Filename: Ice Training Manual for GP TPP System

Department: IT

QMS No: SOP-IT-D-40

#### Title: Ice Training Manual for GP TPP System

No. of copies :	1
Location of copies :	1. Pathology Website http://www.barnsleyhospital.nhs.uk/pathology/pathology-general/gp-ice-user-guides/
	2.

Version: 2.2 Page 1 of 21

Filename: Ice Training Manual for GP TPP System

Department: IT

QMS No: SOP-IT-D-40





### **Department of Pathology**

Standard Operational Procedure for the use of Ice on-line electronic Pathology requesting with TPP System One GP practice systems





Version: 2.2 Page 2 of 21

Filename: Ice Training Manual for GP TPP System

Department: IT

QMS No: SOP-IT-D-40

To Enable Pathology test Requesting	4
To make a test request	
Using the search function	
Completing the request	7
Selecting sample collection date	8
Printing the request form	10
Printer Adjustment	11
Taking a sample later (Postponed Request)	13
Reprinting a request form	14
To complete a postponed request generated by a	
hospital consultant14	
To view patient reports	18

Version: 2.2 Page 3 of 21

QMS No: SOP-IT-D-40

#### Online Pathology test ordering for TPP users

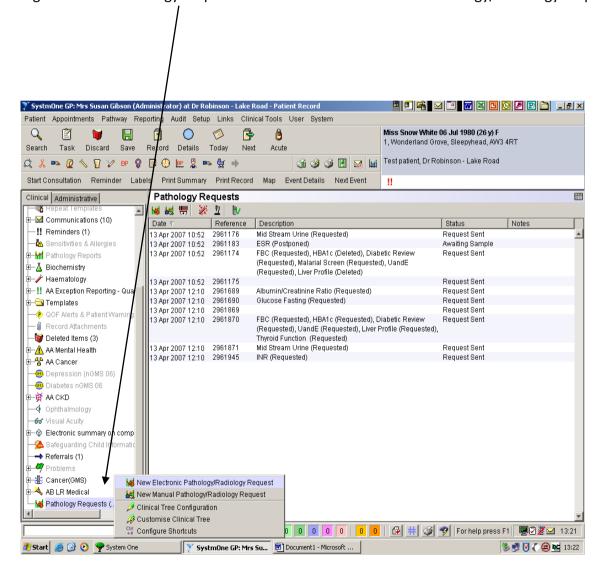
Pathology tests can be requested electronically from within your TPP system. Once the request is made it is stored electronically on the ICE server at the Trust and a hard copy request form printed within the surgery

#### To enable Pathology test requesting

Ensure you have been set up as a user in the ICE system and the Pathology Electronic Request option is available on the clinical tree within TPP.

Select a patient on TPP

Right click on 'Pathology Requests' and select 'New Electronic Pathology/Radiology Request'.



This will then pass you through to the ICE server.

Version: 2.2 Page 4 of 21

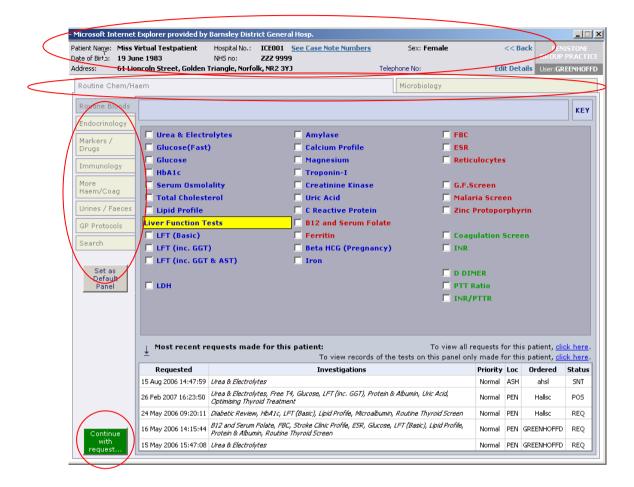
Filename: Ice Training Manual for GP TPP System

**Department: IT** 

QMS No: SOP-IT-D-40

#### To make a test request

On accessing the ICE server, the following page will be presented.



The patient's demographics will display in the top area of the Online Test Request window. Please ensure this is the correct patient you wish to make a request for before proceeding.

There are 2 Panels (Tabs), Routine Chem/Haem and Microbiology, across the screen, left to right, below the patients' demographics. (If you are a GP you will see extra tabs for Radiology)

Down the left side of each panel are the vertical tabs, which identify the group names for tests sitting on the selected panel.

To make a request check the box against the test you require.

Having selected the required test(s) left click the mouse on the green 'Continue with request' button located in the bottom left corner.

Version: 2.2 Page 5 of 21

Filename: Ice Training Manual for GP TPP System

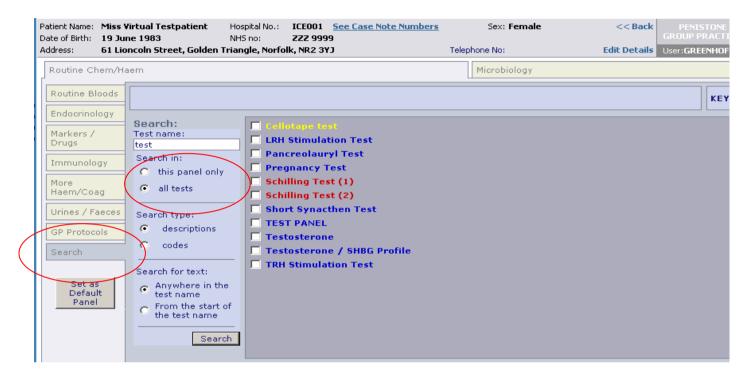
**Department: IT** 

QMS No: SOP-IT-D-40

#### Using the search function

If you cannot find a test then use the 'Search' function.

Click on the 'Search' tab and the search page is displayed.



It is recommended the user searches on 'all tests' rather than 'this panel only' as you will be more likely to find the required test. Enter part of the test name into the 'Test name' field and select 'Search'. All potential matches will be displayed.

Select the required test(s) by checking the box at the side of the test then left click the mouse on the green 'Continue with request' button.

Version: 2.2 Page 6 of 21

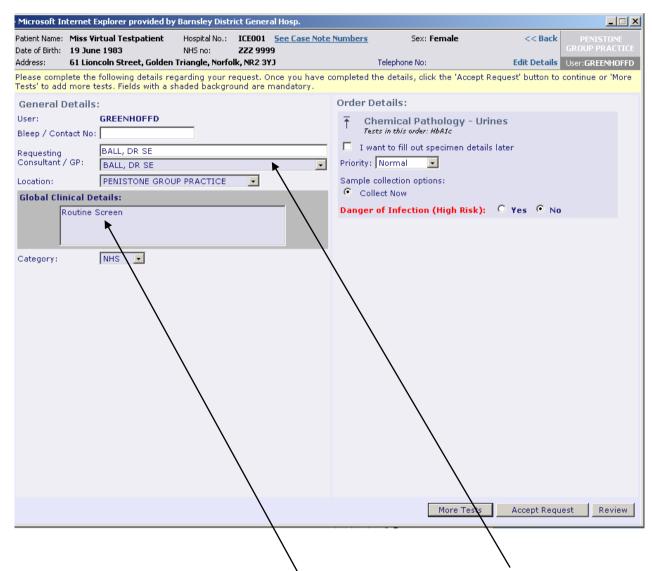
Filename: Ice Training Manual for GP TPP System

**Department: IT** 

QMS No: SOP-IT-D-40

#### **Completing the request**

After selecting the 'Continue with the request button' the following screen will appear



If the user has their own mailbox or is a GP at the practice the 'Requesting Consultant/GP' will automatically populate to the person making the request on the TPP system. The report will then be sent to this individual through their lab links.

If you are requesting on behalf of a GP you **MUST** change the 'Requesting Consultant/GP' field to display the name of the individual who will be taking responsibility for that report.

Enter the clinical details in to the free text 'Global Clinical Details' box. You must enter text into this field; it will not let you proceed without text.

Version: 2.2 Page 7 of 21

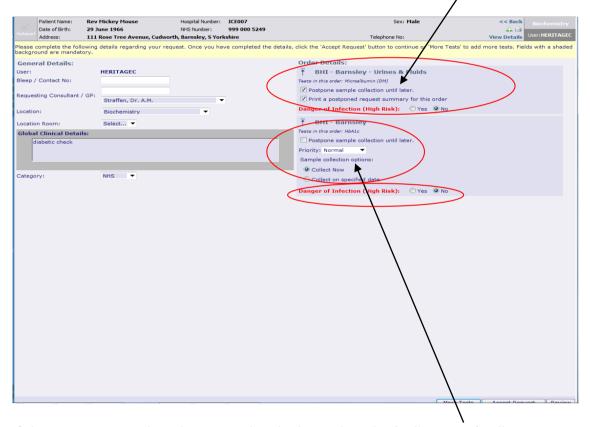
QMS No: SOP-IT-D-40

#### Selecting sample collection date

There are two options available for sample collection date.

If you wish to 'Postpone' sample collection until a later date then select the option 'Postpone sample collection until later'. This will then prompt a further check box to appear, 'Print a postponed request summary for this order'. If the patient is going to have these tests performed anywhere other than your surgery, you must check this box and print the request summary. Once printed, give this to the patient to take with them to the phlebotomy department for the bloods to be collected.

Once this is done, select 'Accept Request' in the bottom right hand corner of the screen. This action will place the request on a pending queue in the ICE system. The pending queue can be accessed at a later date when the specimen is to be taken.



If the specimen is to be taken immediately then select the 'Collect Now' collection option.

There may be more than one 'Order Details' boxes to complete as some tests go to different laboratories or specialties e.g. Microbiology and Blood Sciences. Each box shown will generate a separate form for the requests stated on the individual box.

Version: 2.2 Page 8 of 21

Barnsley/Rotherham Integrated Laboratories Department: IT

Filename: Ice Training Manual for GP TPP System QMS No: SOP-IT-D-40

If a patient has a confirmed Category 3 infection then please check the box 'Danger of Infection'. Please also attach a Danger of Infection sticker to all samples and the printed request card.

To complete the request/s select the 'Accept Request' button at the bottom right hand corner of the screen. This will record on the ICE system that the tests have been completed.

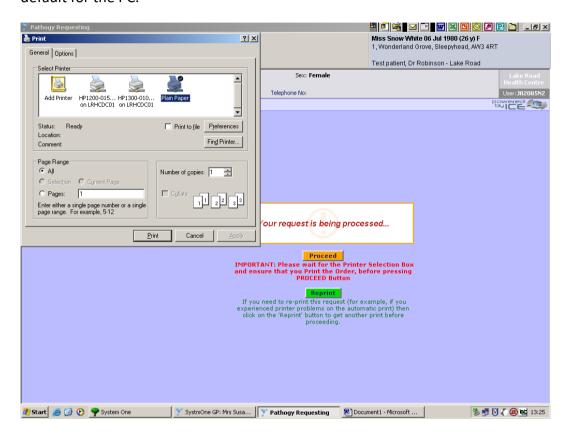
Version: 2.2 Page 9 of 21

QMS No: SOP-IT-D-40

#### Printing the request form

Once the 'Accept Request' button is selected the system will initiate the printing of the hard copy form. It is important to wait for the printer box to appear before proceeding.

A printer box will appear with the default set to the printer in the room or the printer set-up as default for the PC.



Select the 'Print' button.

Once the form has printed check that it is on the correct ICE stationary and the patient demographics all appear in the correct place on each of the bottle labels. If this is all correct then select the orange 'Proceed' button. If the request has printed on the wrong paper or the information is not contained in the labels do not select 'proceed', instead make the necessary adjustments and then select the Green 'Reprint' button. Once the reprint is made ensure all is then correct and then select the 'Proceed' button.

If multiple forms require printing the print dialogue box will re-appear on screen. Repeat the above process ensuring the orange 'Proceed' button is selected after each print action.

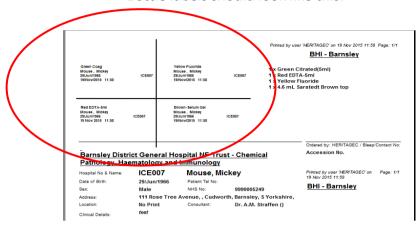
Once all forms are printed the ICE system will close and you will be taken back into your TPP System. A record of the ICE request will be made against the patient record in TPP, the status will either show as postponed or request sent. When prompted save the data back into your practice system.

Version: 2.2 Page 10 of 21

QMS No: SOP-IT-D-40

#### **Printer Adjustment**

Bottle labels should look like this: -



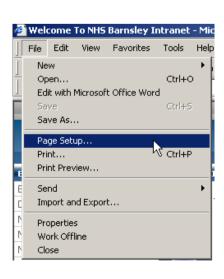
Please ensure all the patient demographics are contained inside each individual label. If the information is not contained inside each individual label this will be because the margin settings will be wrong.

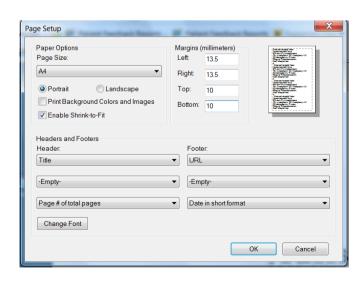
Adjust margins as necessary. You can repeatedly adjust and reprint requests until aligned correctly. Once the margin settings are correct they should not need doing again unless your PC is updated and then the margins may revert back to their original factory settings, thus meaning you will need to reset them again.

To adjust printer margins – Open internet explorer –



From the toolbar at the top of the screen select 'File' and then 'Page Setup'





Version: 2.2 Page 11 of 21

QMS No: SOP-IT-D-40

Ensure A4 is selected, then alter Top and Bottom margin to 10, Right and Left to 13.5, click OK

Once the labels are printed you should attach them to the appropriately coloured bottle, as indicated on each individual label.

Labels should be attached as shown in the diagram below: as close to the cap as possible and covering the existing manufacturers label so that there is clear space at the back of the bottle to allow sight of the blood level in the bottle.

It is extremely important that the labels are attached to the correct coloured bottle, e.g. the label that says red top is attached to the red top bottle etc.



Version: 2.2 Page 12 of 21

Filename: Ice Training Manual for GP TPP System

**Department: IT** 

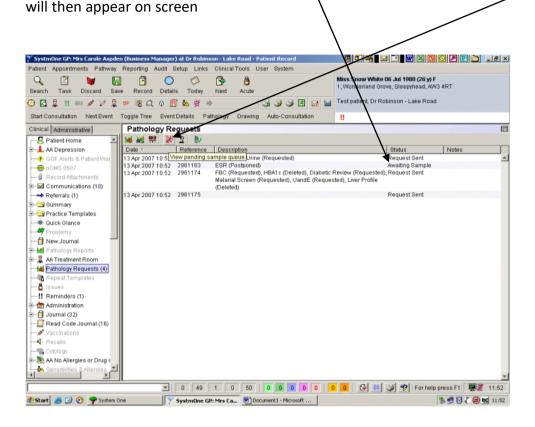
QMS No: SOP-IT-D-40

#### Taking a sample later (Postponed Request)

Select a patient in TPP

Select 'pathology Requests' from the clinical tree.

A list of all electronic requests for that patient will appear. Select and highlight the test you wish to take, the status should be 'Awaiting Sample' then either left click on the test tube icon 'Take Sample' or right click on the required test and click "Take Sample" from the options which



You will then pass through to the ICE system

A list of all electronic requests for that patient will appear. Select and highlight the test you wish to take, the status should be 'POS' (Postponed) then click "Take Sample"

Click the option 'collect now'.

Select 'Accept Request' button then follow the printing instructions as above.

The request status on TPP will then automatically update from Awaiting Sample to Request Sent.

When prompted save the data back into your practice system.

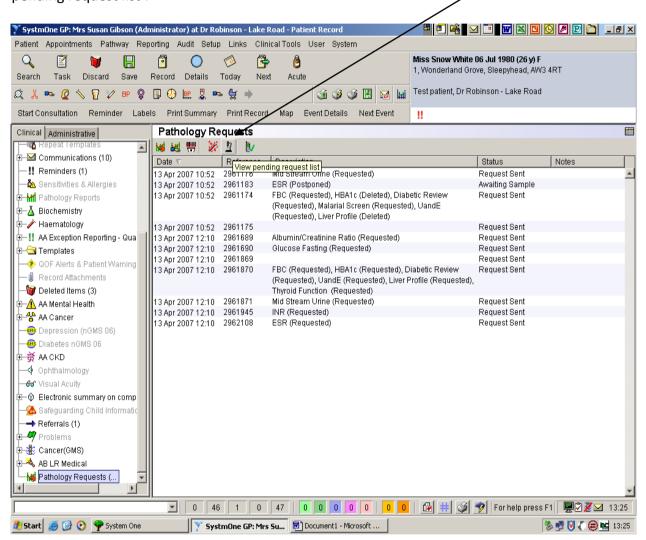
Version: 2.2 Page 13 of 21

QMS No: SOP-IT-D-40

# Reprinting a completed request form, deleting or adding additional tests to a postponed request, printing a postponed request summary that has already been placed on the system

Select a patient in TPP

In the Pathology Requests page select the icon that looks like a black microscope - 'View pending request list'.



This will take you out of TPP and over into the ICE system, where a list of all the patients electronic requests on ICE will be displayed.

Version: 2.2 Page 14 of 21

Filename: Ice Training Manual for GP TPP System

**Department: IT** 

QMS No: SOP-IT-D-40



Left click on the request you wish to work on.

If the status of the request is 'POS' this means the test is still awaiting collection so then you can click 'Edit Request' to allow you to add additional tests to the existing order. You can also print off a postponed summary request by clicking 'Edit Request' then don't add any tests, just click the green 'Continue With Request' button in the bottom left hand corner of the order screen which will take you to the next page where you can select 'Print Postponed Request Summary', then 'Accept Request'. You can also delete a postponed request by clicking 'Delete Request' and typing a reason in the box that appears.



If the status of the request is 'SPC' this means the test has already been collected so the only option available to you is to 'Reprint Request'. This will allow you to reprint a completed request form in the event of it originally being printed out on the wrong paper etc.



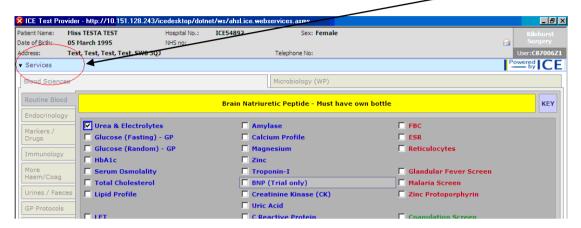
Version: 2.2 Page 15 of 21

QMS No: SOP-IT-D-40

## To bleed a patient who presents with a postponed request form generated by a consultant at Barnsley Hospital

NB The hospital generated request will not appear in your TPP system 1 screen

Select the correct patient in your TPP System 1. Follow the same procedure as you would to make a new request. Once in the requesting screen hover your cursor over the **services** option. Select 'patient request list' from the drop-down list that appears.



The following screen will then appear



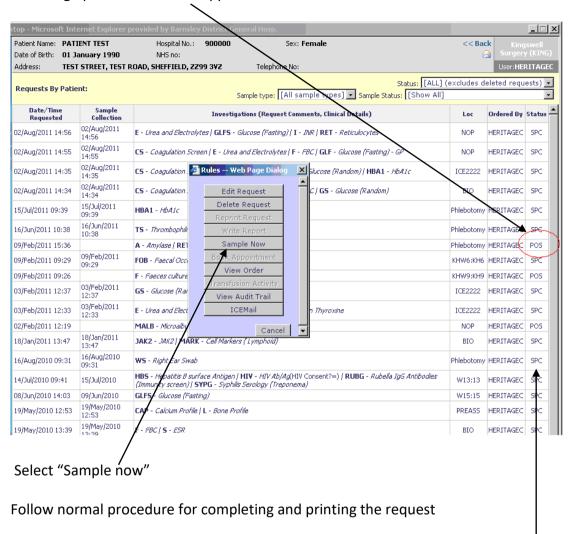
Version: 2.2 Page 16 of 21

Filename: Ice Training Manual for GP TPP System

**Department: IT** 

QMS No: SOP-IT-D-40

Select the **POSTPONED** request that has been made by the consultant at the Hospital. The following options box should appear



Under no circumstances reprint a request that is showing status 'SPC' (Specimen Collected) during this procedure as this request has already been used so is not available to use again.

Version: 2.2 Page 17 of 21

Filename: Ice Training Manual for GP TPP System

**Department: IT** 

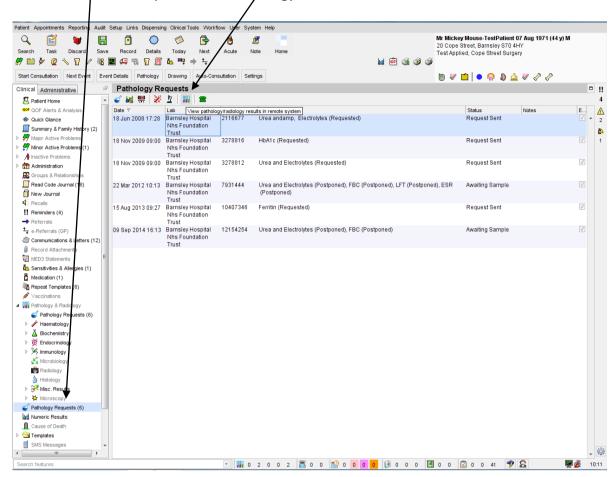
QMS No: SOP-IT-D-40

#### To view patient reports

Select the patient on TPP

Select 'Pathology Requests' from the clinical tree.

Click on the test tube picture for 'Pathology Results'.



This will take you from your TPP system and into the ICE reporting module.

A list of all the reports that are available for the selected patient will appear. This will include hospital generated reports as well as GP reports.

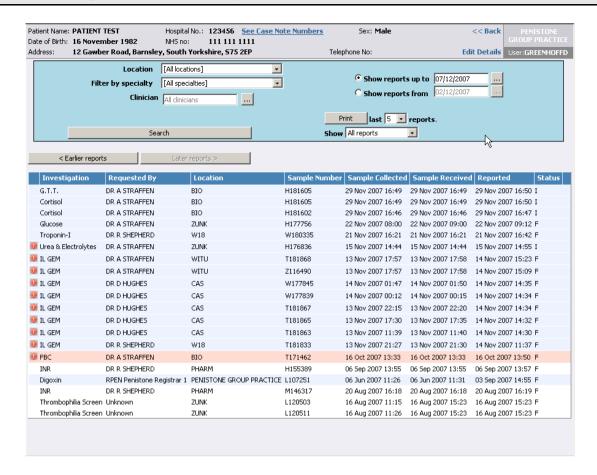
You can filter the reports if required by using the filter options at the top of the screen.

Version: 2.2 Page 18 of 21

Filename: Ice Training Manual for GP TPP System

**Department: IT** 

QMS No: SOP-IT-D-40



Abnormal numeric results are highlighted with a red exclamation mark on the left-hand side of the screen.

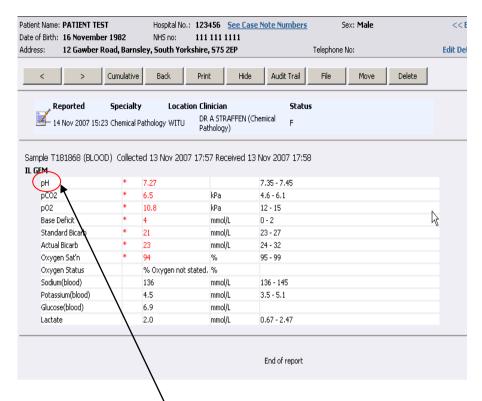
Double click on a selected report to see the detail.

Version: 2.2 Page 19 of 21

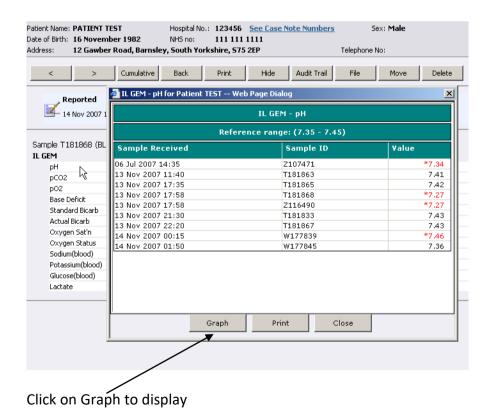
Filename: Ice Training Manual for GP TPP System

**Department: IT** 

QMS No: SOP-IT-D-40



Individual numeric indices can be presented in a cumulative format or graphed. Click on an individual test to display: -

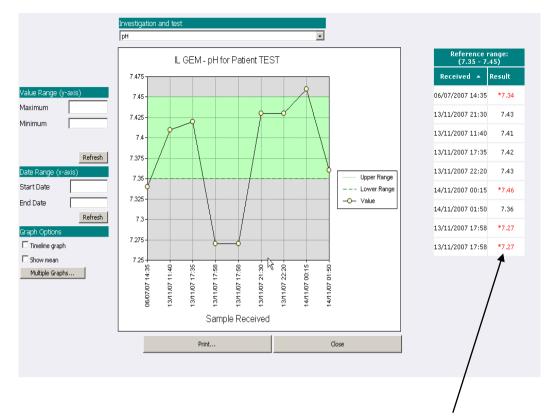


Version: 2.2 Page 20 of 21

Filename: Ice Training Manual for GP TPP System

**Department: IT** 

QMS No: SOP-IT-D-40



Abnormal numeric results are displayed in red and marked with an asterisk.

The 'Back' button on the options bar will take the user back to the summary view of the reports

Patient Name: PATIENT TEST	•	123456 <u>See Case l</u>	Note Number	<u>5</u> .	ex: Male		<<1				
Date of Birth: 16 November 1 82 Address: 12 Gawber Road Barns	NH5 no:		11 111 1111 ire, 575 2EP Telephone No:					GROUP PRACT  Edit Details User: GREENHOI			
								Usent	REMARKS		
< > Cumulati	ve Back	Print Profil	le M	atch up test	results acro	oss investigatio	ons				
MPORTANT: This is a summary	and man not a	how commonts fro	om the orig	inal roport	·(e)						
MPORTANT. This is a summary	and may not s	SHOW COMMENTS III	on the ong	Sample R	. ,						
<b>\</b>			22 Nov	21 Nov	15 Nov	15 Nov 14 Nov 14 Nov 13 (					
Investigation/Test		Range	Units	2007	2007	2007	2007	2007	2007		
				09:00	16:21	14:44	01:50	00:15	22:20		
Urea & Electrolytes											
Creatinine		(51 - 96)	umol/	_		*107					
EGFR			mL/min/1.	73m2		49					
Glucose			mmol/L	4.	5						
Troponin-I			ug/L		<0.	2					
IL GEM											
pН		(7.35 - 7.45)					7.36	*7.46	7.		
pCO2		(4.6 - 6.1)	kPa				*7.9	5.1	4.		
pO2		(12 - 15)	kPa				12.8	*10.1	*16		
Base Excess		(0 - 2)	mmol/	L			*6	*3	1		
Standard Bicarb		(23 - 27)	mmol/	L			*29	27	2		
Actual Bicarb		(24 - 32)	mmol/	L			*33	27	2		
Oxygen Sat'n		(95 - 99)	o'r				97	96	9		
Sodium(blood)		(136 - 145)	mmol/	L			*134	137	13		
Potassium (blood)		(3.5 - 5.1)	mmol/	L			4.0	3.7	4.		
Glucose(blood)			mmol/	L			8.0	4.8	9.		
Lactate		(0.67 - 2.47)	mmol/				*0.6	0.7	*0		

The < and > arrows will enable the user to navigate both forward and back through the reports chronologically.

Version: 2.2 Page 21 of 21