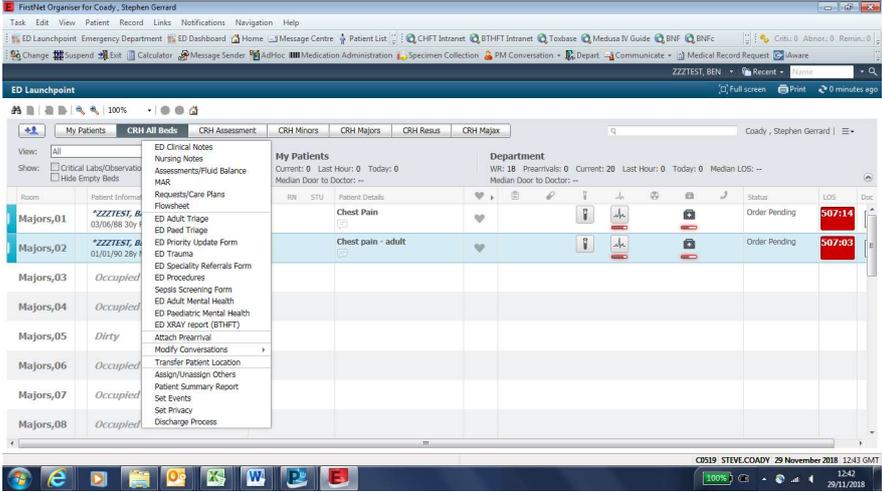
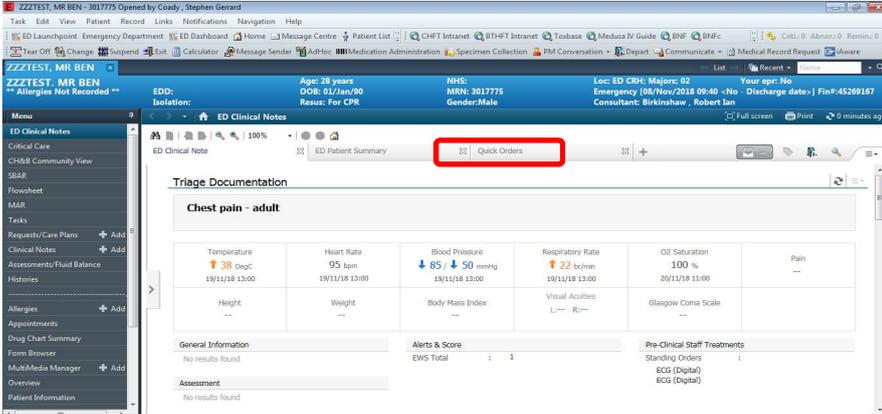


## Electronic Patient Record (EPR) Standard Operating Procedure (SOP)

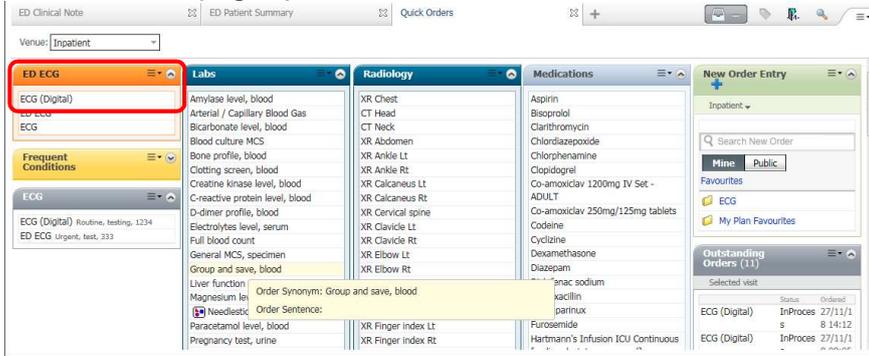
Title	How to request, view and sign an electrocardiograph ECG (Digital) in FirstNet
Purpose	To describe the best process when ordering an ECG (Digital). The SOP also covers how to locate, view, manipulate the graphical result and add text into the system interpretation section.
Scope	All medical and clinical staff within the ED service areas.
Pre Requisite	This SOP assumes that the reader has had formal training and is designed to ensure that the trained user can follow the process without supervision.
Role/s	All medical and clinical staff with the appropriate level of FirstNet access.
EPR Module/s	FirstNet.
Performance Measures	A trained user can carry out the procedure with minimal or no supervision.
Related Documents	CHFT G-27-2020 Medical Device Management Policy V7.0 CHB_ED_16 Ordering a Clinical Care Set through FirstNet V2.0 CHBCOC50 How to request, view and sign an ECG (Digital) in PowerChart.

Step	Action	Responsible Role/s
1	<p>Left click on the required patients name from Launchpoint.</p> 	Requesting Clinician
2	<p>Select the <b>Quick Orders</b> tab.</p> 	Requesting Clinician

How to request, view and sign an How to request, view and sign an Electrocardiograph ECG (Digital) in FirstNet V1.3

3

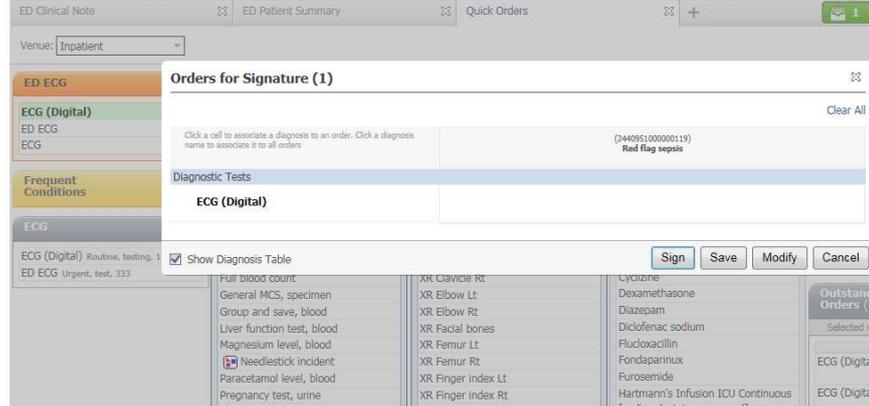
Select the **ECG (Digital)** order.



Requesting Clinician

4

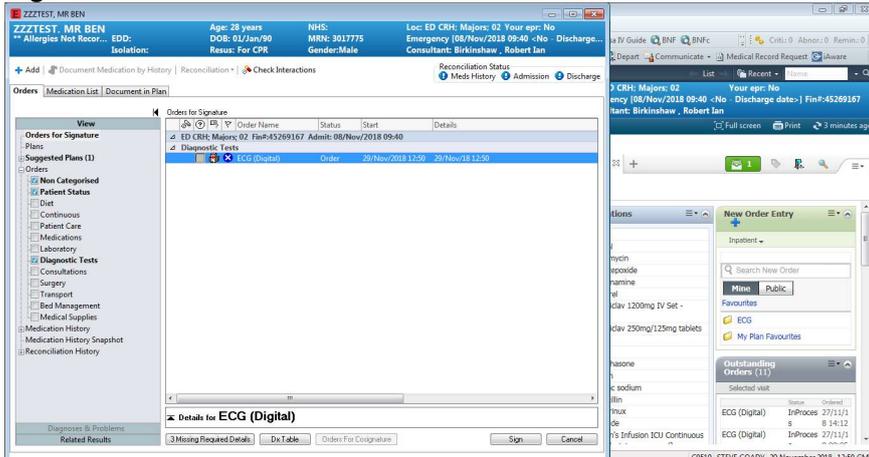
The order appears in the Basket. Click on the **Green Envelope** and **Sign** button.



Requesting Clinician

5

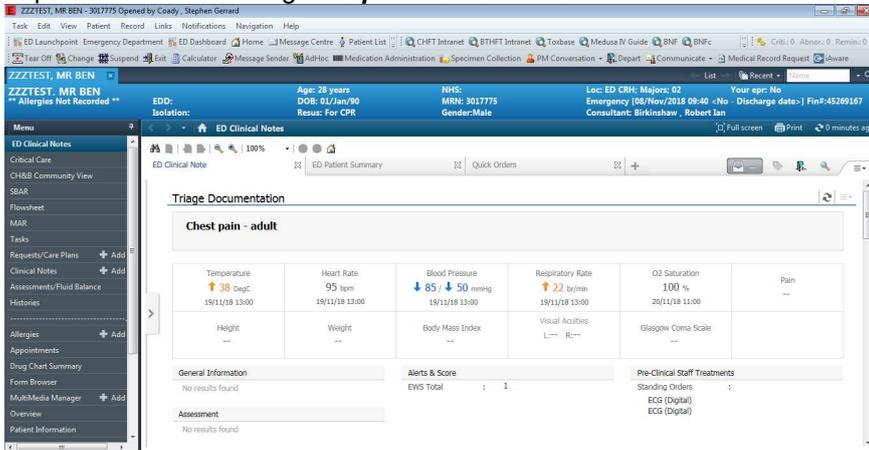
Tick the box for **ECG (Digital)** and complete the mandatory fields and click on the **Sign** button.



Requesting Clinician

6

Either proceed to step 8 or instead of following steps 2-5 an alternative approach is to place the order through **Request/Care Plans**.

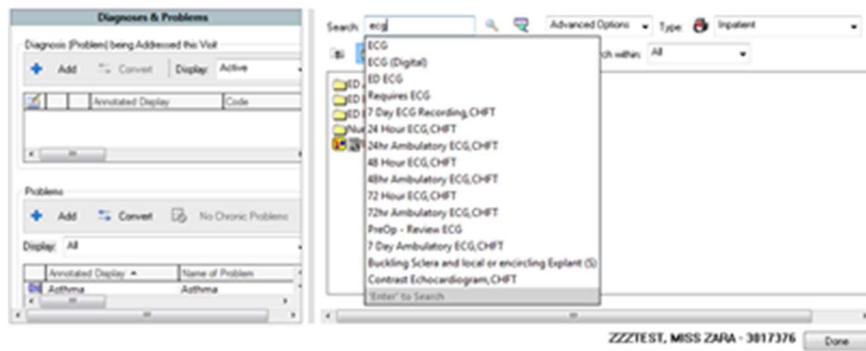


Requesting Clinician

7

Type **ecg** and select **ECG (Digital)** from the drop-down list.

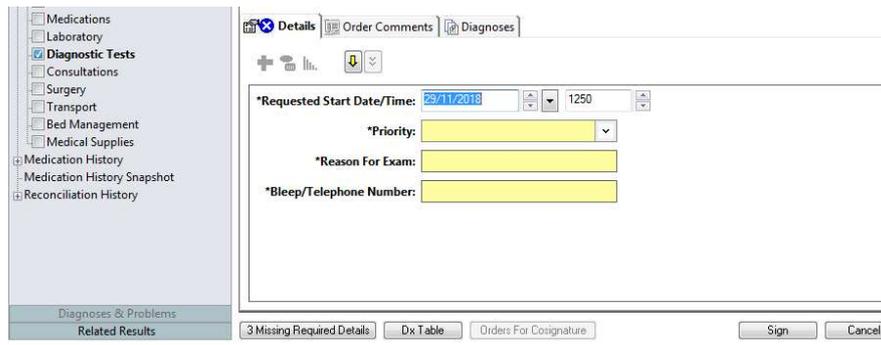
Requesting Clinician



8

Complete the 3 mandatory fields and press **Sign** then **Refresh**. This will send your order via the WiFi to the ECG Device.

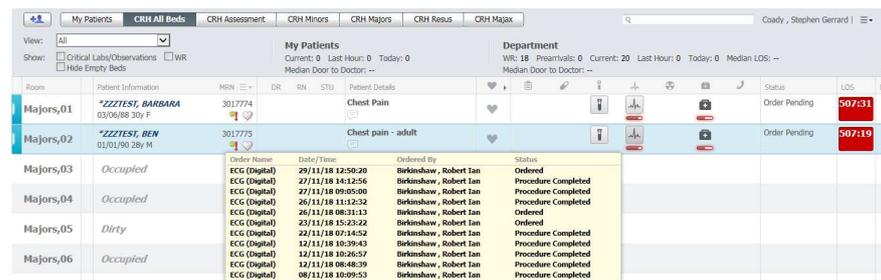
Requesting Clinician



9

Clicking on the ECG (Digital) symbol in Launchpoint will display the ECG (Digital) order status. You will know whether your order has been completed when the status changes to **Procedure Completed**.

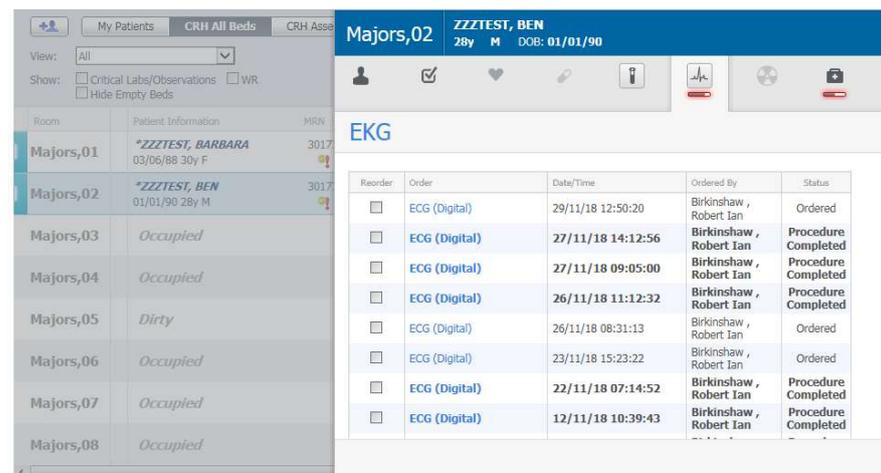
Doctor ANP

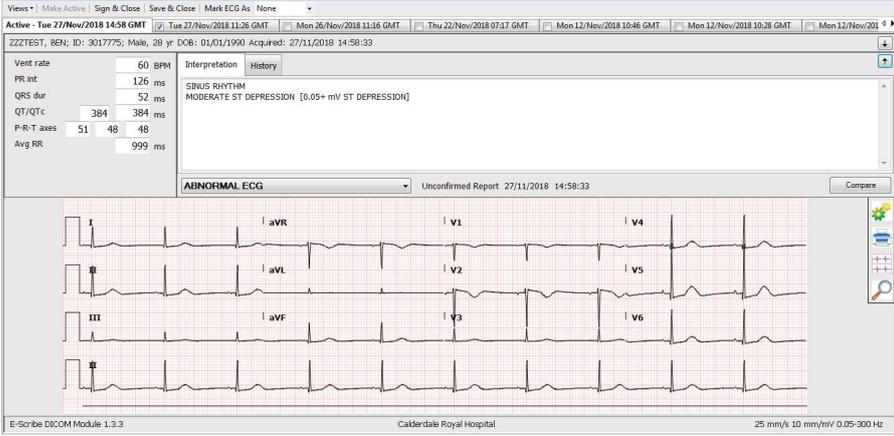
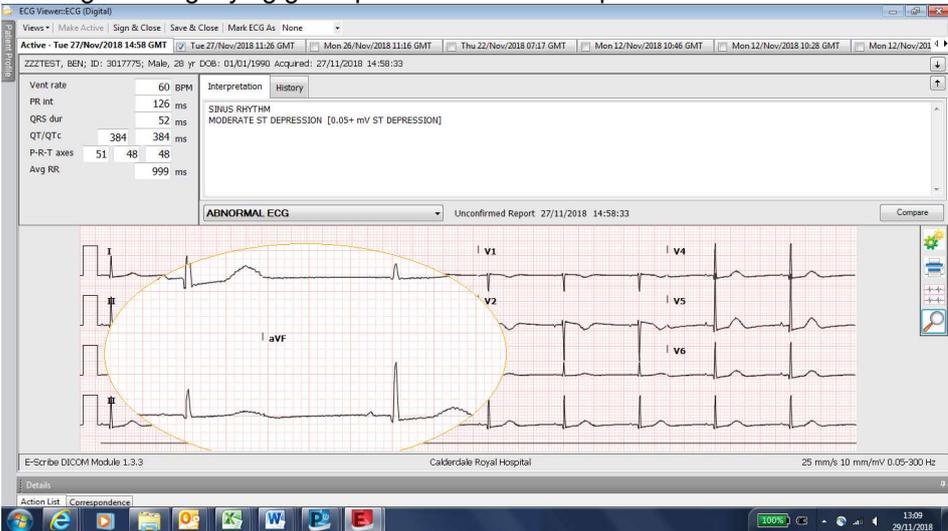


10

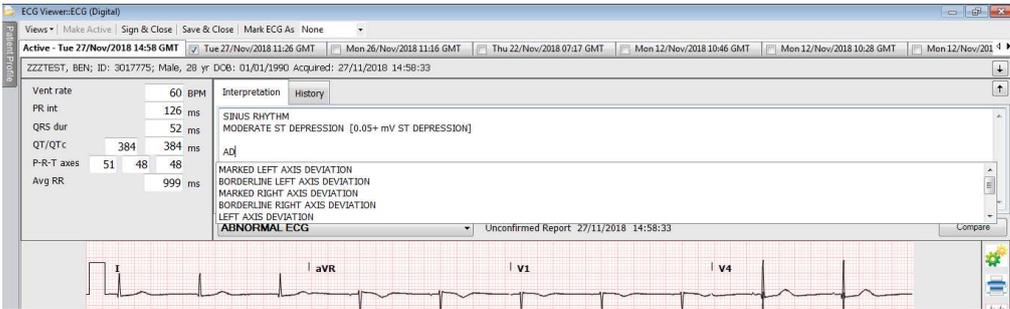
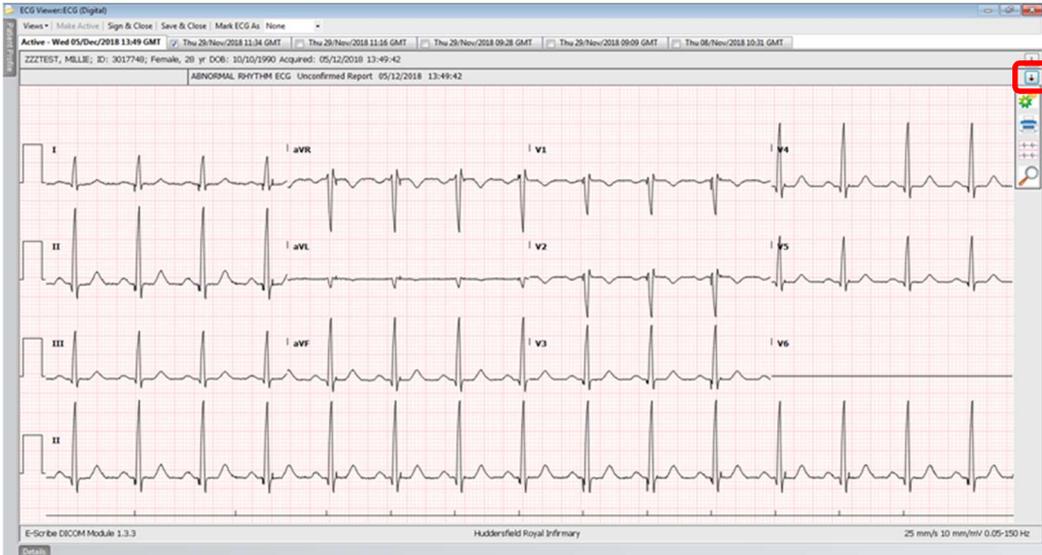
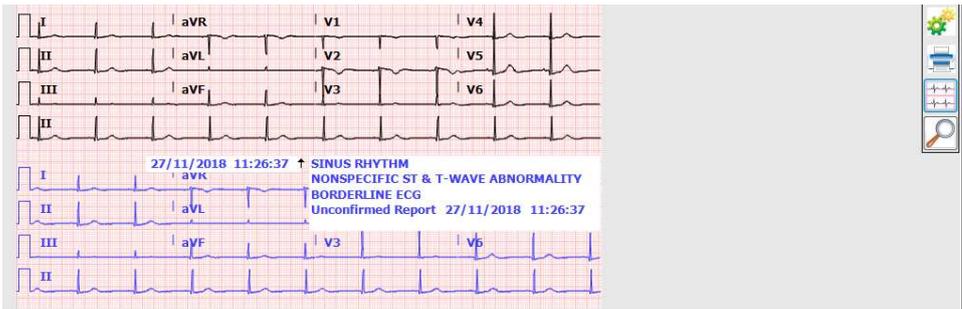
Click on the blue **ECG (Digital)** hyperlink to view the ECG. If there is more than one ECG outstanding check the date and time before selecting from the list.

Doctor ANP



11	<p><b>NB</b> You will need to configure your settings the first time you view an ECG (Digital) result graph. This must be set by the user and cannot applied to the EPR system globally. Click on the settings button outlined in red below and select the settings shown.</p> 	Doctor ANP
12	<p>The ECG (Digital) opens in the following way.</p> 	Doctor ANP
13	<p>The ECG (Digital) can be examined using the buttons on the lower right of the screen. Clicking the magnifying glass provides a closer inspection.</p> 	Doctor ANP

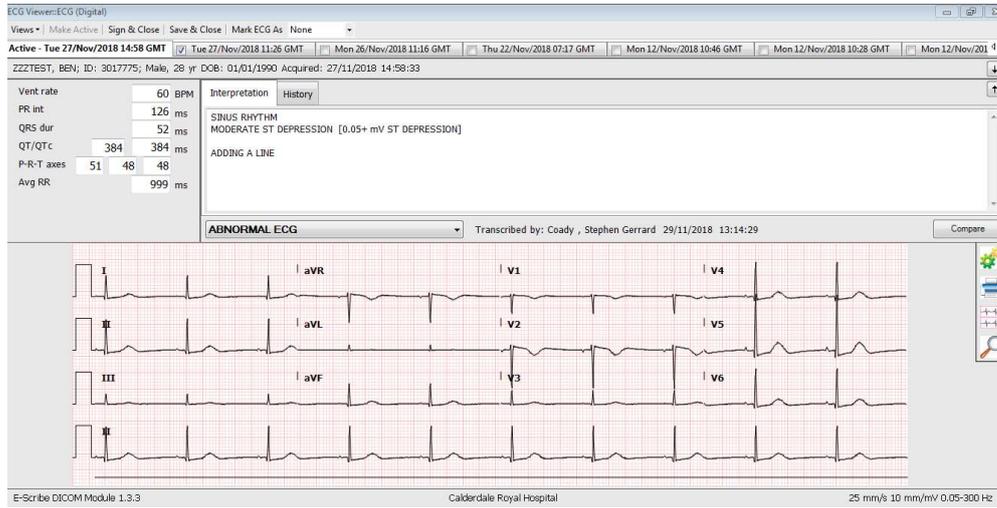
14	<p>The active ECG (Digital) can be compared to a previous ECG (Digital) by ticking the date and time box of the ECG (Digital) to be compared then clicking on the  button on the right-hand side.</p>	Doctor ANP
15	<p>The screen can be expanded by clicking on the up arrow and vice versa to minimise. The arrow button is outlined in red below.</p>	Doctor ANP
17	<p>Click into the systems default interpretation area to add additional text by typing and <b>Saving</b>.</p>	Doctor ANP



18

Those with the appropriate permissions should click on the **Sign** and **Close** button.

Doctor ANP



19

The order status on Launchpoint is updated to **Signed**.

Doctor ANP

The screenshot shows a Launchpoint interface with a navigation bar at the top containing icons for user, checkmark, heart, magnifying glass, ECG, radiation, first aid kit, and phone. Below the navigation bar, the text "EKG" is displayed. A table lists the following ECG orders:

Reorder	Order	Date/Time	Ordered By	Status
<input type="checkbox"/>	ECG (Digital)	29/11/18 12:50:20	Birkinshaw , Robert Ian	Ordered
<input type="checkbox"/>	ECG (Digital)	27/11/18 14:12:56	Birkinshaw , Robert Ian	Signed
<input type="checkbox"/>	ECG (Digital)	27/11/18 09:05:00	Birkinshaw , Robert Ian	Procedure Completed
<input type="checkbox"/>	ECG (Digital)	26/11/18 11:12:32	Birkinshaw , Robert Ian	Procedure Completed

20

NB Only the person who has signed the ECG (Digital) will be able to edit. However, it is still available to view by those with the appropriate EPR access levels. ECG's from before the go-live date may still be viewed via CVWebb.

Doctor ANP

Document Name	Requesting, viewing and signing an electrocardiograph (ECG) in FirstNet.			
Code	CHFTCED045			
Version	V1.3			
Effective Date	10/12/2018	Review Date	10/12/2020	
Author/s	Steve Coady Programme Manager, Bernie Hepper Optimisation Lead.			
SOP Owner	CHFT			
Approved by	<b>Tbc</b> EPR Change Control Board 11/12/2018 Advisory notices to CHFT Operational Board, Nursing & Midwifery Practices Group.			
Approval date	10/12/2018			
Distribution	Back Office, Digital Health Team, Divisional Digital Leads via the Operational Boards.			
Location/s	Master storage accessible EPR Website.			
Document Control				
Version	Date	Author (AU) Approver (AP) Reviewer (R)	Status	Comments
0.1	04/12/2018	(AU) Steve Coady Bernie Hepper	Draft	Initial draft Programme Manager Optimisation Lead
1.0	05/12/2018	(R) Dr Rebecca Isles Mark Davies Louise Croxall Katy Booler Alexandra Keaskin Maureen Overton  Carol Gregson Michelle Foster	Draft	ED Consultant. ED Consultant ED Matron EPR Back Office Analyst ED Sister/Educator Associate Director of Digital Health & Cancer Services CHFT CNIO Clinical Services Manager Cardiology
1.1	06/12/2018	Bernie Hepper	Draft	Optimisation Lead Amendments completed.
1.2	07/12/2018	(AP) Dr Rebecca Isles Mark Davies Louise Croxall	Draft	ED Consultant ED Consultant ED Matron Service Planning
1.3	10/12/2018	Bernie Hepper	Draft	Optimisation Lead Amendments completed.
1.3	11/12/2018	(AP) EPR Change Control Board	Final	Chair Lewis Judge.