W 03	MR JIMMY MINOR			Male	42	22	7770921469
		W 04	Bed 4 Test			Male			654321
💒 Discharged Pts	2 +	W 05	Bed 5 Test Patient				57	7	654325324.
		W 06	MR JOHNATHAN JAME	S CHATWIN		Male	41	18	7770921487
Alexandra ICU		W 07	COUNT ICCA ELA TEST	г5		Female	45	19	7770921480
▶ 🛱 Admin	+	W 08 (pod)	MRS ANGELA HELEN S	TEPHENS		Female	84	19	4440283736
		W 09 (pod)	LORD ICCA TEST MINO	DR		Male	52		7770921412
	N +	W 10 (pod)	MR ICCA CYCLE2 TEST	3		Unknown	85	20	6660158064

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Version 1.0 – September 2023

Step 4: The Flowsheet will automatically open up when you enter a patient's record. You may wish to select Medical Notes to see what is in there already, but it is not essential.

Cnart		Ealt	Discard	ічачідат	ion
BRIG ICCA ANDREW TEST1 W 01 Worcester Royal ICU	- 🛦	Allergies No known allergie NHS No: 4109193117	s (confirm	ned):	Hospital DOB 08
	Flowsheets Flowsheets	eet			
🔊 02/08/2023 SAH	Todays staff	Flowsheet	2	23/08/2023	
Demographics	Vital Signs Graph	[Auto-chart every 1hr]	250	04:00	05:00
	Vital Signs	 ✓ O HR ✓ ■ Resp Rate 	250		
Flowsheet	Respiratory	SpO2	200		
	Invasive Ventilation	✓ Y NBP	150		
	Non-Invasive Ventilation	🗹 Temp 🗆	100		
Nursing/Medical Tasks	Blood Gases]			
Investigations	Advanced Cardiovascular		50		
Medications	Neuro]	0 -		<u> </u>
y medications	RRT- Citrate	Bedside Event			
Medical Notes	RRT- Heparin/flolan	SpO2			
Nursing Notes	Lines	Cardiac Phythm			
Pharmaq, Notes	Medications				
Thanhacy Notes	Continuous Drua Infusions				
		No because allocation (as a firms of)			10000
W 01 Worcester Royal ICU	Allergies NHS No	4109193117	DOB	08/11/1936	19090
	Medical Notes Daily Ward Ro	und (Medical) 16/08/2023	09:11		
🚡 02/08/2023 SAH					
Demographics	\odot Morning Ward Round			\odot	MDT At
 Flowsheets 	ICU Consultant				
Investigations	Days in ICU	13 days			MDT on W
Medications	Others on morning wardround:				
 Medical Notes 	+ ICU Staff 1				
Admission Document (Medical)	+ ICU Staff 2				
Procedure List	+ ICU Staff 3			***ICU	J CLINICAL
- ■ 16/08/2023	Patient Category			+	Clinical Tri
Daily Ward Round (Medic	Peason for Admission				
Nursing Notes					
Pharmacy Notes	Reason for Admission	OOHCA			

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Version 1.0 – September 2023

Step 5: Go to Add Document, and Add New Document



Step 6: Select Base Team or Specialty Medical Review, then press Add or double click



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Step 7: Press OK once the Documents To Be Added box contains the review document

Step 8: Click on the black cross before Visiting Team to open up the various text boxes and drop down menus. Base team or Specialty review is a mandatory field.

BRIG ICCA ANDREW TEST1 W 01 Worcester Royal ICU	Allergies No known allergies (confirmed): Hospital No: 4440019090 NHS No: 4109193117 DOB 08/11/1936
	Medical Notes Base Team or Specialty Medical Review 23/08/2023 15:29
🚡 02/08/2023 SAH	Team Information
Demographics	
 Flowsheets 	+ Visiting Team
Investigations	⊙ Review
 Medications 	

◄ Medical Notes | Base Team or Specialty Medical Review 23/08/2023 15:29

- Visiting Team	
Base team or Specialty Review \star	
Hospital Service	
Most Senior Clinician Reviewing	
Staff Grade	
Bleep or contact No.	

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\sim	1.00	v 1 C	•••

Medical Notes Base Team or Specia	Ity Medical Review	N 23/08/2023 15:29	
⊙ Team Information			
— Visiting Team	Palliative Medicin Senior Clinician: L contact: 999	e (Specialty Opinion) Iz Windsor Nurse	-
Base team or Specialty Review 😽	Specialty Opinion		-
Hospital Service	Palliative Medicine		-
Most Senior Clinician Reviewing	LIz Windsor		-
Staff Grade	Nurse		-
Bleep or contact No.	999		-
Review Advised prescribing anticipatory medications. In	CU doctors to action	as appropriate.	1
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Step 9: The pink / purple colour signifies unsaved data. To save your entry, click out of the boxes until the Save Chart function becomes available (which may look like this)



Step 10: Click on Save Chart and the text will turn black, as it is now saved data in the Medical Notes under today's date.



BRIG ICCA ANDREW TEST1 W 01 Worcester Royal ICU	Allergies No known allergies (confirmed): Hospital No: 4440019090 NHS No: 4109193117 DOB 08/11/1936
	Medical Notes Base Team or Specialty Medical Review 23/08/2023 15:29
≥ 02/08/2023 SAH → Demographics	⊙ Team Information
 Flowsheets 	+ Visiting Team Palliative Medicine (Specialty Opinion) Senior Clinician: LIz Windsor Nurse contact: 999
 Investigations 	
Medications Medical Notes	© Review
Admission Document (Me	Advised prescribing anticipatory medications. ICU doctors to action as appropriate.
Procedure List	
➡ 🗟 23/08/2023	
Base Team or Specialty	
→ II 6/08/2023	
Daily Ward Round (Medic	