

The Oncology Tracking Board is used in the oncology infusion clinics for managing patients in the clinic receiving treatment. The Oncology Tracking Board streamlines several processes such as providing the ability to quickly access a patient's chart, opening a chart directly to iView, view tasks due, launch the Medication Administration Wizard, etc. The Oncology Tracking Board also provides pertinent patient information such as the patient's location, assigned providers, and more.

Checking In

STEP 1: To check in, click the **Provider Check-in** icon  from the tracking board toolbar.

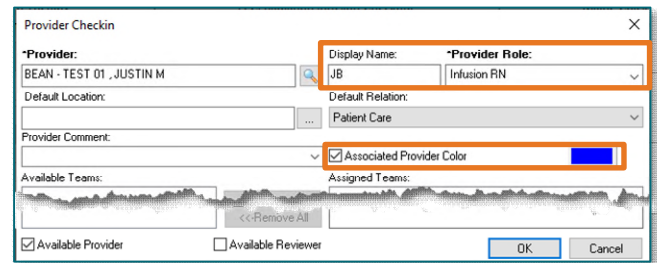
STEP 2: In the **Display Name** field, enter the name or initials to display in the **Nurse** or **MA/CA** column of the tracking board.

STEP 3: Select the **Provider Role** from the dropdown listing based on position.

STEP 4: In the **Default Relation** field, select **Patient Care**.

STEP 5: To select a color to display with the **Display Name**, place a check in the **Associated Provider Color** box. Select the desired color and click **OK**.

STEP 6: Complete checking in by clicking **OK**.



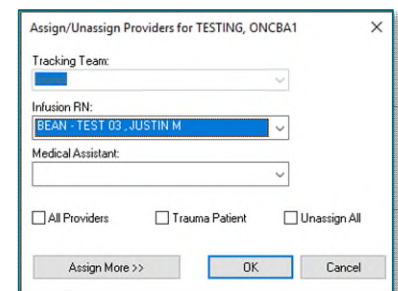
Assigning as Infusion Nurse:

To be assigned as the patient's infusion nurse on the Tracking Board:

STEP 1: Highlight the patient and double-click the cell in the **Nurse** column.

STEP 2: In the **Assign/Unassign Providers** window select name in the **Infusion RN** dropdown list.

STEP 3: Click **OK**.



NOTE: Repeat these steps for other patients assigned to.

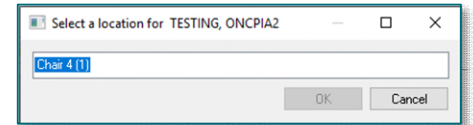
Updating Patient Location

The Location column displays which chair or room patients are currently assigned.

STEP 1: To move the patient from the waiting room to a chair, double-click the cell in the **Location** column.



STEP 2: Select the applicable location from the list of rooms/chairs that displays.



STEP 3: Click OK.

- The patient will display as located in the new location on the tracking board.

➤ Managing Patient Events

Events are used to communicate the status of activities for a patient, such as Premeds Ready, Chemo Meds Ready, etc. Event icons are displayed in the To Do column on each tracking board and are used to notify staff of patient's treatment status.

NOTE: AR Gould and Maine Coast will use the tracking board for communication between nursing and pharmacy.

Adult and Pediatric Oncology in the Lafayette Building in Brewer will still use the Versus® program to communicate with the Pharmacy.

➤ Requesting an Event

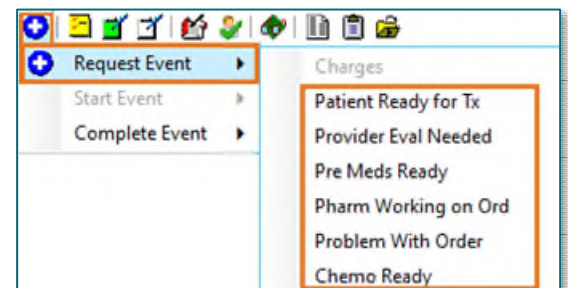
To request an event from the Tracking Board:

STEP 1: Highlight the patient and click the **Modify Event** icon in the toolbar.

STEP 2: Hover the mouse over the **Request Event** and select the applicable option from the list.

STEP 3: The event is added to the patient's **To Do** column.

STEP 4: Follow this same process for requesting any other events.



➤ Completing an Event

To complete an event from the Tracking Board:

STEP 1: Highlight the patient and click the **Modify Event** icon in the toolbar.

STEP 2: Hover the mouse over the **Complete Event** and select the applicable option from the list.

STEP 3: The system completes the event which removes the event from the patient's To Do column.

NOTE: When requesting certain events, it will autocomplete an existing event. For example, if the nurse added the Patient Ready for Tx event. When pharmacy requests the Pharm Working on Order event, it will automatically complete the Patient Ready for Tx event.

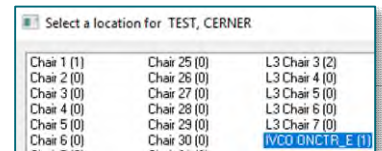
Checking Out Patient

To move the patient to the checkout tab at the end of their visit, complete the following steps:

STEP 1: Navigate to the **Oncology Tracking Board**.

STEP 2: Double-click the patient's location in the **Location** column.

STEP 3: In the **Select a Location** window, document that the patient is checking out by selecting the location's checkout acronym. (e.g., IVCO ONCTR_E)



STEP 4: Click **OK**. The Checkout window displays. To confirm the checkout process, click **Yes**.

STEP 5: The patient is moved to the checkout tab.