

Ordering of laboratory investigations by registered nurses and allied health professionals

Ordering Bloods on TRAK

ORDER ENTRY - Double click to select

order

Laboratory

- Full Blood Count
- Urea and Electrolytes
- Liver Function Tests
- Calcium/albumin
- Phosphate
- Amylase (serum)
- ANA and dsDNA (if ANA positive)
- APTT Ratio
- Arterial Blood Gases (Biochemistry)
- Autoimmune Profile (ANA/DNAIF/GPC/AMA/SMA/TPO)
- Blood Culture Ix - ADULT ONLY
- CCP (Rheumatoid)

Radiology

- MR Chest
- CT Abdomen With Contrast
- CT Angiogram Aortic Arch and Carotids
- CT Angiogram Intracranial
- CT Angiogram Pulmonary
- CT Chest With Contrast
- CT Chest High Resolution
- CT Head
- CT Venogram
- MRA Carotids
- MRA Circle of Willis
- MRI Head

Order Sets

- Admission Profile MOE RIE
- Confusion screen (add bloods)
- Haematinics
- Basic Liver Screen
- Meningoencephalitis (CSF)
- SAH (CSF)
- Stroke/TIA (add bloods)
- Vasculitis Screen
- Young stroke (add bloods)

Pharmacy

Other Orders

Do not request ANY Radiology examinations unless authorised to do so in accordance with IRMER

If placing multiple orders on a single specimen, e.g. CSF, Induced Sputum do NOT order on TRAK until you have contacted the Laboratory

From 08/03/11, flagged tests are notified to the ordering clinician the night they become available; a copy will go to the episode consultant and optionally to a specified additional recipient.

Search for order

Category:

Sub Category:

Order Item:

Start Date: 14/03/2011

Start Time: 14:33

Specimen Collected now:

Collection Date: 02/02/2011

Collection Time: 09:36

No. of Copies of Labels: 1

Notify flagged order result(s) to additional clinician:

User:

Password:

PLEASE ENSURE YOU CHECK THE RECEIVING LOCATION IS CORRECT FOR RADIOLOGY EXAMINATIONS AND ALTER IF NECESSARY: PLEASE CLICK HERE FOR INSTRUCTIONS

Delete	Order Item and Details	Receiving Location	Flagged
<input checked="" type="checkbox"/>	Full Blood Count (Red Cap Blood RIE)	Specimen Collection	<input type="checkbox"/>

1.0 Order Specimens

1. Click the patient from the floor plan or the holding area and click the order tab from top of screen. (See Letter A above)
2. Double click on the test to be carried out in any of the order entry boxes. (See B above)
3. The selected orders will either appear in the order items and details box (C above) or you may need to confirm a pop up box by clicking on update. Make sure you read the message as this usually contains instructions relating to the test.
4. If you can't find the test you require, type the test name (or first three letters) within the 'Order Items' box (D) and click the search icon next to this box. Click on the correct test to select.
5. To delete an order click on the red cross in the delete column (E).
6. Tick the 'specimen collected now' box (F) if you are collecting the specimen now. Your label(s) will only print when this box has been ticked, otherwise the order and label will be stored on Trak waiting for you to collect. (See 2.0 Collect an Order, page 8)
7. Change the number of labels needed (G) only if you are requesting one test e.g. Blood culture investigation as this test requires a label for each bottle.

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8. Enter password and click **Update (H)**.
9. On the questionnaire page that appears, fill in all the necessary fields as you would normally on a paper order and click update to complete the order. Your label will now print

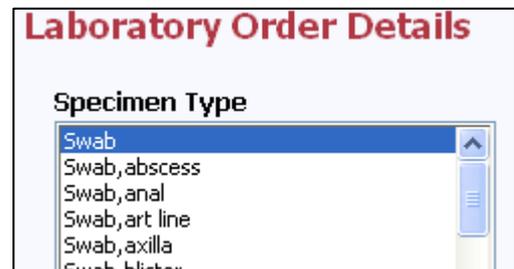
NOTE: The field marked with bold text is a mandatory field

1.1 Adding Sample Sites

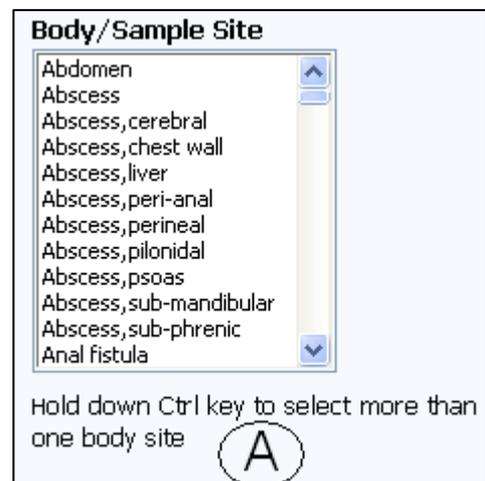
1. Click the patient from the floor plan or the holding area and click the **Order** tab from top of screen.
2. Double click on the required test to be carried out in the Laboratory order entry box.
3. Click update through any order entry message(s) noting what they are telling you.



4. You will now be presented with the Laboratory order details screen (see right) In **Specimen Site** column select the appropriate specimen type. **NOTE:** you can only select one Specimen Type

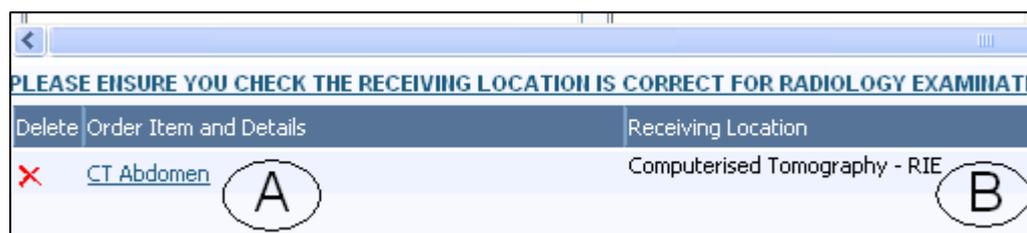


5. On the right hand side is the Body/sample site. Click once on the sample site. When selecting more than one site hold down the Ctrl and by using your mouse click on other sites. The instruction are marked on the TRAK Ordering screen (see letter A picture left)



1.2 Ordering and changing a radiology test

NOTE: You should not order any Radiology tests unless you are IRMER trained



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1. Double clicking on the required test from the Radiology order box. The test will now appear in the order box (see letter A above)
2. To change the order details select the test in the orders box (See letter A above) The orders details box will now appear

Order Item CT Abdomen

Processing Notes

Priority Routine C

Status Inactive

Receiving Location Computerised Tomography - R D

Start Date 17/03/2011 E

Start Time 09:35 E

Requested By F

Order Location WGH Lower Ground Floor (OP) G

Urgent Report Required H

Mobile Required I

Preferred Radiologist J [Change Item](#)

[Update](#) [ORDER QUESTI](#)

3. To change the priority delete the 'Routine' and select the desired priority (See letter C)
 - Urgent investigations – Select Urgent and contact the relevant radiology department
 - Urg-tracking - for cancer tracking and the patient is seen within 2 weeks
 - 72 hour tracking is patient has cancer must be seen within 72 hours
4. Receiving location is used to request where the tests are to be carried out. Simply delete the current location and use the search icon to select the required locating. (See letter D) You will now notice the 'Receiving location' will now be updated on the main screen (See letter B page5)
5. For future orders change the 'Start date' and 'Start time' You do not need to change the 'Start Date' & 'Start Time' on the main ordering screen (See letter E)

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6. Requested By field should populate with your name if you are legally entitled to request radiology examinations. If not, and you are a doctor or a non medical referrer who has received the appropriate IRMER training contact 85050 as this tells the radiographer that you have the required training to order the test (See letter F)
7. Order Location is where the paper report is will be sent back to. (See letter G)
8. Urgent Report Required means the report will be prioritised by the radiographer (See letter H)
9. Mobile Required, if a visit to the Patient required. (See letter I)
10. Preferred Radiologist is used to allocate the required test to a Doctor/specialist. This means if a radiographer has any questions regarding the care of the patient they will know who to contact in their department. (See letter J)
11. Click update to confirm
12. Please ensure that for requesting OP examinations the OPD menu or the Schedule menu is used, and for IP examinations the floor plan is used as this mean that the examination will be directed to the appropriate radiology receiving location and the report should be sent back to the appropriate order location.

NOTE: DO NOT WRITE ANY DETAILS IN THE PROCESSING NOTES BOX

1.3 Future Orders

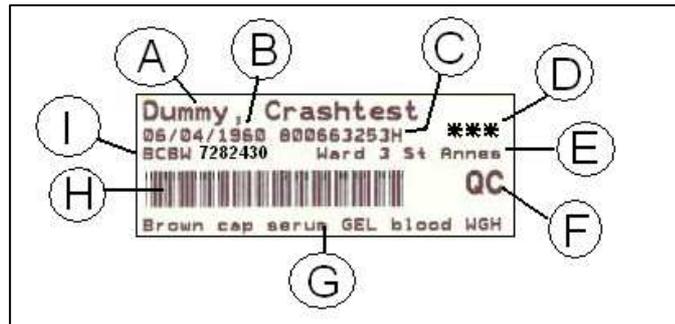
1. To prepare an order for collection at a future time, follow steps 1 to 5 above (page 4, Order Specimens).
2. Enter Start Date and Start Time you wish the test to be collected (See the letter A right)
3. **Do not tick** the Specimens Collected Now box collected (See the letter B right)
4. The questionnaire screen will display. Fill in all the necessary fields as you would normally on a paper order and click **Update** to complete the order. **NOTE:** No label will be printed at this time

The screenshot shows a web-based form for ordering laboratory tests. It includes the following fields and features:

- Start Date:** A date picker set to 16/03/2011.
- Start Time:** A time input field set to 15:05. A circled letter 'A' is placed over this field.
- Collected now:** A checkbox that is currently unchecked. A circled letter 'B' is placed over this checkbox.
- Collection Date:** A date picker field.
- Collection Time:** A time input field.
- copies of Labels:** A numeric input field set to 1.
- order result(s):** A text input field.
- ditional clinician:** A text input field.

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1.4 Specimen label



- A. Patients Name
- B. Patients Date of Birth
- C. Patients UHPI Number
- D. Three stars indicates a high risk and will only appear if the question 'Is the specimen HIGH RISK?' is answered on the clinical question section when ordering
- E. Location of patient
- F. Lab Identification code
- G. Specimen type
- H. Barcode
- I. Visit number. This number identifies your label with the order on TRAK (see picture right)

Select	Visit No.	Order Name	Specimen
<input type="checkbox"/>	7282430	Liver Function Tests	Brown cap GEL blood
<input type="checkbox"/>	7282463	XR Orthopantomogram	
<input type="checkbox"/>	7282444	MRSA Screen	Swab, wor

1.5 Specimen bag

- Do not remove the paper sleeve
- Write urgent on the sleeve when the job is classed as 'URGENT'
- When the specimen is 'HIGH RISK' put the 'high risk sticker' on the bag

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2.0 Collect an Order

1. Click on 'collect' tab on the top of the screen.
2. Check the 'End Collection Date' is the date you want to collect up to e.g.: today or tomorrow.
3. Check the order start date; does it need to be collected today?
4. Check the order start time; does it need to be collected now?
5. Click on the collected 'sheet' icon  for the patient you want collect the specimen for.

6. Un-tick any box for the specimen you **don't** want to take.
7. Click update to complete the order and your label(s) will now print.

2.1 Checking for an outstanding order

1. To check whether an order has or has not been collected select the patient from the ward floor plan
2. Select the EPR icon

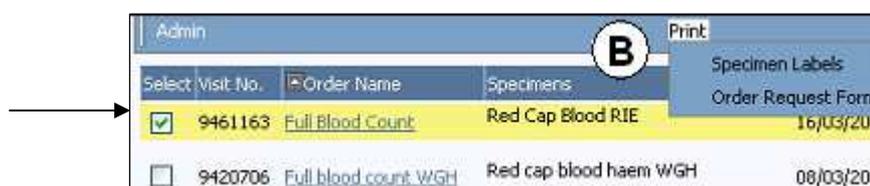
Radiology Status	Specimen Collection Date	Specimen Collectio
Ord		
Ord	16/03/2011	14:49

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3. Click the 'Orders Details Tab'
4. Identify your order and use the scroll right till you see the 'Specimen Collection Date field.'
5. If the field is empty then the specimen has not been collected on Trak (see example above)

3.0 Print Additional Labels

1. Select the patient from the floor plan and select **EPR** tab at top of screen.
2. Select **Order details** by clicking on the down arrow at the left side of the EPR screen and clicking on Order details tab.



3. From the 'Select' column tick the boxes (by clicking in them) for each specimen that requires an additional label.
4. On the mid-blue banner, hover the mouse over **Print** and from the dropdown list select **Specimen Labels**. (See letter B above)

4.0 Discontinue an Order

NOTE: You should only discontinue an order if it has not been sent to the labs

1. Select patient and select the EPR Tab.
2. Select **Order Details** by clicking on the down arrow at the left side of the EPR screen and clicking on Order details tab.
3. Tick the box for the order you wish discontinue.
4. On the mid blue banner, hover the mouse over **Admin**. Click on **Change Status** when it appears and a 'Change Status' box will display. Fill in the details, enter password and click **Update**.

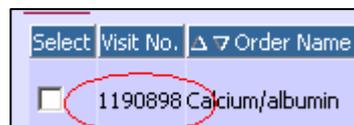


5.0 Add an Order to an Existing Order

NOTE: You must only add an order if the specimen has **not** been sent to the lab

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1. Select patient details and select the EPR tab
2. Select Order details by clicking on the down arrow at the left side of the EPR screen and clicking on Order details tab

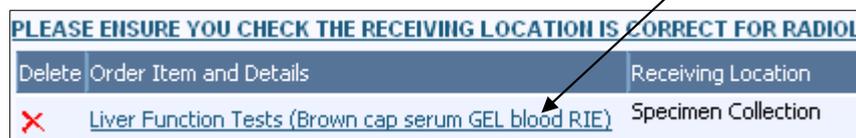


3. Note visit number (See picture right)

4. Close order details box by clicking on the  at the top right of the box (**NOT** the top right of the screen). Select order at the top of screen. (see example right)



5. Select the test that you wish to add.
6. In the orders box you should see the test. Click on the link (see picture below)



The laboratory orders details box will now appear



7. Enter the visit number of the test you are adding to into the 'Previous lab tests ordered' field or use the search icon to find your test. (See example above)
8. Select **update**. If you are adding more than one order, this must be done for each one.
9. Select the **specimen collected now** box.
10. Enter user name and password and complete the rest of the order as you would normally.

Note: To check if the add-on has been done correctly go to the EPR/Order details screen. Your added test should have the same visit number as the original test (see picture right)

