

Printing and Exporting Notes From ICCA

Standard Operating Procedures

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Approved by	
Date of Approval	
Date of next review This is the most current document and is to be used until a revised version is available	

Aim and scope of Standard Operating Procedure

SOP to provide guidance in the event of ICCA EPR notes needing to be copied or exported to out of Trust Care Settings or third parties.

Target Staff Categories

Worcestershire Acute Trust Critical care staff

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2.2	Exporting ICCA documents to PDF files
3	Roles and Responsibilities
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Key amendments to this Standard Operating Procedure

Date	Amendment	Approved by:

1. Introduction

The ICCA system is not integrated between NHS Trusts or to other internal departments. When patients are being transferred to an alternative care setting it is vital that a copy of their ICU notes accompanies them on transfer.

Practice prior to ICCA EPR saw photocopying of paper medical notes. ICCA EPR requires printing of documents directly from the live admission environment.

ICCA documents may also be saved to PDF files where necessary.

1.1 Objectives

Provide a user guide to the process of printing or saving ICCA documents.

2 Procedure

2.1 Printing ICCA documents

- Highlight the specific patient from the census board. Click on 'Open Chart'.
- Select 'Home' tab in top left on window
- Click on 'Print' icon, select printer name required and the amount of copies.
- A print reports window will open, listing all available documents for printing with check boxes to the left of each option
- Click/Tick the document you require (ie daily medical review/communication document/ core care plan and evaluation/drug chart). NB; it is likely that not all documents will be required therefore avoid selecting the all options 'Patient Chart Reports' function
- A new window will open, select the time scale required for printing (eg; current shift/entire LOS or specific date range).
NB; Patients who have a prolonged stay in ICU may produce large volume of documentation to be printed, ensure the data is clinically necessary for its intended purpose.
- Click Preview prior to printing to ensure document has fully loaded.
- Click print and follow usual process for printing to your local printer.

2.2 Exporting ICCA documents to PDF files

Follow steps in 2.1 but instead when selecting a printer name chose the 'Microsoft Print to PDF' option.

Once chosen documents have been previewed, click on the Print button, this will open the 'save as' window and allow the document to be saved as desired in the usual process.

3. Roles and Responsibilities

Staff with ICCA access carry their own accountability for their personal account audit trail.

All staff must adhere to the GDPR policy surrounding personal data when exporting electronic documents.

4. Training and Development

ICCA team to train senior ICU nurses staff how to access the Allocate App.

Team leads must ensure that the locum worker has/receives basic level training for ICCA on arrival for the booked shift and supported by substantive staff with knowledge of the system.

5. Monitoring and Future Versions

Review annually or as new versions updated.