



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

### NH VTE PROPHYLAXIS DAILY AUDIT INSTRUCTIONS FOR CHARGE NURSES

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#### CHARGE NURSE WORKFLOW

Each morning charge nurse is to print the **VTE Current Census report(s)** for their clinical unit. This report lists all patients admitted on the unit at the time of printing. **VTE Audit report is required to be completed daily by the charge nurse and should be completed as early as possible. Audit reports are completed per location as indicated on the census reports.**

#### 1. Review and Cross-Check the Report:

- The Charge Nurse (CN) or designate will review the list and cross-reference all patients who do not have VTE prophylaxis ordered.
- If a missed VTE prophylaxis is identified, the Charge Nurse will speak to the attending physician to remind them to order prophylaxis if indicated.
- The physician should enter the order directly or document in their progress notes why prophylaxis is not indicated.

#### 2. Newly Ordered Medications:

- If there are discrepancies between the report print time and CN rounding, Charge Nurses should verify the order in the system.

#### 3. Address Non-Prophylactic Anticoagulants:

- Note that some listed anticoagulants may not be for VTE prophylaxis (e.g. apixaban, heparin infusion) Chart reviews must clarify this distinction or charge nurse to clarify with pharmacy.

#### 4. Complete Chart Reviews and Follow-Ups:

- Perform a chart review for all patients without VTE prophylaxis ordered. If the review is inconclusive, refer to the NH "Risk Assessment Pocket Card" for guidance. ([VTE Prophylaxis - Evidence Sheet.pdf](#))
- If VTE prophylaxis is not ordered but indicated:
  - The prescriber must either enter the order for VTE prophylaxis or document in their progress notes why prophylaxis is not indicated. Charge Nurses are not responsible for entering these orders.
  - When a dose of medication is to be held for surgery or an invasive procedure it may be discontinued by the Prescriber and will show as No VTE Ordered on the report. Charge Nurses should confirm with the bedside Nurse to ensure that there is a plan for resuming VTE Prophylaxis post procedure (This patient will be counted as N/A on the audit tool).

### 5. Report Portal Visibility:

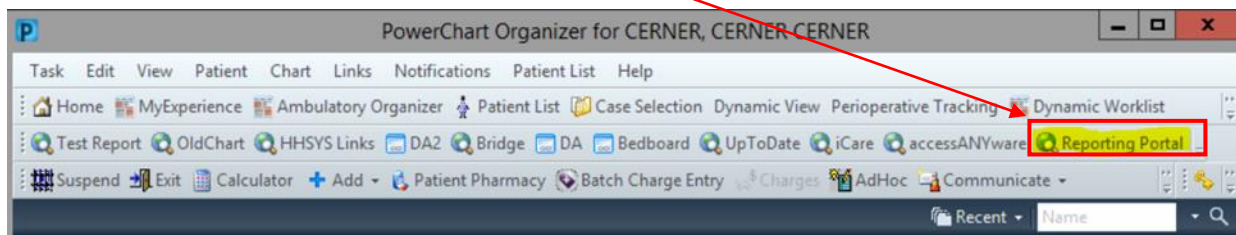
Ensure all Charge Nurses have access to the “reporting portal.” If the portal is not visible, escalate the issue for resolution and submit a ticket through Service now to request access.

### 1. DISCERN REPORTING PORTAL FOR RUNNING VTE PROPHYLAXIS DAILY AUDIT REPORT

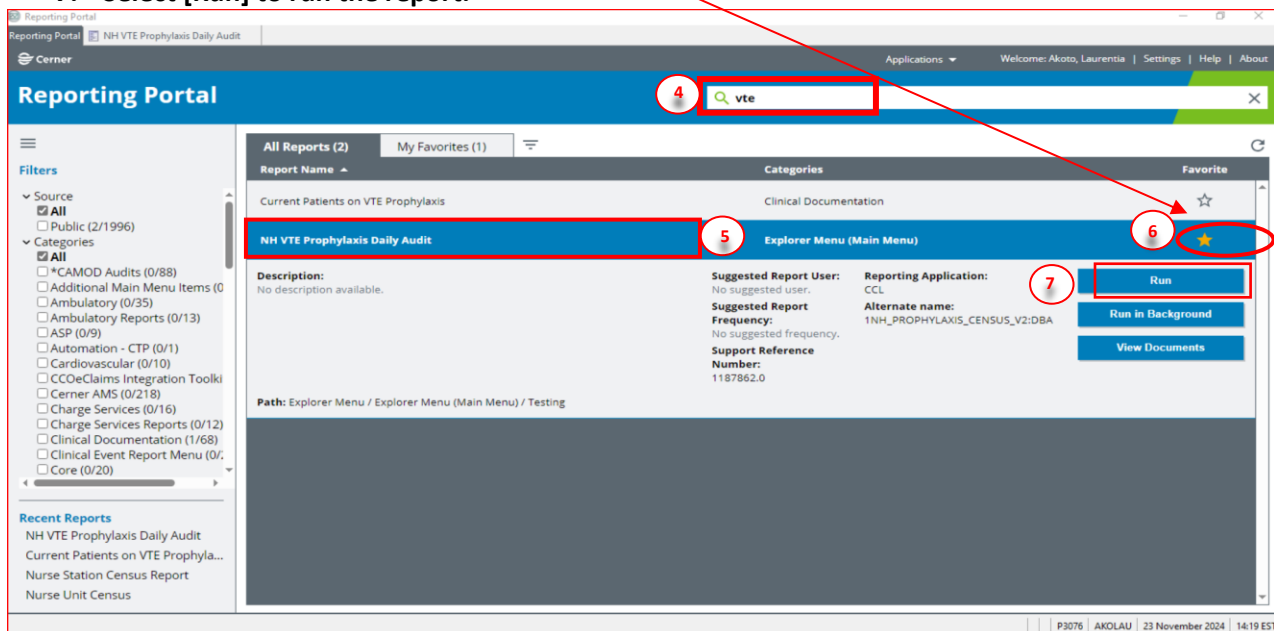
Steps:

LOG IN TO DISCERN REPORTING PORTAL THROUGH POWERCHART

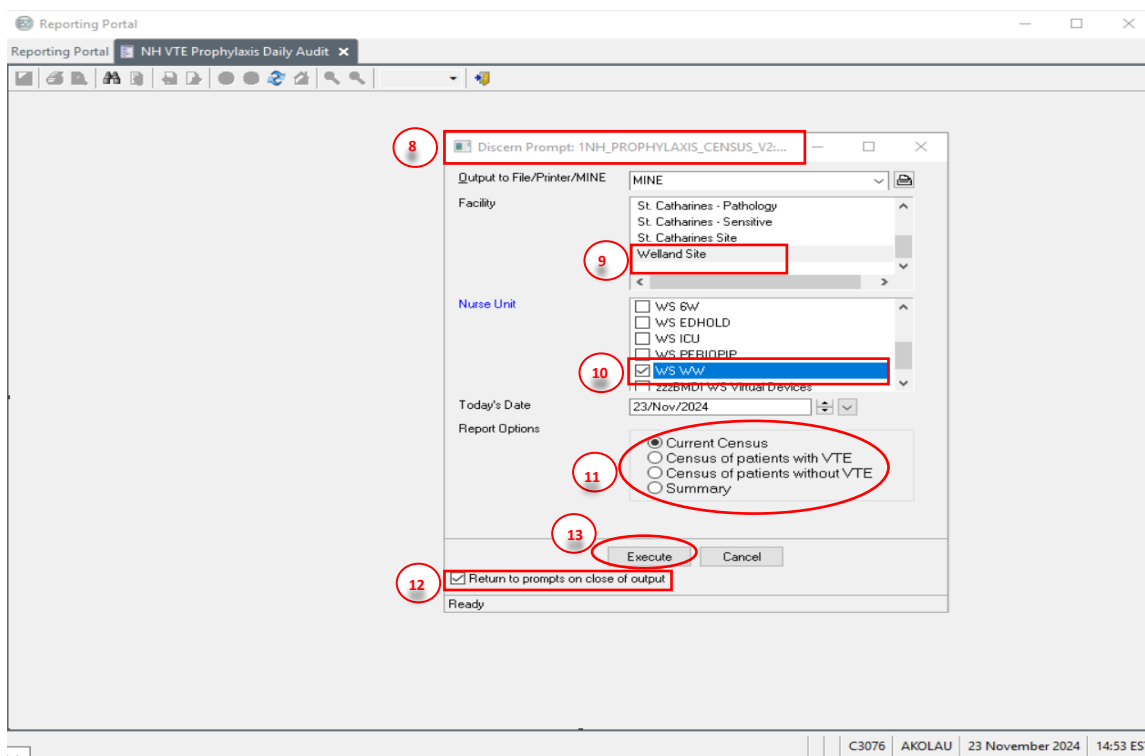
1. Log in to Millennium using your authenticated credentials (username and password).
2. Select and log in to PowerChart.
3. Select [Reporting Portal] icon in PowerChart



4. To search the report, type in keywords 'VTE' to populate the respective VTE report.
5. Click on Report Name populated and the report information will be displayed.
6. Select the star button to favourite the report.
7. Select [Run] to run the report.

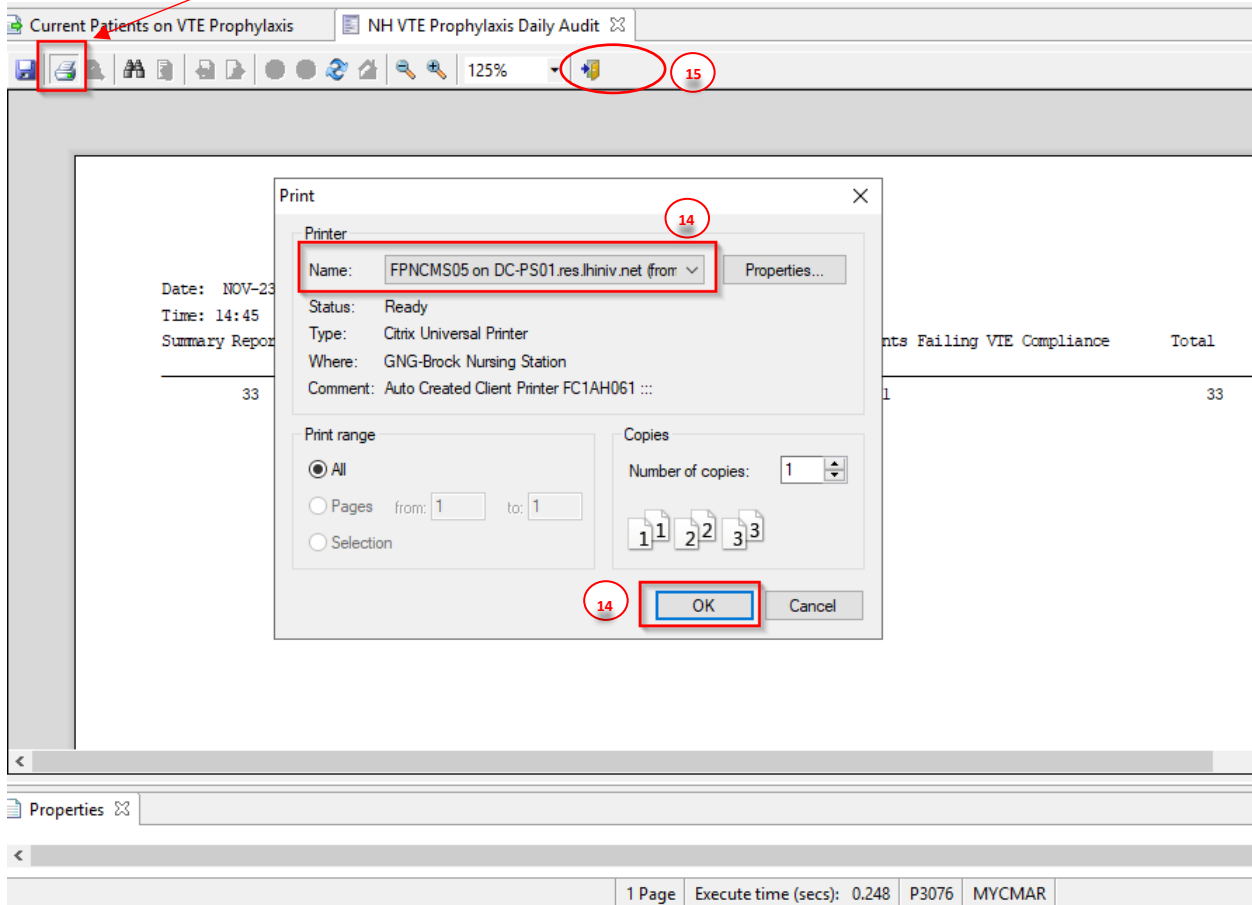


8. The 'Discern Prompt' view below is displayed
9. Select site from the 'Facility List'. E.g. Welland Site
10. Select corresponding 'Nurse Unit' to the site selected. E.g WS WW
11. Out of the report options select Current Census to print:  
[Current Census], *print this report*
12. Select 'Return to prompt on close of output'
13. Click on [Execute] to run and display the report view per the 'Report Options' > Print report



### PRINT REPORT

14. To print report, click on the [Print Icon] > Select Printer > Click [OK] to print.  
Follow prompts to complete printing.
15. Return to the 'Discern Prompt' by clicking 'open door icon'



Current Patients on VTE Prophylaxis | NH VTE Prophylaxis Daily Audit

125%

15

Print

Printer

Name: **FPNCMS05 on DC-PS01.res.lhiniv.net (from ...)** Properties...

Status: Ready

Type: Citrix Universal Printer

Where: GNG-Brock Nursing Station

Comment: Auto Created Client Printer FC1AH061 :::

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

1 1 2 2 3 3

14 OK Cancel

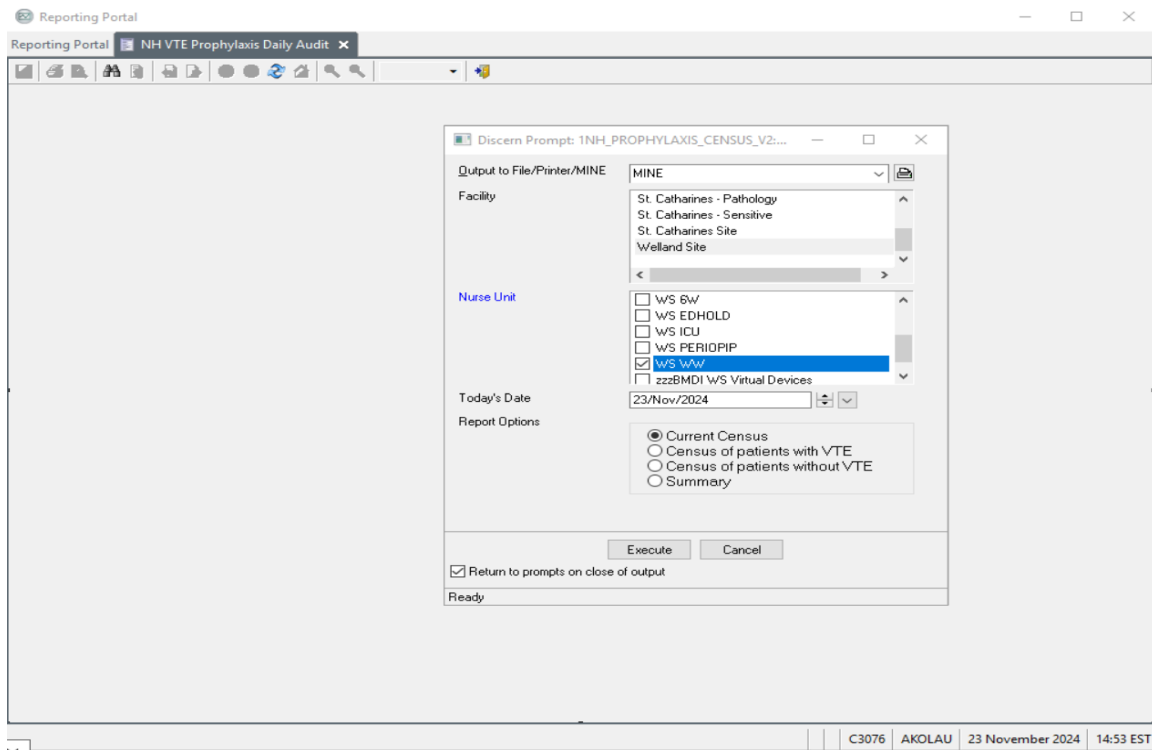
Date: NOV-23  
Time: 14:45  
Summary Report

	Patients Failing VTE Compliance	Total
33		33

Properties

1 Page Execute time (secs): 0.248 P3076 MYCMAR

16. Select the next 'Report Option' > [Execute] > [Print]. *To Complete report print outs*





# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

### REPORT VIEW

#### 17. [Current Census],

Welland Site  
NH VTE Prophylaxis Daily Audit

Date: NOV-23-2024      Page: 1  
Time: 14:55

Unit	Room	Bed	Patient Name	FIN#	Order_Name	Order_Date
WS WW	WSNW04	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW03	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW01	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW05	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW03	B	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW02	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW28	B	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW99	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW02	B	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW01	B	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW01	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW06	A	[REDACTED]	[REDACTED]	No active orders for VTE	
WS WW	WSNW30	B	[REDACTED]	[REDACTED]	apixaban	18/11/24
WS WW	WSNW04	B	[REDACTED]	[REDACTED]	warfarin	24/09/24

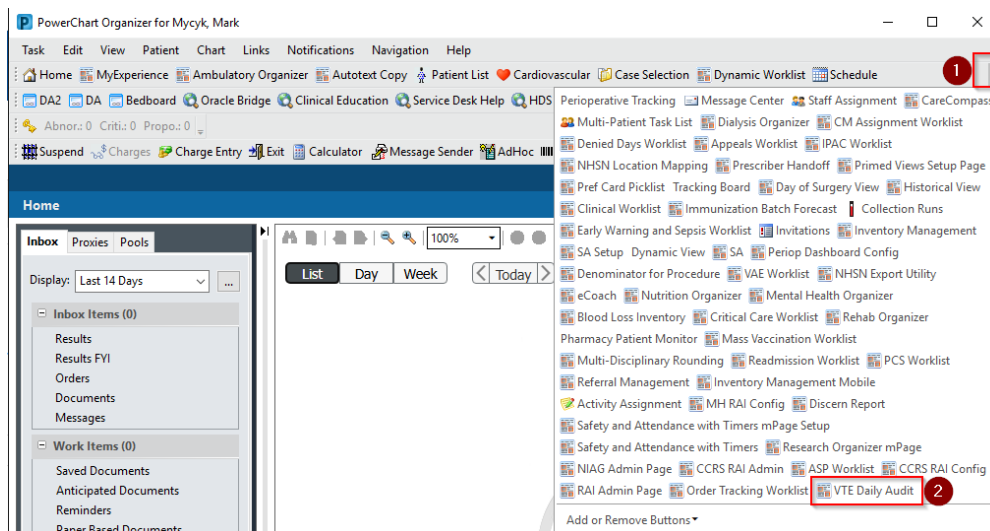
Total Number of Encounters: 14

1 Page | Execute time (secs): 0.186 | C3076 | AKOLAU | 23 November 21

### 2. ENTERING VTE DAILY AUDIT INFORMATION INTO MILLENNIUM ORDER ENTRY

- Charge Nurses must electronically capture the VTE Audit information in MILLENNIUM Order Entry.
- Continue using the printed VTE Prophylaxis Daily Report as a reference for gathering the required data.
- For consistency, enter the audit information into MILLENNIUM as early as possible during the day shift.

Navigate to PowerChart >> Click on steps 1 and 2 for the Daily Audit View



### Daily Audit View

Select the following --> 1. Site, 2. Nurse Unit, 3. Date Range, 4. click on notepad and the pencil icon to add New VTE values. A will window pop-up where you can enter data

Census Date/Time	Current Unit Census	Number Of Patients On V T E	Number Of Patients Not Applicable	Number Of Patients Failing V T E Compliance	Completed By	Completed Date/Time	Updated By	Updt Date/Time
18-Feb-2025 08:31	4	1	3	0	Mycyk, Mark	18-Feb-2025 08:31	Mycyk, Mark	18-Feb-2025 08:31
11-Feb-2025 12:16	4	2	1	1	Mycyk, Mark	11-Feb-2025 12:17	Mycyk, Mark	11-Feb-2025 12:26

Enter the new VTE results from the respective report that the Charge Nurse is working with > Once done entering data click the Save button to complete VTE values entry

VTE Prophylaxis Detail Entry

Census Date: 21-Feb-2025 | Time: 01:26 PM

Changes to the date loads data from Cerner.

Current Unit Census	Number of Patients on VTE	Number of Patients Not Applicable	Number of Patients Failing VTE Compliance	Total
4	2	2	0	4

Buttons: Cancel, Save





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## HOSPITAL INFORMATION SYSTEM (HIS)

**NOTE! [Total] should equal the [Current Unit Census] for audit to be valid**

### VTE Prophylaxis Detail Entry

Census Date: 21-Feb-2025 | Time: 01:26 PM

Changes to the date loads data from Cerner.

Current Unit Census	Number of Patients on VTE	Number of Patients Not Applicable	Number of Patients Failing VTE Compliance	Total
4	2	2	1	5

**\*\* Total must equal Current Unit Census \*\***

Invalid Total

Cancel Save

### Final view --> view the added VTE results

PowerChart Organizer for Mycyk, Mark

Task Edit View Patient Chart Links Notifications Navigation Help

Home MyExperience Ambulatory Organizer Autotext Copy Patient List Cardiovascular Case Selection Dynamic Worklist Schedule

DA2 DA Bedboard Oracle Bridge Clinical Education Service Desk Help HDS ESPAN

Propo.: 0 Critic.: 0 Abnor.: 0

Suspend Charges Charge Entry Exit Calculator Message Sender AdHoc Medication Administration Specimen Collection Discern Reporting Portal

VTE Daily Audit

Facility: Welland Site | Nurse Unit: WS 3 South Flex | Date Range: 22-Jan-2025 - 21-Feb-2025

Census Date/Time	Current Unit Census	Number Of Patients On VTE	Number Of Patients Not Applicable	Number Of Patients Failing VTE Compliance	Completed By	Completed Date/Time	Updated By	Updt Date/Time
21-Feb-2025 13:26	4	2	2	0	Mycyk, Mark	21-Feb-2025 13:34	Mycyk, Mark	21-Feb-2025 13:34
18-Feb-2025 08:31	4	1	3	0	Mycyk, Mark	18-Feb-2025 08:31	Mycyk, Mark	18-Feb-2025 08:31
11-Feb-2025 12:16	4	2	1	1	Mycyk, Mark	11-Feb-2025 12:17	Mycyk, Mark	11-Feb-2025 12:26