

Patient Flow Portal
**Electronic Patient Journey Board
(EPJB)**

**Intensive Care Bed Status
Guide**

V1.1

May 2018



Contacts and Resources

Contact the **NSW Ministry of Health Patient Flow Team** for

- Education and advice around the Patient Flow Systems Framework
- Support and training on the Patient Flow Portal and Electronic Patient Journey Board

Website: <http://www.health.nsw.gov.au/pfs/Pages/default.aspx>

Email: patientflow@doh.health.nsw.gov.au

Telephone 02 93919368

Care Coordination: From Admission to Transfer of Care in NSW Public Hospitals Reference Manual

<http://www.health.nsw.gov.au/pfs/Publications/care-coordination-ref.pdf>

For Application issues:

State Wide Service Desk telephone 1300 28 55 33

Online CA Service Desk Manager: <https://swsd.hss.health.nsw.gov.au/CAisdsec/pdmweb5.exe>

For **Patient Transport Service** enquiries telephone 1300 233 500

<http://www.health.nsw.gov.au/pts/Pages/default.aspx>

A short video on PTS booking in the PFP is available here:

<http://www.health.nsw.gov.au/pfs/Pages/pfp.aspx>

Revision History

| Version | Issue date | Description/Change | Author |
|---------|------------|------------------------------------|---|
| V1.0 | April 2018 | New Release ICU bed status in EPJB | Damian Miners, Richard Yarlett, Danielle Kerrigan |
| V1.1 | May 2018 | Updated access, EDD and W4W steps | Danielle Kerrigan |
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1. Introduction

The ability to locate adult ICU beds across NSW is vital, especially in times of high demand such as a pandemic or disaster. This information was provided by the Critical Care Resource System (CCRS), however it can be unreliable and the ability to view beds is problematic. The CCRS is also an old system and needs to be upgraded or replaced.

The Agency for Clinical Innovation (ACI) has been working with eHealth and the Ministry of Health to build ICU fields into the Electronic Patient Journey Board (EPJB), a module of the Patient Flow Portal (PFP). This will replace the CCRS and provide information on the status of adult ICU beds across NSW, in the one system.

This is occurring in a phased approach; Phase 1: priority fields in the existing PFP by June 2018 and Phase 2: additional fields in the PFP upgrade over the next 2 years.

The Phase 1 priority fields include:

- State view of ICU bed status and consultant on call details at unit level - via a snapshot report
- Patient mechanically ventilated (yes or no)
- Nursing dependency to patient ratio e.g. 1:1, 1:2
- Patients medically fit for discharge (Note this is transfer from ICU)

The Patient Flow Portal (PFP) provides an overview of occupancy by ward for a Local Health District or hospital, facilitates the inter hospital transfer process and provides access to a suite of reports.

This user guide shows how to use the ICU bed status fields in the EPJB for improving ICU patient flow and reporting bed availability.

2. Patient Flow Portal Access

All users must have PFP access to use the EPJB. By logging onto the PFP or the EPJB the user is acknowledging that they are abiding by the principles as set out in the NSW Health Privacy Manual and the Electronic Information Security Policy 2013 PD2013_033.

1. Use the Click PFP login link: <http://pfp.healthtech.nswhealth.net/pfp/>
2. Log in using your StaffLink details
3. Enter your details in the blue “Patient Flow Portal user login” section
4. Select StaffLink for your organisation

By logging into the Patient Flow Portal, you will abide by the principles set out in the NSW Health Privacy Manual and the [Electronic Information Security Policy 2013](#) PD2013_033.

Attention PPF User
 All new users please access the PPF via your **Stafflink number** and select **Stafflink** as your LHD.
 All other LHD's please continue to login with your username and password.
 If this is unsuccessful please contact the State wide Service desk on 1300 285 533.

| Patient Flow Portal | Hospital Dashboard | Electronic Patient Journey Board |
|---|---|----------------------------------|
| <p>Patient Flow Portal user login</p> <p>Log-in Name: <input type="text" value="12345678"/></p> <p>Password: <input type="password" value="*****"/></p> <p>Organisation: <input type="text" value="*****"/></p> <p>Please use your LHD If you are unable to login</p> <p>© - Copyright - New South Wales Minister for Health Copyright in the Information which appears on this website is the property of the State of New South Wales. Copyright Act 1968, vests in the State of New South Wales the right to control the operation of the website.</p> | <p>Patient Flow Portal user login</p> <p>Ambulance Service</p> <p>Central Coast</p> <p>Children's Hospital Westmead</p> <p>Far West</p> <p>Health Share</p> <p>Hunter New England</p> <p>Illawarra Shoalhaven</p> <p>Mid North Coast</p> <p>Murrumbidgee</p> <p>Nepean Blue Mountains</p> <p>Northern NSW</p> <p>Northern Sydney</p> <p>South Eastern Sydney</p> <p>South Western Sydney</p> <p>Southern NSW</p> <p>St Vincent's Health Network</p> <p>Stafflink</p> <p>Sydney</p> <p>Sydney Children's Hospital Network</p> <p>Western NSW</p> | <p>1300 285 533.</p> |

The screenshot shows the 'Security Administration' window. The 'Request Access' tab is selected in the top navigation bar. On the left, the 'Access Level' dropdown menu is open, showing a list of roles. The 'Clinical Manager' role is highlighted. A red arrow points to the 'Save' button at the bottom right. The main content area displays a table with columns for 'LHD', 'Facility', 'Ward', and 'Status'. A red circle highlights the 'Status' column header. A red circle highlights the 'Request Access' tab. A red circle highlights the 'Access Level' dropdown. A red circle highlights the 'Save' button. A red circle highlights the 'Status' column header.

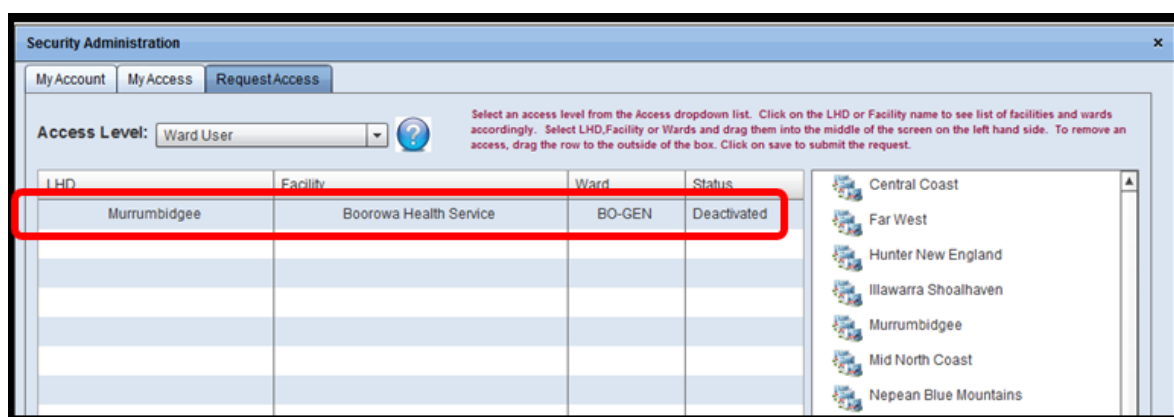
The first time a user logs onto the PFP the Security Administration window will open:

1. Select the **Request Access** tab then;
2. Select the *Access Level* you require from the drop down menu.
 - Ward User – Medical Staff, Allied Health, Registered Nurses (RN's) and ward clerks/Clinical Support Officers (CSOs).
 - Clinical Manager – Nurse Unit Managers (NUMS), Clinical Nurse Consultants (CNC's), Clinical Nurse Educators (CNEs) and In-Charge RN's.
3. Select the LHD, facility and ward from the Facility List. **Drag and drop** across to the Access Table on the right.
4. Click "**Save**" to show a list of approvers
5. Click on the approvers email address to email requesting approval (see image over page)
6. Click on '**My Access**' to review the progress of your request.

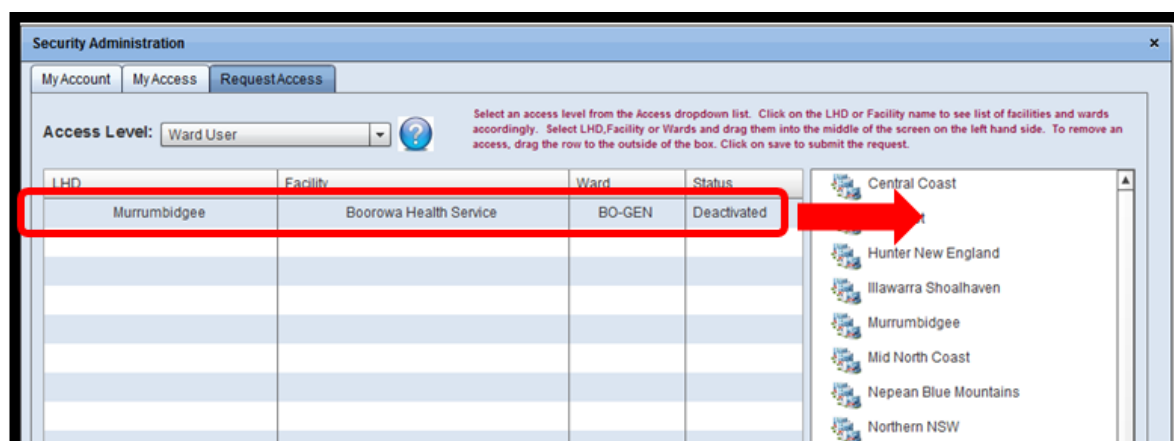
| Patient Flow Portal / Electronic Patient Journey Board Approvers | | | | | |
|---|---------------------------|--------------|------------|--|-----------|
| You will not be able to access the Patient Flow Portal or the Electronic Patient Journey Board until your request has been approved. Please contact one of the Patient Flow Portal Users listed below to have your access request approved. | | | | | |
| First Name | Surname | Access Level | LHD / Site | Email | Phone No |
| Patient Flow Team | at NSW Ministry of Health | | | patientflow@moh.health... | 9391 9368 |
| | | | | | |

Deactivated User: How to re-request Access

1. After 3 months of inactivity your access will be deactivated. You will see the window below when you log in



2. Click on the *deactivated* access status and drag it into Facility List.

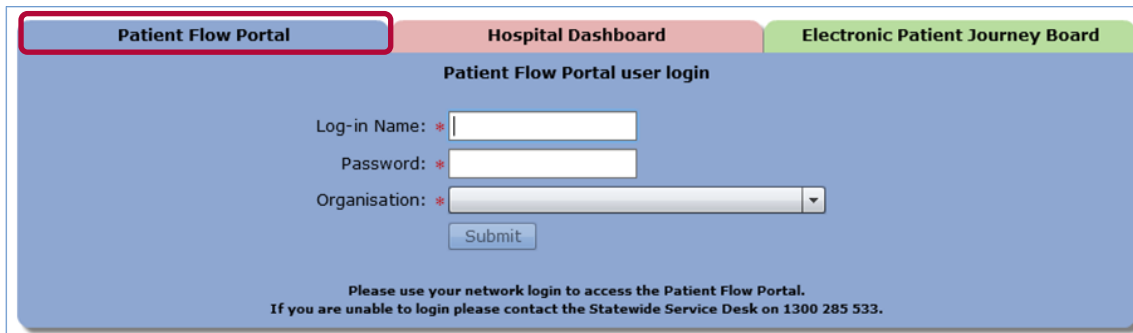


3. You will then need to re request the access level again as shown above.

3. Accessing the EPJB Module

Using Unique PFP Access

1. To access the EPJB via the PFP click on the blue '**Patient Flow Portal**' tab and log in using StaffLink details.



Patient Flow Portal Hospital Dashboard Electronic Patient Journey Board

Patient Flow Portal user login

Log-in Name: *

Password: *

Organisation: *

Please use your network login to access the Patient Flow Portal.
If you are unable to login please contact the Statewide Service Desk on 1300 285 533.

2. Click on the EPJB icon to view the EPJB module



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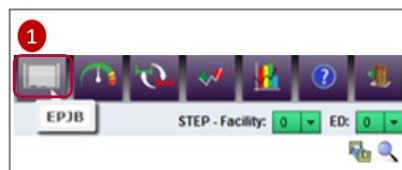
STEP - Facility: 0 ED: 0

| Filtered Profile: | | Hospital Profile: | |
|------------------------------|-----|------------------------------|-------|
| ED accessible bed occupancy: | N/A | ED accessible bed occupancy: | 80.5% |
| Occupancy: | N/A | Occupancy: | 75.9% |
| Number of patients: | N/A | Number of patients: | 214 |
| Bed days to date: | N/A | Bed days to date: | 2053 |
| Average LOS: | N/A | Average LOS: | 12.08 |
| Clinician defined EDD: | N/A | Clinician defined EDD: | 82.9% |

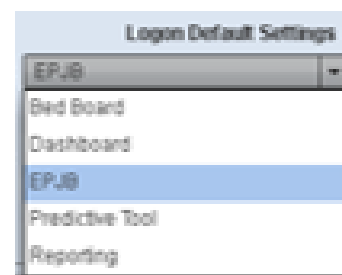
4. PFP and EPJB User Preference Screen

All Patient Flow Portal (PFP) users, except Ambulance, can set up their own user preferences which open when they logon to PFP or switch between facilities.

1. Click on the StaffLink number / user login name on the top right of the screen to open the Security Administration window



2. Click on the 'User Preference' tab to open the window
3. Select which PFP module you would like as your default, i.e. EPJB followed by the LHD, Facility and Ward



4. Click 'Save' when completed

5. ICU EPJB Column Template

To access the EPJB click on the first tab on the top right of the screen

There are multiple data columns available for your EPJB display. Below is a suggested template, which your Patient Flow Administrator will need to set up for you. Numbers correlate to the key areas that need to be completed.

See appendix 1 for description of the data columns available for your EPJB display, their options and data sources. For a full list see the [EPJB User Guide](#).

PatientFlowPortal (Dev) V7.0.0.20417

EPJB: [Select Ward] PAS eMR PTS ?

Occupancy: 100% Clinician EDD: 11% # Expired EDD: 1 IHT IN: 0 IWT IN: 0 Outliers IN: 3 Waiting in ED 3-4hrs >4hrs >24hrs Count Discharge Target 0 In Charge 2 Tash 6

Inpatients: 11 DWA's: 0 # With W4W: 0 IHT OUT: 0 IWT OUT: 0 Outliers OUT: 38 To 1 7 0 8

STEP - Facility: 0 ED: 0 Ward: 0

| Bed | I/R | Alerts | ID | Age | AMO | Specialty | EDD | EDD # | HLOS | WLOS | Vent | Nur Dep | Diet | Phys | Referrals | Non Clinical Notes | Fit f | W4W | IWT | IHT | G2G |
|---------|-----|--------|---------|--------|------------|------------------|----------|-------|------|------|------|---------|-------|------|----------------|--------------------|-------|-----|-----|-----|-----|
| 01I | | | 650879 | 70 yrs | Stiel, D | Gastroenterol... | | | 7 | 1 | Yes | >1:1 | | | | | | | | | |
| 01M | | | Open | | | | 3 | | | | | | | | | | | | | | |
| 02H;... | | | Open | | | | | | | | | | | | | | | | | | |
| 02M | | | Open | | | | | | | | | | | | | | | | | | |
| 03H;... | | | Open | | | | | | | | | | | | | | | | | | |
| 04H;... | | | Open | | | | | | | | | | | | | | | | | | |
| 04M | | | Open | | | | | | | | | | | | | | | | | | |
| 05I | | | 1487990 | 47 yrs | Brady, P | Cardiothoraci... | | | 3 | 3 | | | | | | | | | | | |
| 05M | | | Open | | | | | | | | | | | | | | | | | | |
| 06I | | | 317149 | 73 yrs | Wignall, A | Ear Nose & Th... | | | 3 | 3 | | | | | | | | | | | |
| 06M | | | Open | | | | | | | | | | | | | | | | | | |
| 07H;... | | | Open | | | | | | | | | | | | | | | | | | |
| 08I | | | 1177016 | 70 yrs | Samra, J | General Surg... | 12-03-18 | -14 | 103 | 24 | | | EFNBM | P | AH:SP AH:DT... | | | | | | |
| 09I | | | 385177 | 40 yrs | Cullen, M | General Medi... | | | 1 | 1 | | | | | | | | | | | |
| 10I | | | 1853329 | 71 yrs | Smith, G | Gastro-Intest... | | | 3 | 3 | | | | | | | | | | | |
| 11I | | | 1137830 | 76 yrs | Wheeler, H | Medical Oncol... | | | 1 | 1 | | | | | | | | | | | |
| 12I | | | 1832319 | 28 yrs | Cullen, M | General Medi... | | | 5 | 5 | | | | | | | | | | | |
| 13H;... | | | Open | | | | | | | | | | | | | | | | | | |
| 14I | | | 1879946 | 45 yrs | Isaacs, J | Orthopaedics | | | 9 | 5 | | | | | | | | | | | |
| 15I | | | 213045 | 70 yrs | Bowers, D | Spinal Injuries | | | 17 | 10 | | | | | | | | | | | |
| 15M | | | Open | | | | | | | | | | | | | | | | | | |
| 16H | | | 319740 | 48 yrs | Pollock, C | Renal Medicine | | | 3 | 2 | | | | | | | | | | | |
| 16M | | | Open | | | | | | | | | | | | | | | | | | |

Key: Electronic Patient Journey Board (EPJB)¹, ICU Bed Availability², Estimated Date of Discharge (EDD)³, Mechanical Ventilation (Vent)⁴, Nursing Patient Dependency (Nur Dep)⁵, Medically Fit for Discharge (Fit for DC)⁶, Waiting for What (W4W)⁷, Inter Ward Transfer (IWT)⁸, Inter Hospital Transfer (IHT)⁹, Good to Go (G2G)¹⁰, Short Term Escalation Plan- Ward (Step)¹¹

6. Information to be entered into EPJB

Information within the EPJB must be updated as changes occur and checked every four hours as a minimum to ensure it is current and correct.

This information includes:

ICU bed availability window  - To be updated 4th hourly at a minimum




- Staff to populate the current *staffed and available* bed base for each Nurse
- Dependency to Patient ratio
- Current ICU Consultant on call name and contact number

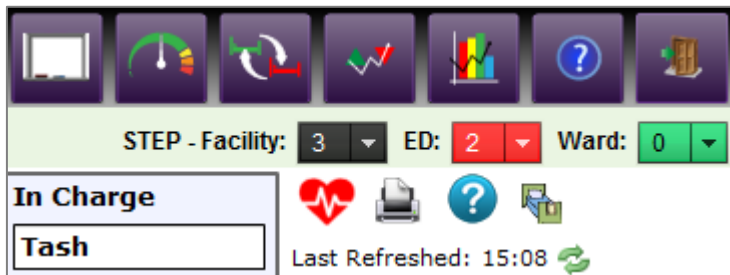
EPJB Columns – To be updated as changes occur

- Estimated Date of Discharge (EDD)
- Mechanical ventilation status (Vent)
- Nursing dependency (nurse to patient ratio)
- Medically fit for discharge (Fit for DC)
- Waiting for What (W4W)
- Inter Ward or Inter Hospital Transfer (IWT/IHT)
- Good to Go (G2G)

The Short Term Escalation Plan (STEP) also needs to be updated as changes occur

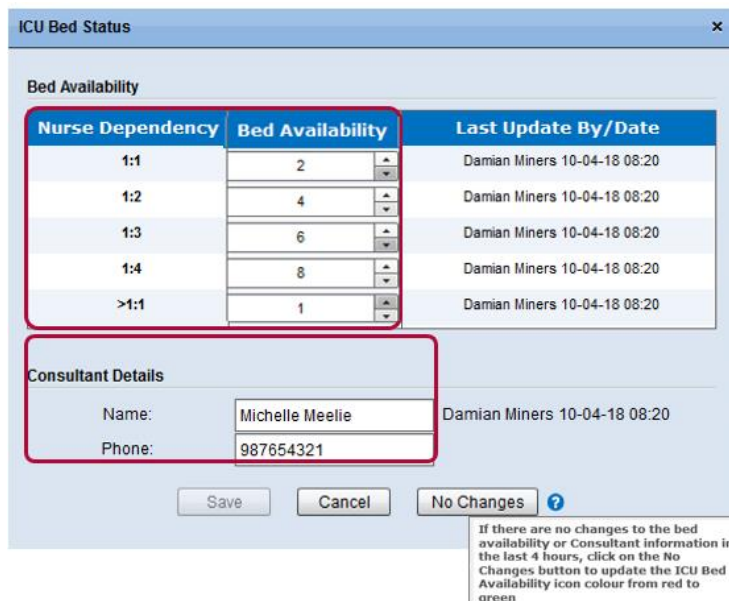
6.1 Entering bed status information

1. Click on the ICU bed Availability icon  in the top right of the EPJB to open the bed availability window. If the information in the pop up has been updated in the last 4/24 the EPJB icon will indicate green,  or red  if it has not been updated.



The image shows the top navigation bar of the EPJB system. It includes a row of icons for various functions. Below the icons, there are dropdown menus for 'STEP - Facility' (set to 3), 'ED' (set to 2), and 'Ward' (set to 0). Below these, there is a section for 'In Charge' with a text field containing 'Tash'. To the right of this section are icons for a heart, a printer, a question mark, and a document. At the bottom right, it says 'Last Refreshed: 15:08' with a refresh icon.

The following pop up screen will display:



The image shows the 'ICU Bed Status' pop-up screen. It has a title bar with 'ICU Bed Status' and a close button. The main content area is divided into two sections. The top section is 'Bed Availability' and contains a table with three columns: 'Nurse Dependency', 'Bed Availability', and 'Last Update By/Date'. The bottom section is 'Consultant Details' and contains fields for 'Name' and 'Phone'. At the bottom of the screen are buttons for 'Save', 'Cancel', and 'No Changes', along with a help icon. A tooltip is visible at the bottom right, stating: 'If there are no changes to the bed availability or Consultant information in the last 4 hours, click on the No Changes button to update the ICU Bed Availability icon colour from red to green'.

| Nurse Dependency | Bed Availability | Last Update By/Date |
|------------------|------------------|------------------------------|
| 1:1 | 2 | Damian Miners 10-04-18 08:20 |
| 1:2 | 4 | Damian Miners 10-04-18 08:20 |
| 1:3 | 6 | Damian Miners 10-04-18 08:20 |
| 1:4 | 8 | Damian Miners 10-04-18 08:20 |
| >1:1 | 1 | Damian Miners 10-04-18 08:20 |

Consultant Details

Name: Michelle Meelie
Phone: 987654321

Buttons: Save, Cancel, No Changes

Tooltip: If there are no changes to the bed availability or Consultant information in the last 4 hours, click on the No Changes button to update the ICU Bed Availability icon colour from red to green

2. Type or use the arrows to declare the number of beds available for each Nurse Dependency ratio.
- 3 Enter the Intensive Care Consultant's name and phone number

Staff to populate the current *staffed and maximum available* bed base for each Nurse Dependency to Patient ratio. For example:

- 1:1 One nurse to one patient
- 1:2 One nurse to two patients
- 1:3 One nurse to three patients
- 1:4 One nurse to four patients
- >1:1 more than one nurse to one patient i.e. patients that require more than 1 nurse

The ICU NUM or team leader is required to enter and update the information, which will then output on the state-wide report.

6.2 Estimated Date of Discharge (EDD)

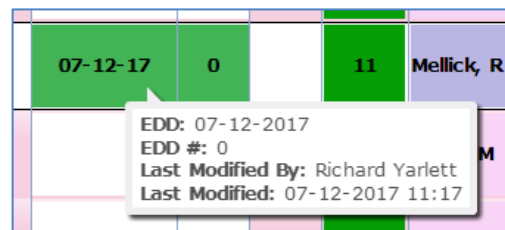
The Estimated Date of Discharge (EDD) in ICU predicts the likely date that a patient will be transferred from ICU. This may be to; an inpatient ward as an Inter Ward Transfer (IWT), Inter Hospital Transfer (IHT) or Discharge (Good to Go (G2G)) from ICU to home.

Changes to the EDD should be recorded and the history of changes kept. If a patient is clinically ready to be transferred but is delayed due to a delay to a service/diagnostic/etc., then their EDD should not be changed. This is so the delay to transfer can be captured. By identifying delays, transfer processes can be improved. The most common delays for patients should be tracked. This data can be then aggregated to understand the main constraints in the system.

1. Click on the **EDD** box to see the calendar, then click the EDD date and *update*



2. To display EDD information hover over the EDD cell in the EPJB summary. This can also be viewed and changed in the Patient Details window.



| EDD | EDD # |
|----------|-------|
| 07-12-17 | -1 |

3. Expired EDDs will display in a red cell. They must be either clinically redefined to match the patients plan of care, or have a W4W entry added

6.3 Mechanical ventilation status

The ventilation status depicts whether or not a patient is mechanically ventilated

1. From the Patient list view, click on the patient, then the vent column and select Yes or No from the drop down menu

| Vent | Nur Dep |
|-----------|---------|
| | >1:1 |
| Yes No | |

2. The ventilation status will then appear

| Vent |
|------|
| Yes |

6.4 Nursing Dependency status

The nursing dependency status depicts the nurse to patient dependency ratio. This may be 1;1, 1;2,1;3, 1;4 or <1;1.

Note >1:1 is more than 1 nurse for a patient

1. From the Patient list view, click on the patient, then the Nursing dependency (Nur Dep) column and select the nurse to patient ratio from the drop down menu

| Nur Dep |
|----------------------------------|
| |
| 1:1 1:2 1:3 1:4 >1:1 |

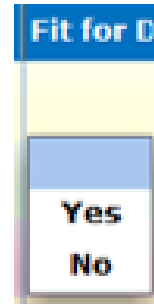
2. The Nurse dependency will be shown

| Nur Dep |
|---------|
| 1:1 |

6.5 Fit for Discharge

Fit for discharge is used to record patients that are medically cleared for discharge/transfer from ICU

1. From the Patient list view, click on the patient, then right click on fit for discharge (Fit for DC) and select Yes or No from the drop down menu



2. Fit for discharge will be shown

6.9 Waiting for What (W4W)

Waiting for What (W4W) is used to record delays to care or discharge so that they can be fixed and aggregated to improve patient care.

All expired EDDs should have a W4W. Do not change an EDD if the patient is clinically ready to be discharged or transferred.

W4W can be created by:

1. Clicking on the patient's name in the W4W column and select Add/Edit W4W

| Referrals | Non Clinical Notes | Fit for D | W4W | IWT | IHT | G2G |
|-------------|--------------------|-----------|-----|-----|-----|-----|
| AH:OT | | Yes | | | | |
| AH:SW AH:DT | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Add IHT
Add IWT
Add/Edit PTS
Add/Edit W4W
Edit Nursing Handover Notes
Settings...
Global Settings...
Check for Updates...
About Adobe Flash Player 27.0.0.170...

2. To add or edit a W4W click on the green plus icon



3. Select the W4W reason from the pop up window.


| | | | |
|---|----------------------------------|--|--|
| Consults | Cardiology | Child Life Therapy | Child Protection |
| Aged Care | Bioactive | Gerontology/Endocrinology | Haematology |
| Dietitian | Infectious Diseases | Mental Health/Drug & Alcohol | Neurology |
| Immunology | Nursing | Occupational Therapist | Oncology |
| Neuropsychology | Orthotics | Other Allied Health | Other Medicine |
| Orthopaedics | Podiatrist | Physiotherapy | Rehabilitation |
| Other Surgery | Podiatry | Physiology | Social Work |
| Physiotherapist | Respiratory | Speech Medicine | Volunteers |
| Neurophysiology | Sub Acute Team | Vascular | |
| Speech Therapist | | | |
| Diagnosis/Treatment | | | |
| AMU / Team Review | Angiography | Bone Scan | Cardiac Interventions |
| CT | Doppler | Endoscopy - GI/CP/Gastro/Endo | Imaging/CT Ray |
| MRI | Operating Theatre | Other | Pathology |
| PCC | Trolley Study | Ultrasound | |
| Discharge Process | | | |
| Allied Health Review | AMU Discharge Review | Discharge Documentation/Summary | Discharge Equipment |
| Discharge Medications | Discharge Plan | Discharge Script | Family/Carer Education and Training |
| Family/Carer Conference | Home Visit | Other | Oxygen |
| Out of Hospital Referral | | | |
| AGAT Assessment | Accommodation | ACOR/Assisting Approval | CAR/QuINTH |
| Community Health | Community Support Service | Conflicts | FACS |
| Family/Carer looking for a Private Facility | Guardianship | Home Modifications | NDS |
| Other | Relative Care Services | Rehabilitation Bed or Service | Residential Aged Care Service |
| Respite | Transitional Aged Care | | |
| Transfer/Transport | | | |
| Aero-Medical Transfer | HTC NSW Ambulance Transport | HTC Waiting for Accepting Facility | HTC Waiting for Bed @ Accepting Facility |
| Withstand Bed | Withstand Bed from Critical Care | Neonatal Emergency Transport Services (NETS) | Other |
| Patient Transport Services | Transport Home Relative/Carer | | |

4. The W4W reason will be shown.


| Referrals | Non Clinical Notes | Fit for D | W4W | IWT | IHT | G2G |
|------------|--------------------|-----------|-----|-----|-----|-----|
| H:OT | | Yes | | | | Yes |
| | | | | | | |
| H:SW AH:DT | | | | T | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Transfer/Transport: IWT/Ward Bed from Critical Care


W4W can be edited or deleted by:

1. Clicking on the icon  and notes can be made

Waiting for What

| Categories | Outstanding | Notes | Start Date | Close Date |
|--|---------------------------------|---------------|------------|----------------------|
|  Transfer/Transport | IWT/Ward Bed from Critical Care | ssolvasdfasdf | 24-04-2018 | <input type="text"/> |



Waiting for What

Change Waiting for What Reason 

Category:

Reason:

Notes:


Start Date:  Close Date: 

characters entered: 0/200

2. A W4W reason can also be closed by clicking in the "Close Date" calendar icon and selecting a date on the calendar. The details will still be displayed.



| Start Date | Close Date |
|------------|---|
| 17-04-2018 | <input type="text" value="18-04-2018"/>  |

3. An open W4W reason can be deleted from the W4W summary window by clicking on the delete icon 

Waiting for What

| Categories | Outstanding | Notes | Start Date | Close Date |
|--|---------------------------------|---------------|------------|----------------------|
|  Transfer/Transport | IWT/Ward Bed from Critical Care | ssolvasdfasdf | 24-04-2018 | <input type="text"/> |

4. The W4W initial will display in the W4W cell if added to the EPJB summary.

An Expired EDD with W4W will display on a grey background

| EDD | EDD # | W4W | HLOS | AMO | Mobilit |
|----------|-------|-----|------|-----|---------|
| 07-12-17 | -1 | T | 6 | | |
| 09-12-17 | 1 | | | | |
| 10-12-17 | 2 | | | | |

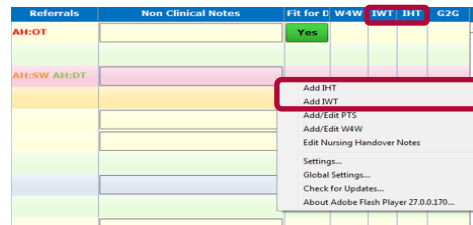
Transfer/Transport: IWT/Ward Bed

6.6 Inter Ward Transfer (IWT) and Inter Hospital Transfer (IHT)

An Inter Ward Transfer (IWT) or an Inter Hospital Transfer (IHT) can be requested, updated or cancelled by the EPJB summary or the patient details tab:

To request an IWT in the EPJB summary:

1. Right-click a patient's name in EPJB Patient Summary



2. Complete the fields shown and click on Save

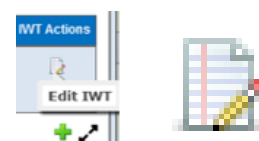
Note: Fields marked with an “*” are mandatory

To request an IWT in the patient details tab:

1. Right click on the patient to open the patient details tab
2. Click the green plus icon for IWT or IHT

The status of an IWT will be displayed in the IWT section of the Patient Details Window

To cancel or edit an IWT, click on the edit icon next to the open transfer in the IWT section of the



To request an IHT

1. Click on search

2. Enter part of the facility name, click search and click on the facility from the list

| Facility | Suburb |
|---|-------------|
| Royal Adelaide Hospital | ADELAIDE |
| Royal Brisbane And Women's Hospital | HERSTON |
| Royal Children's Hospital Brisbane | HERSTON |
| Royal Hospital for Women | RANDWICK |
| Royal Melbourne Hospital | Parkville |
| Royal North Shore Community Health Centre | ST LEONARDS |
| Royal North Shore Hospital | ST LEONARDS |
| Royal Prince Alfred Hospital | CAMPERDOWN |
| Royal Rehabilitation - Weemala Nursing Home | RYDE |
| Royal Rehabilitation Centre Sydney | RYDE |

OK

3. To enter the Doctors name, click search and type part of the doctor's name.

4. Click on the doctor in the list, click ok, add, then save

| | |
|---------|------|
| SMITH | Bob |
| SMITH | Fred |
| SMITHER | Bob |

OK

5. Click save

INT Request for Patient: Tyson, Brian ID: 1981491 MO: Sidhu, Stanley

Patient D.O.B: 12/07/1946
Patient Address: CARLINGFORD, 2118
Gender: Male
Current Ward: 6GR (6GR)
Financial Status: Private - Private O/N Shared Priv Dr

Isolation Requirement: No
Urgency: Urgent specialist care < 24hrs
Accepting Specialty: Cardiology - Medical
Estimated Transfer Date: 28/03/2018 11:00
Transfer Notes: 0/500

Requesting Doctor: Dr Who
Contact Name:
Contact Phone: 02 9464 4705

Patient being transferred to:

| Facility | Doctor | Contact | Remove |
|----------------------------|--------------|---------|--------|
| Royal North Shore Hospital | Dr Do Little | | Remove |
| | | | |

Save Cancel

6.8 Good to Go” (G2G)

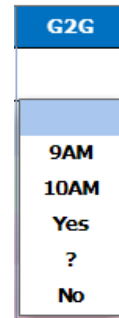
Good to Go (G2G) can be used to highlight today's confirmed discharges so that the whole team are aware, and the Patient Flow manager can see discharges at facility level

G2G should be entered when a patient is for discharge home or transfer to another facility

G2G can be completed by clicking the G2G cell in the EPJB summary, or the G2G section in the [Patient Details window](#) Patient Info tab

From the Patient list view

1. click on the G2G column and select from the drop down menu



2. The entry will be seen in the following colours



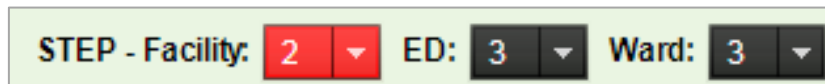
3. Hovering over a "?" or "Yes" entry will show the who last updated and when.



7. Short Term Escalation Plan (STEP)

EPJB users can view the STEP level for their Facility, Ward and ED in the top right of their EPJB screen

Clinical Managers can change the STEP level on the EPJB by clicking on the drop down arrows when they are logged in.



Hovering over the STEP colour will show the level, description and update details.



STEP Levels relate to your local facility business rules. NSW Health resources can be found here:

<http://www.health.nsw.gov.au/wohp/Pages/demand-management.aspx>

| STEP Number and Colour | Level | Description |
|------------------------|---------------------|--|
| 0 | Business as Usual | Adequate Capacity to sustain core business; patient flow systems functioning and maintaining performance. |
| 1 | Moderate Compromise | Moderate compromise to core business activities as identified by Demand or Capacity mismatch triggers; Thresholds Breached. |
| 2 | Severe Compromise | Severe Compromise to core business activities as identified by Demand or Capacity mismatch triggers; Disruption intensified. |
| 3 | Extreme Compromise | Extreme compromise to core business activities; All contingencies fully operational. |

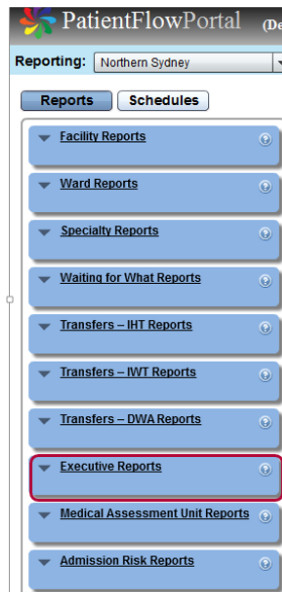
8. ICU bed status report

The PFP Report Module provides a summary report of ICU bed status which can be downloaded in PDF. This will display the information in real time as it is in the EPJB at the time

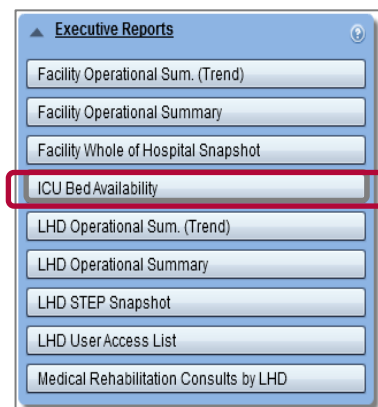
1. Access the reporting module by clicking on the reporting icon in the top right hand side of the screen



2. Select executive reports from the drop down menu



3. Select ICU Bed Availability



4. Click on "open report"



5. The report will give a snapshot of:








- Facility and Ward Short Term Escalation Plan (STEP) level colour
- Bed availability by Nursing Dependency (Nur Dep)
- Patient awaiting Inter Ward Transfer (IWT) or Inter hospital Transfer (IHT)
- Consultant contact details

| LHD | Facility | Ward Code | Level | Physical Capacity | Avail for 1:1 | Avail for 1:2 | Avail for 1:3 | Avail for 1:4 | Avail for >1:1 | Pending Admit | Admit | With IWT < 12hrs | With IWT > 12hrs | With IHT | Consultant |
|--------------------|------------------------------|------------------------------|-------|-------------------|------------------------------|------------------------------|------------------------------|---------------|----------------|---------------|-------|------------------|------------------|----------|------------------------------|
| Central Coast | Gosford Hospital | ICU1 | 5 | 16 | 1 | 2 | 0 | 0 | 0 | 0 | 15 | 1 | 0 | 0 | Francis 0123456 |
| | Maintenance, System | MAINTENANCE, System | | | YARLETT, Richard 14:03 14:09 | YARLETT, Richard 14:03 14:09 | | | | | | | | | YARLETT, Richard 14:03 14:09 |
| Central Coast | Wyong Hospital | ICUWY | 4 | 6 | 1 | 1 | 2 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | Dr Doctor 12345678 |
| | YARLETT, Richard 14:03 16:09 | YARLETT, Richard 14:03 16:09 | | | YARLETT, Richard 14:03 16:09 | YARLETT, Richard 14:03 16:09 | YARLETT, Richard 14:03 16:09 | | | | | | | | YARLETT, Richard 14:03 16:09 |
| Hunter New England | John Hunter Hospital | ICU | 6 | 32 | 0 | 1 | 0 | 0 | 0 | 0 | 19 | 1 | 0 | 0 | Dr Spook 02 9454 5924 |
| | YARLETT, Richard 14:03 16:10 | YARLETT, Richard 14:03 16:10 | | | | YARLETT, Richard 14:03 16:10 | | | | | | | | | YARLETT, Richard 14:03 16:10 |


All details will show in a red cell if the bed availability has not been updated for over 4 hours

9. Appendix 1: EPJB data column descriptions







Below is a description of the multiple data columns available for your EPJB display, their options and data sources. For a full list see the [EPJB User Guide](#).

| Long Name | Short Name | Description | Options | Manual Update Allowed | Hover Over Text | Data Source |
|-----------------------------|---|---|---|-----------------------|--|-------------|
| Admission Date | Adm Date | Date the patient was admitted as dd/mm/yyyy. | N/A | No | No | PAS |
| Admission Reason | Adm Reason | Displays the patient's admission reason. | N/A | No | Yes | PAS |
| Admission Reason Icon | A/R  | Icon to indicate the patient has an admission reason. | N/A | No | Yes | PAS |
| Age | Age | < 31 days old displayed in days. < 2 years old displayed in months as 'mths'. > 2 years old displayed in years as 'yrs'. | N/A | No | No | PAS |
| Alerts | Alerts | Icon to indicate the alert type for the patient: Allergies  Special Alerts  Security Alerts  Infection Alerts  Clinical Alerts  Administrative Alerts  | N/A | No | Yes – displays the type and actual alert name. | PAS |
| AMO | AMO | Surname and first initial of the patient's AMO. | N/A | No | Yes – displays Surname and First Name | PAS |
| Bed | Bed | Bed number the patient is occupying. MANDATORY COLUMN If bed tagged Well Baby, Boarder or Lodger bed then # will display left of Bed number. Green cell = single room. | N/A | No | Yes | PAS |
| Carers Staying with Patient | Carer | Displays if a Carer is staying with the patient. | Blank (default) Yes (Optional free text field enabled) | Yes | Yes | EPJB |

| Long Name | Short Name | Description | Options | Manual Update Allowed | Hover Over Text | Data Source |
|-------------------------------|------------|---|--|--|-----------------|----------------|
| Diet | Diet | Displays the patient's diet requirements. | Display for Assistance Required and Full Supervision. | Yes if data source = EPJB No if data source = PAS | Yes | EPJB or PAS |
| Estimated Date of Discharge | EDD | Displays the patient's EDD as dd/mm/yy. MANDATORY COLUMN | Select calendar date | Yes for most LHDs | Yes | EPJB or PAS |
| Estimated Date of Discharge # | EDD # | The number of days to the patient's EDD. | Select number of days | Yes for most LHDs | Yes | EPJB or PAS |
| First Name | First Name | If there are patients with same or similar sounding names the field will highlight with red border | N/A | No | Yes | PAS |
| Gender | M/F | Patient's gender as an icon. | M = male F = female I = Indeterminate U = Unknown | No | No | PAS |
| Good to Go | G2G | Displays if patient is a confirmed discharge today | Blank (default) Yes (Green background) 10AM (Green background) ? (Orange background) No (Red background) | Yes | Yes | EPJB |
| Hospital LOS | HLOS | Displays the patient's length of stay in the hospital in days. | N/A | No | No | PFP calculated |
| IHT Status | IHT | Status of the patient's inter-hospital transfer. The colour of the status indicates if the IHT has exceeded the transfer time for the given urgency. | E = Estimated R = Requested C = Confirmed IP = In Progress | No | Yes | PFP |
| Isolation Requirement | I/R | Displays Isolation requirement . Free text can also be entered. Cross-talks with bed board and Transfer requests | Blank (default) Adolescent Behavioural Clinical Care Infection Other Palliative | Yes | Yes | EPJB |

| Long Name | Short Name | Description | Options | Manual Update Allowed | Hover Over Text | Data Source | | | | | | | | | | | | | | | | | | | | |
|---|--------------------|---|---|-----------------------|-----------------|-------------|------|---------|-------|---------------------|--------|------------|------------|----------------------|------|----------------|--------|--------------|------------------|----------|-------|-----------|--------------------|----|-----|-----|
| | | | Security No | | | | | | | | | | | | | | | | | | | | | | | |
| IWT Status | IWT | Status of the patient’s inter-ward transfer. The colour of the status indicates if the IHT has exceeded the transfer time for the given urgency. | R = Requested. | No | Yes | PFP | | | | | | | | | | | | | | | | | | | | |
| Mechanical Ventilation Status | Vent | Whether the patient is being mechanically ventilated | Yes No | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Nurse | Nurse | Name of the nurse taking care of the patient. | Free-text | Yes | Yes | EPJB | | | | | | | | | | | | | | | | | | | | |
| Non Clinical Notes | Non Clinical Notes | Displays free text notes. | Free-text | Yes | Yes | EPJB | | | | | | | | | | | | | | | | | | | | |
| Nursing Dependency | Nur Dep | The Nursing Dependency to patient ratio | 1:1 ; one nurse to one patient 1:2 one nurse to two patients 1:3 one nurse to three patients 1:4 one nurse to four patients >1:1 more than one nurse to one patient (patients that require more than 1 nurse) | Yes | Yes | EPJB | | | | | | | | | | | | | | | | | | | | |
| Patient ID | ID | Patient’s ID either MRN or UID depending on the LHD. Highlighted with orange if the patient is on leave in PAS. MANDATORY COLUMN | N/A | No | Yes | PAS | | | | | | | | | | | | | | | | | | | | |
| Patient Transport Service Booking Details | PTS | Status of the PTS transport  | <table><tr><th>Status</th><th>Vehicle Colour</th></tr><tr><td>Unplanned</td><td>Pink</td></tr><tr><td>Planned</td><td>White</td></tr><tr><td>En route to pick up</td><td>Orange</td></tr><tr><td>At Pick up</td><td>Light Blue</td></tr><tr><td>En route to Drop off</td><td>Blue</td></tr><tr><td>At Destination</td><td>Yellow</td></tr><tr><td>Re-allocated</td><td>White with Red X</td></tr><tr><td>Finished</td><td>Green</td></tr><tr><td>Cancelled</td><td>Display disappears</td></tr></table> | Status | Vehicle Colour | Unplanned | Pink | Planned | White | En route to pick up | Orange | At Pick up | Light Blue | En route to Drop off | Blue | At Destination | Yellow | Re-allocated | White with Red X | Finished | Green | Cancelled | Display disappears | No | Yes | PTS |
| Status | Vehicle Colour | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unplanned | Pink | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planned | White | | | | | | | | | | | | | | | | | | | | | | | | | |
| En route to pick up | Orange | | | | | | | | | | | | | | | | | | | | | | | | | |
| At Pick up | Light Blue | | | | | | | | | | | | | | | | | | | | | | | | | |
| En route to Drop off | Blue | | | | | | | | | | | | | | | | | | | | | | | | | |
| At Destination | Yellow | | | | | | | | | | | | | | | | | | | | | | | | | |
| Re-allocated | White with Red X | | | | | | | | | | | | | | | | | | | | | | | | | |
| Finished | Green | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cancelled | Display disappears | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Observation | Obs | Frequency at which a patient requires observation. | Blank (default) Constant | Yes | No | EPJB | | | | | | | | | | | | | | | | | | | | |

| Long Name | Short Name | Description | Options | Manual Update Allowed | Hover Over Text | Data Source |
|---------------------------------|------------|--|--|-----------------------|-----------------|-------------|
| | | | 15 min 30 min Hourly 2 hourly 4 hourly QID TDS BD Daily Blood Neuro Nocte Periph Post-op Vasc Monthly | | | |
| Pressure Area Risk | PA Risk | Displays if the patient is at risk of a pressure sore. Enter the Waterlow score numeric value (between 1 and 64) | Blank (default) <10 = No Risk >=10 = At Risk <15 = High Risk >= 15 = Very High Risk | Yes | Yes | EPJB |
| Referral to Interstate Services | Interstate | Displays interstate services requested. | Free-text | Yes | Yes | EPJB |

| Long Name | Short Name | Description | Options | Manual Update Allowed | Hover Over Text | Data Source |
|-------------------------|---|--|---|-------------------------------|-----------------|----------------|
| | Referrals | <p>Referrals initiated for the patient. Referrals can be added or removed for all patients even if the Referrals column is not included on the EPJB Ward View.</p> <p>Allied Health Medical Nursing Other Referrals</p> | <p>Requested </p> <p>Acknowledged </p> <p>In Progress </p> <p>Completed </p> <p>Cancelled </p> | Yes - if not populated by eMR | Yes | EPJB or eMR |
| Specialty | Specialty | Medical specialty the patient is admitted under as sourced from PAS. | N/A | No | Yes | PAS |
| Surname | Surname | <p>Patient's surname.</p> <p>If there are patients with same or similar sounding surnames the field will highlight with a red border</p> <p>MANDATORY COLUMN</p> | N/A | No | Yes | PAS |
| Time in Ward | Time (hrs)  | Displays the patient's ward length of stay in hours. Column displays in a defined colour if specific business rules are met. See table 15 below. | N/A | No | Yes | PFP calculated |
| Waiting for What Reason | W4W | Display's the letter corresponding to the open waiting for what reasons assigned to a patient. | <p>If patient has an open W4W reason displays as:</p> <p>C for Consult.</p> <p>D for Diagnostic/Treatment.</p> <p>DP for Discharge Process.</p> <p>OHR for Out of Hospital Referral.</p> <p>T for Transfer/Transport.</p> <p>M for multiple W4W reasons.</p> | Yes | Yes | PFP |
| Ward LOS | WLOS | Patient's length of stay in this ward in days. | N/A | No | No | PFP calculated |