PICU Nurse Transfer Checklist

Admission into PICU	
• Check the MAR to ensure medications have been discontinued. Inform PICU registrar if medications have not been discontinued on the MAR.	□
• Confirm administration times match the new orders in CCIS.	□
Discharge from PICU	
Only commence documenting in PowerChart once discharge is confirmed. **MAR** • Check the MAR to ensure that medications have been ordered in PowerChart and check that administration times match CCIS.	□
• Document the last administration of each medication (including PRN) on the MAR by signing the task with a comment "transcribed from CCIS".	□
• Clean up any other overdue medication administration tasks – Chart Not Done	□
• Change any current IV fluid bags and start their administration on the MAR right before patient's discharge.	□
Intake and Output • Add Dynamic Groups for any Lines/Tubes/Drains remaining insitu, include the insertion date, output volumes from midnight and relevant information about the dressing. Ensure this is updated if discharge is delayed.	□
• Enter the total volumes (exclude volumes from Lines/Tubes/Drains) from midnight into the Fluid Balance Chart – Other Intake/Other Output. Add "From PICU transfer" into the comment box. Ensure this is updated if discharge is delayed.	□
BTF and Other • Enter Observations for a minimum of 4 hours preceding actual discharge from PICU	□
• Ensure that CVAD removal has been documented as necessary	□
• If PICU discharge is delayed, information will be required to be updated in PowerChart including obs, fluid totals and doses.	□
• If PICU discharge is cancelled, repeat the process on the MAR for "Admission into PICU" and recommence the above discharge process once medically suitable for discharge from PICU again.	□