

### Oncology – Infusion Centre Depart

Targeted Users: Nurse – Oncology Ambulatory, Oncology Reg/Sched Clerk

1. Manage and document IV Site in **Interactive View (I-View)**

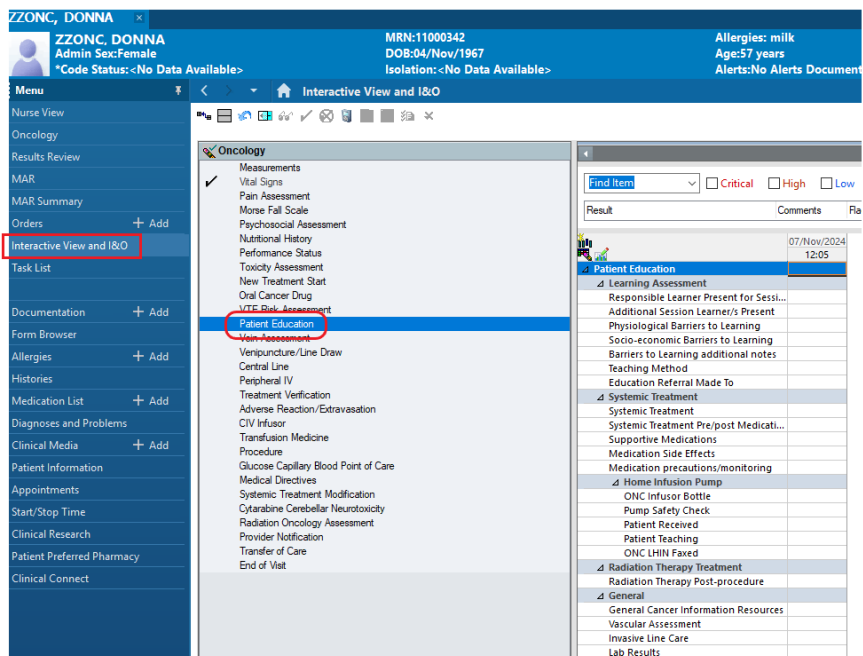
a.

2. Manage **Tracking Board** activities/ tasks if needed. Make sure there are no tasks or events that are outstanding. To complete an event, right click the event icon and update the status to complete.

Location	Name	Birth Date	MRN	Reason for Visit	Allergies	Isolation	RN/RPN	MRP	Activities	Events	IV Stop	LOS	Comments
Pod A 1	ZZONC, MELVIN	1996-Feb-12	11002568	test				Salib, Mar				3490.14	
Pod A 1	ONCTEST, MQADTF	1950-Jan-01	11002803	NEW PATIENT FO			LN, LP	Lee, Lindz				2000.28	
Pod A 1	ZZONC, KITTY	2000-Apr-13	11003034	testing			POD A	Salib, Mar				2023.06	
Pod A 1	ZZONC, BRIANNA	2001-Feb-02	11000509	Testing				Test, IMO				7.46	
Pod A 2	ONCTEST, MQADTF	1950-Jan-01	11002761	TESTING ADT			LN	Salib, Mar				1879.49	
Pod A 3	ZZONC, STRAWBEF	2000-Oct-10	11054374	test			RS	Salib, Mar				657.17	
Pod A 4	ZZONC, DONNA	1967-Nov-04	11000342	RAD ONC				NHS Testi				48.50	
Pod A 5	ZZONC, TIGER	1989-Mar-21	11054270	testing		Yes		Salib, Mar				535.48	
Pod A 6													
Pod B 1													
Pod B 2	ONCPP, JO	1999-Feb-14	11002923	testing			LN	Salib, Mar				657.20	
Pod B 3													

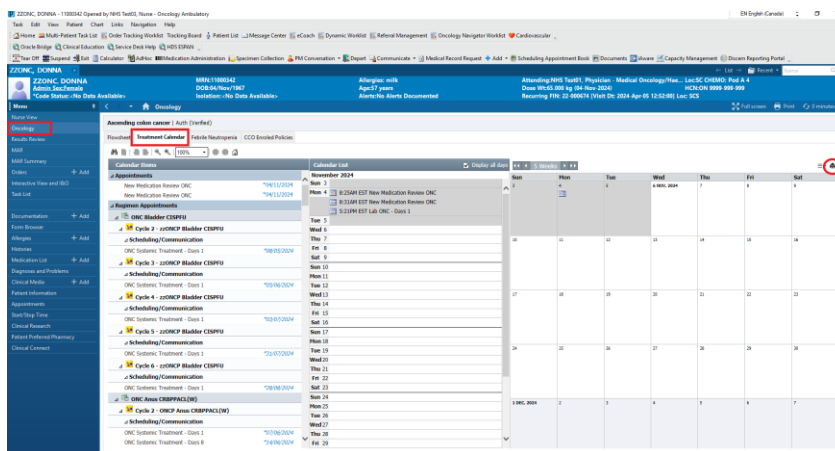
a.

- Document patient education discussion on Patient Education, Infusion/Oncology I-View section.



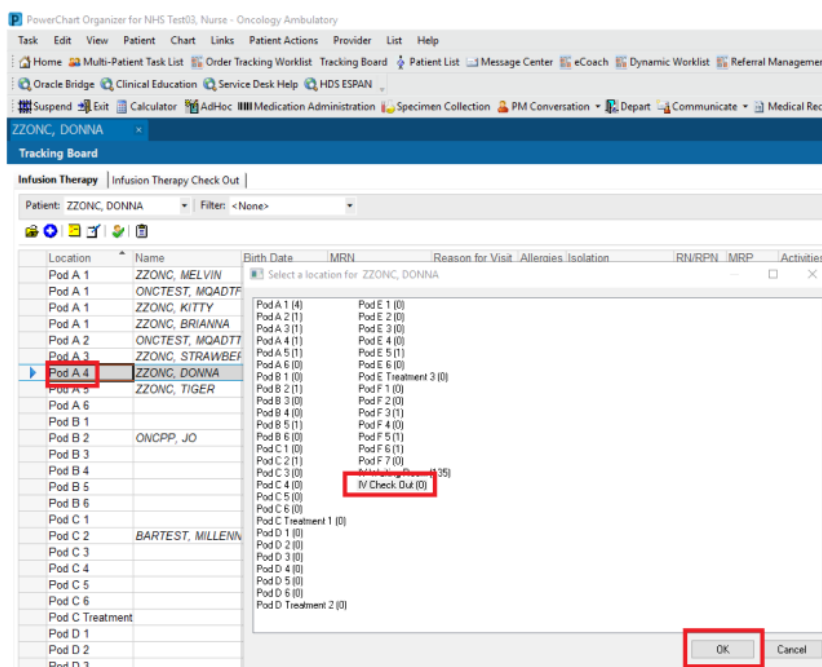
a.

- If needed, print **Treatment Calendar**. Open the patient's chart. Navigate to Oncology, select the Treatment Calendar tab and click the printer icon. Complete any necessary documentation and click Print.



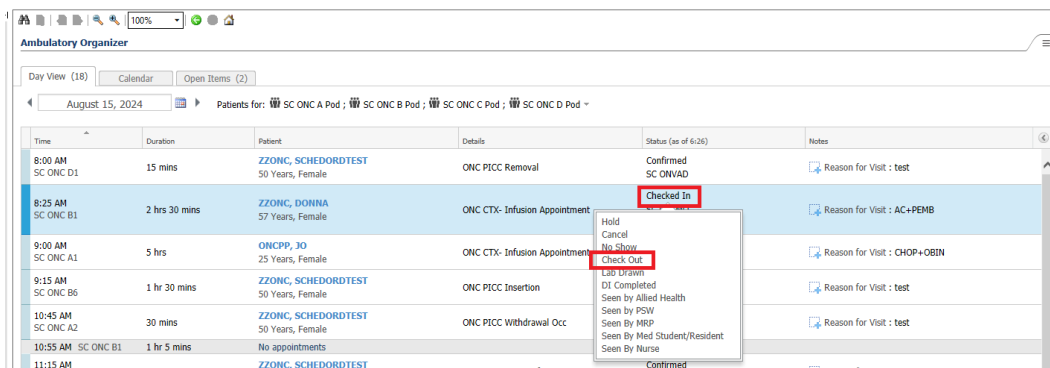
a.

- Update **Tracking Board** location to **Check Out** tab by double clicking the patient's location. The "Select location" window opens. Select "IV Check Out" then click OK. This will remove the patient from the Tracking Board and will move it to the Check Out tab.



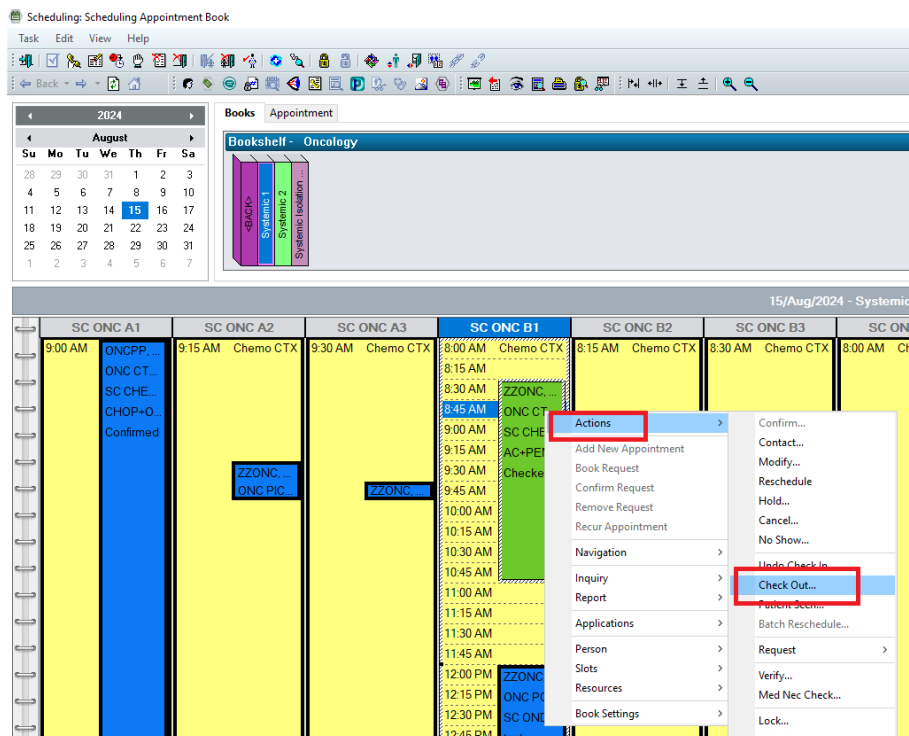
a.

- Nurse checks out the patient in Ambulatory Organizer (automatically updates the scheduling book status). In the Ambulatory Organizer, click the Checked In status, then select **Check Out**.



a.

- If the Nurse forgets to check out the patient, the **Clerk** may check out the patient in the **scheduling book** by right clicking the patient's appointment, select **Actions** and click **Check Out**.



Scheduling: Scheduling Appointment Book

Task Edit View Help

2024

August

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Books Appointment

Bookshelf - Oncology

15/Aug/2024 - Systemic

SC ONC A1	SC ONC A2	SC ONC A3	SC ONC B1	SC ONC B2	SC ONC B3	SC ONC B4
9:00 AM ONCPP... ONC CT... SC CHE... CHOP+O... Confirmed	9:15 AM Chemo CTX  ZZONC... ONC PIC...	9:30 AM Chemo CTX  ZZONC...	8:00 AM Chemo CTX 8:15 AM 8:30 AM 8:45 AM ONC CT... 9:00 AM SC CHE... 9:15 AM AC+PE... 9:30 AM Checke... 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:30 AM 11:45 AM 12:00 PM ZZONC... 12:15 PM ONC PE... 12:30 PM SC ONC... 12:45 PM	8:15 AM Chemo CTX	8:30 AM Chemo CTX	8:00 AM Ch...

Actions

- Confirm...
- Contact...
- Modify...
- Reschedule
- Hold...
- Cancel...
- No Show...
- Undo Check In
- Check Out...**
- Perform Demo...
- Batch Reschedule...
- Request >
- Verify...
- Med Nec Check...
- Lock...

a.