Oncology – Infusion Centre Depart

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

1. Manage and document IV Site in **Interactive View (I-View)**
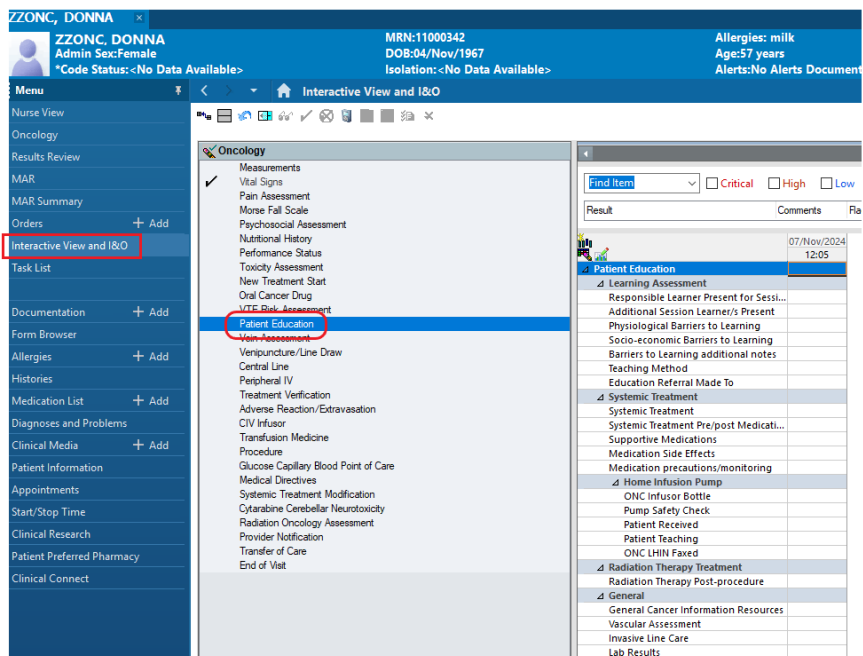
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2. Manage **Tracking Board activities/ tasks** if needed. Make sure there are no tasks or events that are outstanding. To complete an event, right click the event icon and update the status to complete.
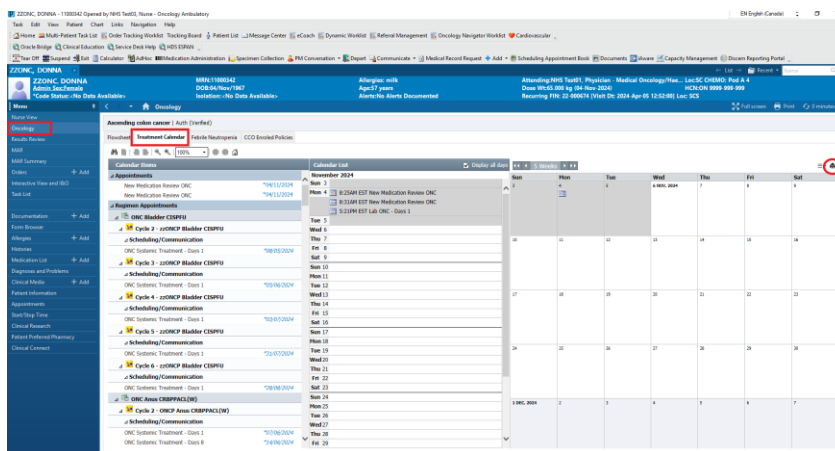
   a.

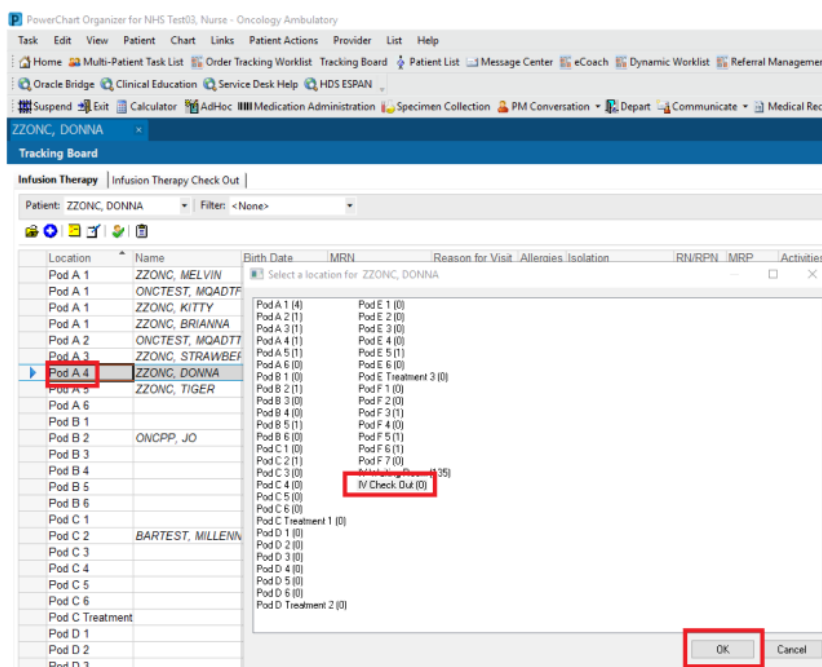3. Document patient education discussion on **Patient Education, Infusion/Oncology I-View section.**

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4. 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.
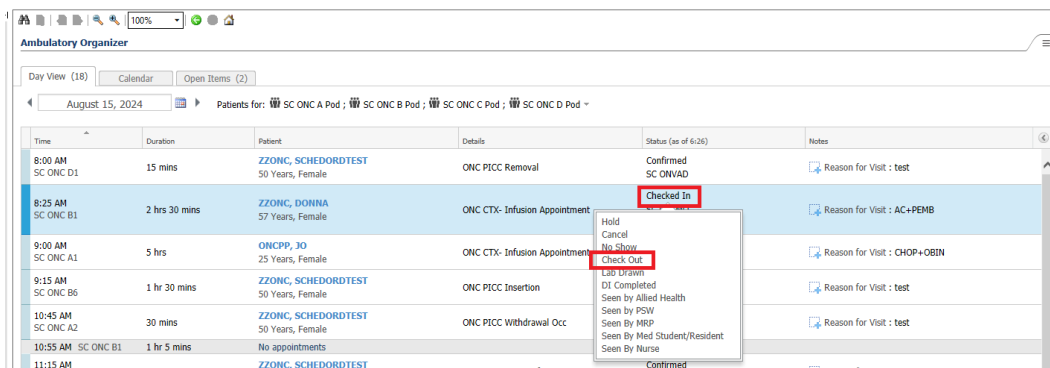
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5. Update **Tracking Board location to Check Out tab** by double clicking the patient's location. The "Select location" window opens. Select "IV Check Out" then click OK. This will remove the patient from the Tracking Board and will move it to the Check Out tab.
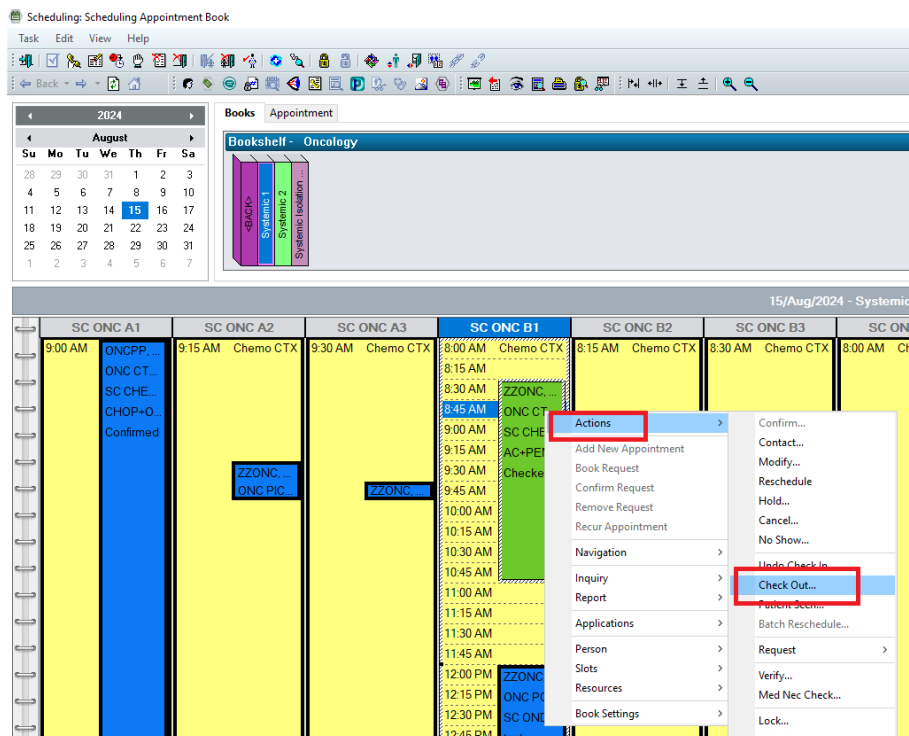
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6. **Nurse checks out the patient in Ambulatory Organizer** (automatically updates the scheduling book status). In the **Ambulatory Organizer**, click the Checked In status, then select **Check Out.**

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7. 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.**

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