Expanse Tip Sheet for Consultants in Cath Labs

Purpose

This guide provides an overview of common Expanse steps for consultants conducting procedures in Cath Labs.

When Does this Apply?

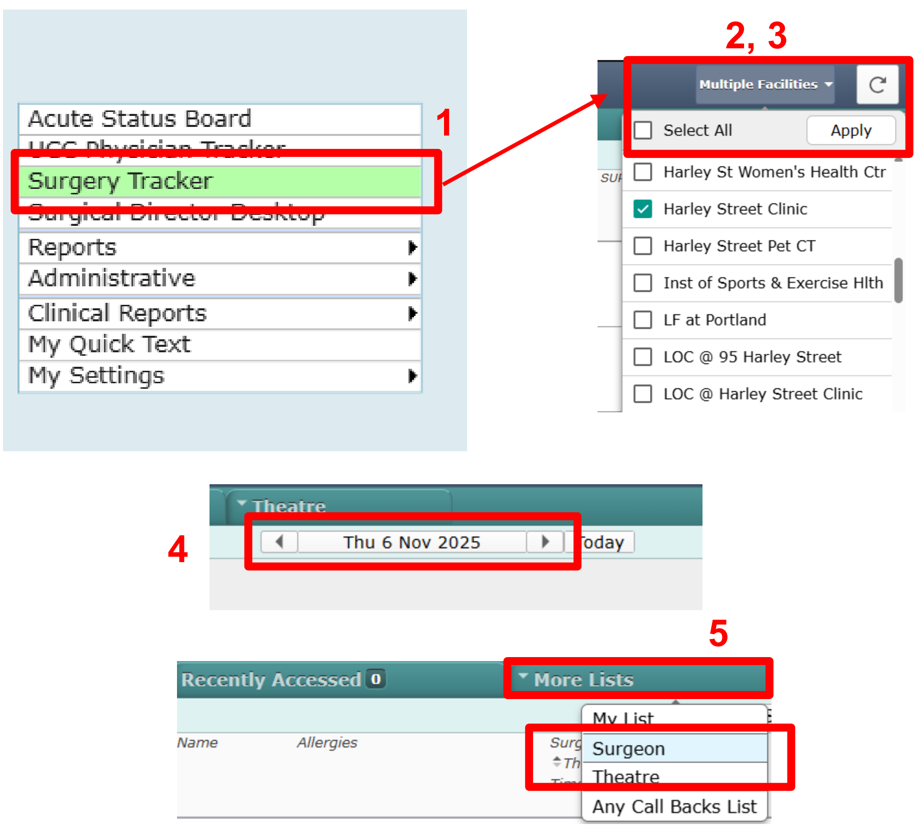
This tip sheet is a reminder of key steps in Expanse for Consultants in Cath Labs. Inpatient ward-based Expanse functions are not detailed in this tip sheet. This does not substitute Expanse training.

This guide covers:
1.1 Reviewing your cases for the day on Surgery Tracker
1.2 Documenting your procedure - Operation Note in Expanse
1.3 Signing histology orders from Expanse, generated by your nurse.
1.4 Ordering medication, that you are prescribing for your day case patient, and reviewing allergies.
1.3 Recording medication administration
1.5 Prescribing TTOs

Version Control

Version	Date	Author	Reviewed by
2.0	18/11/25	Dr E Dhillon, Medical Services	Dr M Garfield – Med Services

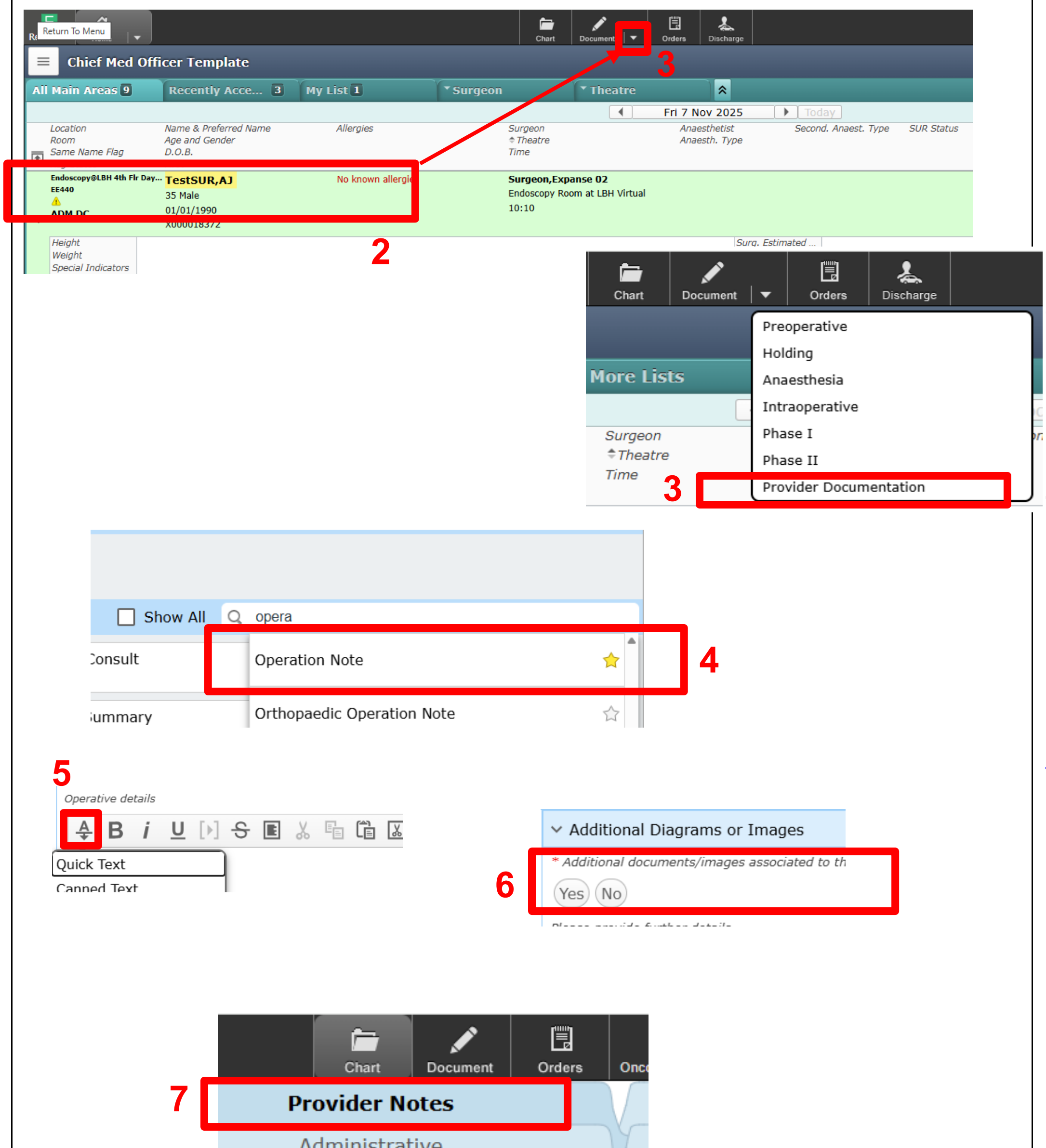
1.1 How to review your cases in Surgery Tracker



1. Navigate to **Surgery Tracker**
2. On the right-hand side click on the **Multiple Facilities** icon
3. Click on the tick **Select All** to deselect all facilities, and then select the facility you do want to see. Click **Apply**.
4. You can now see today's list for you selected facility, and navigate to other dates from the da**te icon of the tracker**
5. Click on **More Lists** to create a Tracker page by **Surgeon** (you)

Find your name in the Menu to have a Surgery Tracker view of your patients only.
(Ctrl +F then search by surname to speed this up)

1.2 How to document your procedure in Expanse



Navigate to **Surgery Tracker** from Main Menu. (see 1, above)

2. **Select your patient** by clicking on them once– their row will turn green when selected.

3. Click on the **arrow** at the foot of documentation and select **Provider Documentation**.

4. Use the document titled '**Operation Note'** if you would like the name of the procedure, and operative log to automatically populate within the document. **Click the star to make this a favourite.**

5. **Complete your procedure documentation**. You can use **Quick Text** to set up templates or common procedures you do, which are specific to you.
See more here: [19. Quick Text Tip Sheet.pdf]

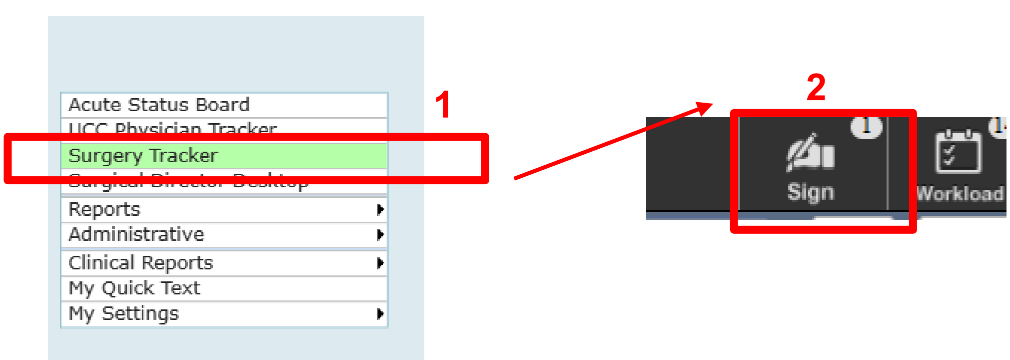
6. **Complete the mandatory field.** (Red Asterix = mandatory) Note: associated images will be scanned into Expanse by medical records after discharge.

Sign your document with your PIN by selecting '**Sign'** on the top right.

7. You will now see it in the **Provider Notes** tab of the chart.

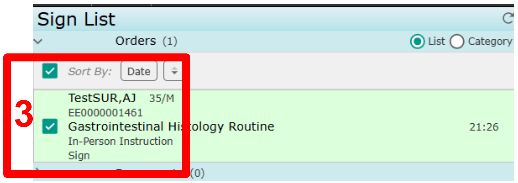
1.3 How to sign histology orders from Expanse, generated by your nurse.

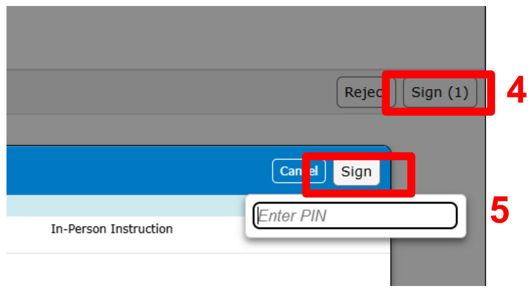
To send an order to your sign queue, the nurse should select 'in person instruction' as the Order Source when they are generating the Order.



1. Navigate to your **Surgery Tracker** or **Acute Status Board** from the Main Menu

2. In the top black ribbon at the top – click on your **Sign** queue.





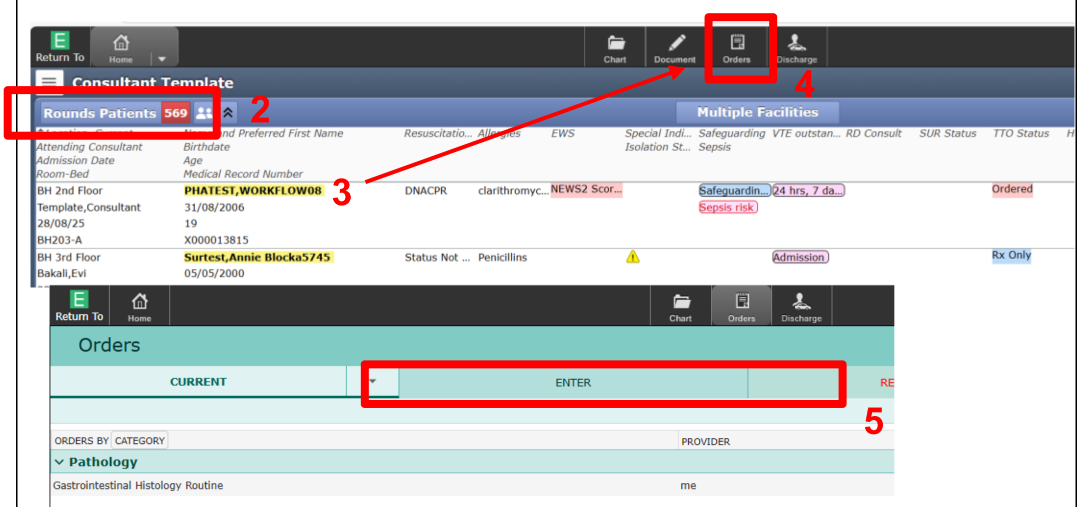
3. On your Sign List that appears on the left-hand side, click the histology order that has been sent to you to sign. It will appear as **green** when selected.

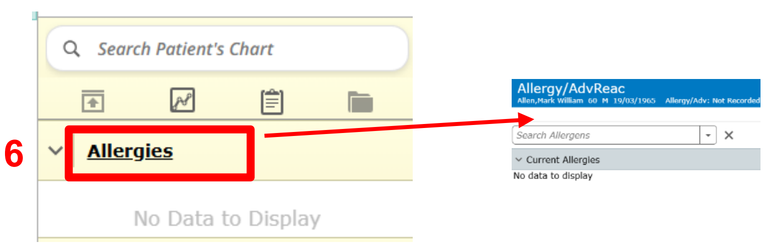
4. Review the Order- if there are no changes required…

5. Sign using your PIN.

(Should you need to reject the order, let your nursing team know what changes are required, and ask them the re-enter the order)

1.4 How to prescribe/order medication for your patient





1. Navigate to **Acute Status Board** from Main Menu.

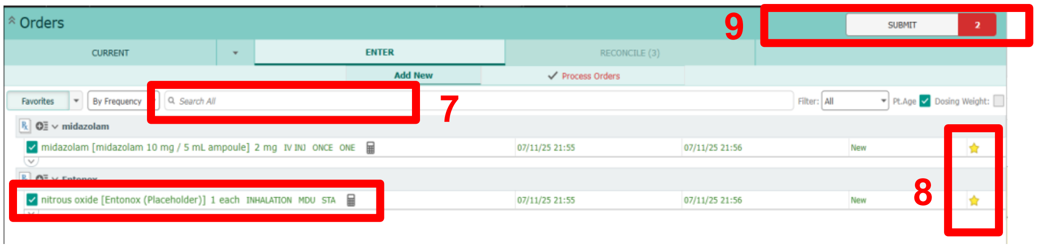
2. Click on **Rounds Patients** and select **Surgical Cases**

3. **Select your patient** by clicking on them once– their row will turn green when selected.

4. Now click the **Orders** icon at the top

5. On the Order page, click **ENTER**, to enter Orders.

6. On the right-hand side, you can see the **Allergies** widget. Click it for more, and to add new information. *Always ensure you have checked and updated the patient's allergies before prescribing.*

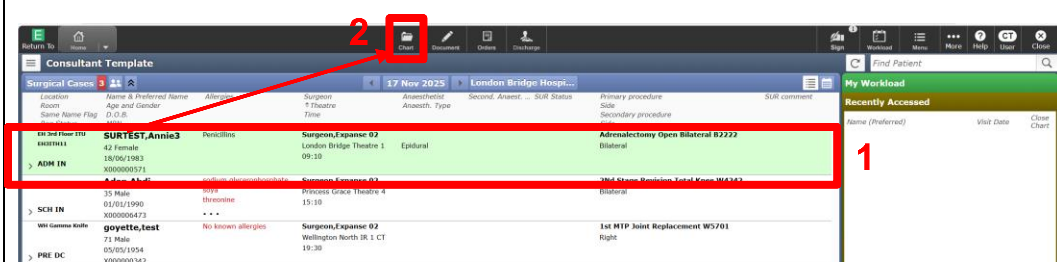


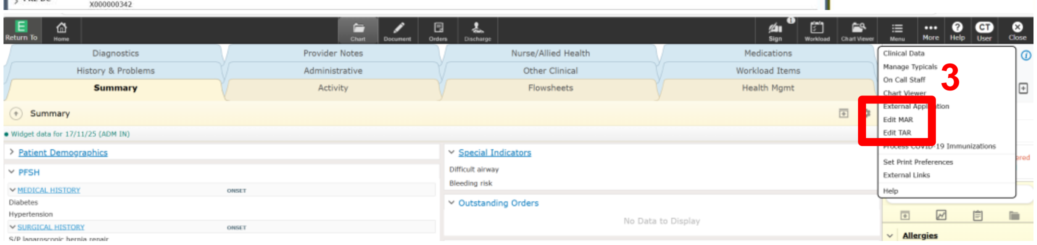
7.**Search** the medication you want to prescribe.

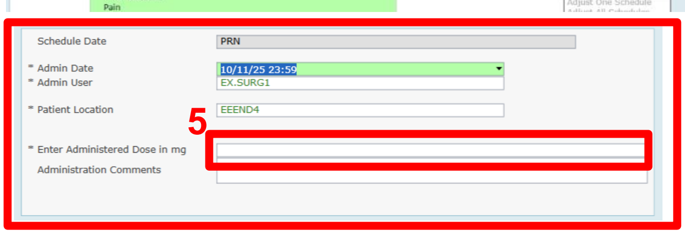
8. If you are likely to prescribe this frequently, **favourite this order**, so you don't have to keep searching for it. Here, I have made *Midazolam 2mg IV ONCE* and *Entonox* a favourite order by clicking the **star on the right-hand side, until it turns yellow.** To Order the medication, make sure the **green ticks** on the LHS are selected. Uncheck to cancel prescribing these.

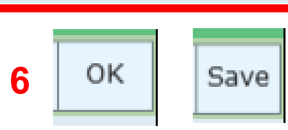
9. Click **Submit**, and **Sign** your orders with your PIN.

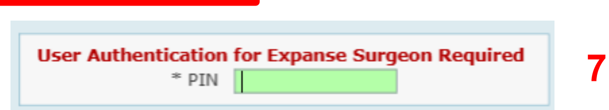
1.5 *How to record medication administration*











To record your own administration of medication from Surgery Tracker, without the use of Sign Queue:

1. **Select your patient** by clicking on them once– their row will turn green when selected.

2. Select **Chart** in the black bar at the top

3. Click on the **Menu** in the black bar and select **Edit MAR**

4. On the medication you administered, select the administration field, and select **Document**

5.**Enter the administered dose**, and **amend the time** it was administered as required

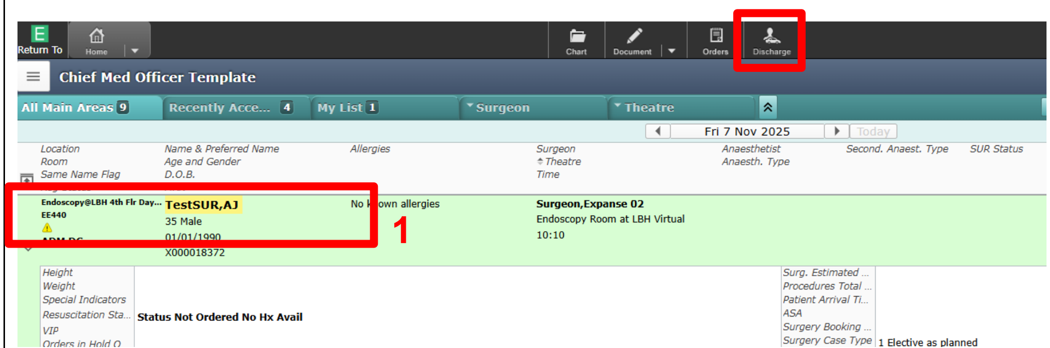
6.Click **OK** in the top right-hand side

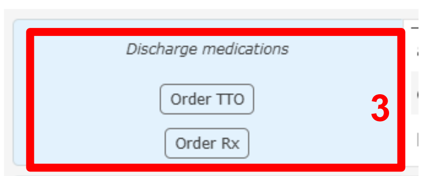
7.**Save and sign** using your 4-digit PIN

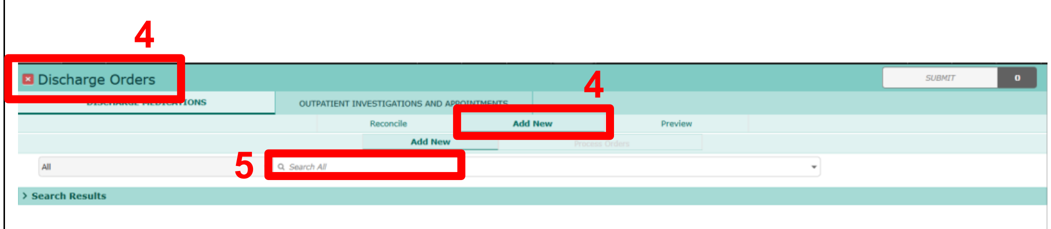
The MAR will now show your medication administration documentation.

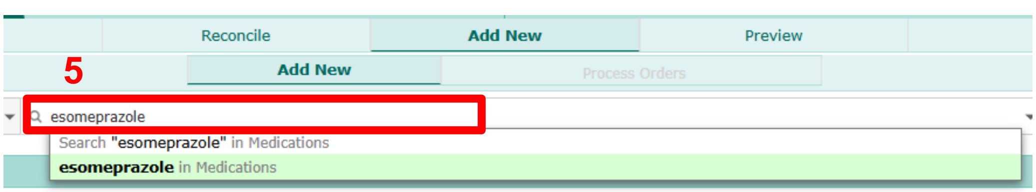
***Note**: Nurses can document your intra-procedure medication orders and administration (using the 'In-Person Instruction' as the Order Source). These can be sent to your sign queue, for you to sign at the end of the procedure. Refer to section 1.2 on how to sign orders from your Sign queue.*

1.6 How to prescribe TTOs

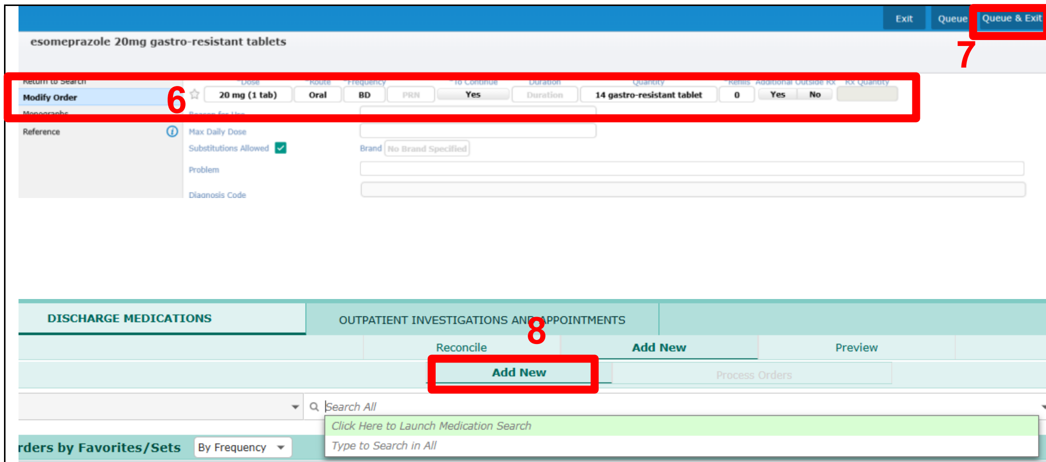


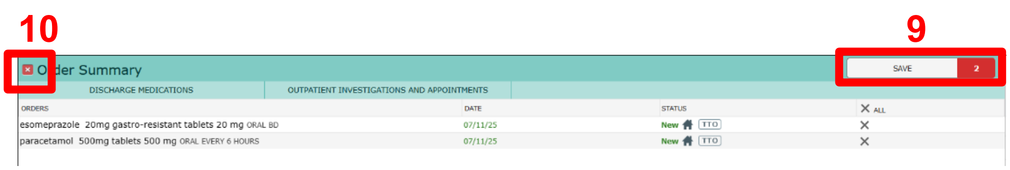


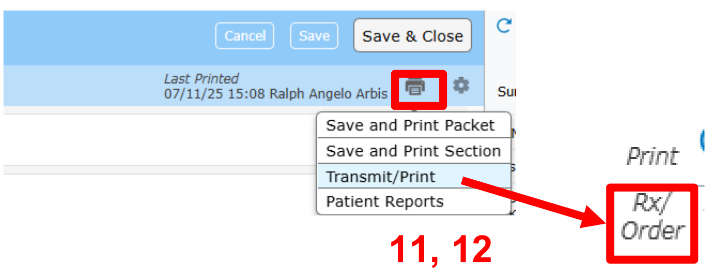




1. **Select your patient** by clicking on them once. Their row will turn green when selected.
2. Click the **Discharge** icon at the top. Scroll down to **Discharge Medications.**
3. If the medication is to be dispensed by an HCA pharmacy click **Order TTO**. (If the meds are to be dispensed by an external pharmacy, select **Order Rx**. (External prescriptions will need to be printed, and will require a wet signature).
4. You are in **Discharge Orders**. Select **Add New**.
5. **Search** by the name of the medication order you are prescribing.
6. You **can favourite** any common medication you prescribe, by hitting the star until yellow.
7. Complete your prescription and select







More on this available here: [Ordering TTOs](), [Controlled Drug TTOs]()

Queue and Exit.

8. Select **Add New**, and follow the same steps as above, for any other TTOs you are prescribing.

9. **Submit and Sign** using your PIN.

10. If you want to leave the **Discharge Orders** page, click the **red X** on the left hand side

11. For TTOs being sent to HCA pharmacy, print-outs are not required, ***unless you are prescribing a controlled drug.*** *HCA currently requires wet signatures for CDs, so these prescriptions need printing and signing.*

12. Do this by clicking **Transmit/Print.** Tick the CD drug in the **Rx/Order** column. The signed printout must then be sent to Pharmacy.