

Quick Reference Guide (QRG)

Peripheral Intravenous Cannula (PIVC) Documentation

This guide will enable the user to:

- Create a dynamic group for Peripheral Intravenous Cannula (PIVC) documentation
- Document a new PIVC insertion, or a previously inserted PIVC
- Order a PIVC removal and document Removal of a PIVC
- Inactivate the dynamic group for a PIVC

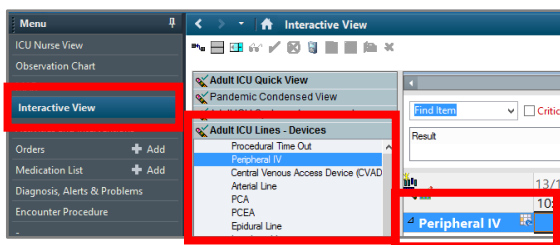
NOTE: These same principles of documentation are to be applied to all Lines, Tubes or Drains. PIVC is used as an example.

Creating a Dynamic Group for the Individual Line/Device

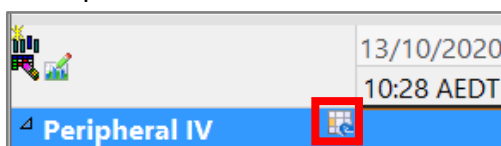
Dynamic Groups are required for documenting lines or devices where more than one item might exist in that category so that each line/device can be documented against individually.

Where there may be multiple instances of the same grouping of information (eg. Multiple PIVCs), each PIVC requires its own dynamic group.

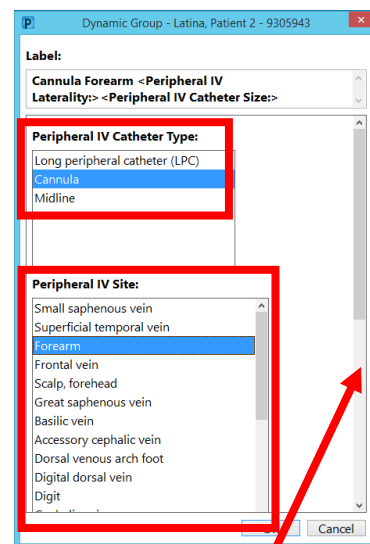
1. In Interactive View (iView) open the Lines - Devices Navigation Band. Select the appropriate Line or Device to be documented eg Peripheral IV (PIVC).



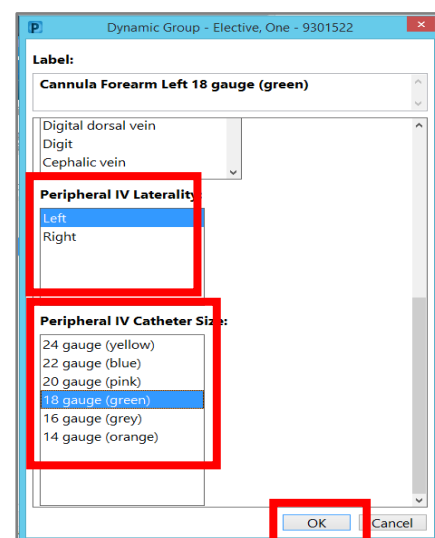
2. Select Peripheral IV and click on the **Dynamic Group icon** to create a descriptive label.



3. This will display a Dynamic Group menu where the correct fields can be selected for the **Dynamic Group Label**.



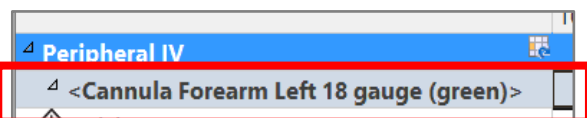
4. Use the scroll bar to continue to select all relevant details.



5. Click **OK**.

Note: Until the label is created, there will not be any fields available for documentation.

- The **label** for this PIVC has been created, and the **Peripheral IV Band** dynamic group is available for documentation.

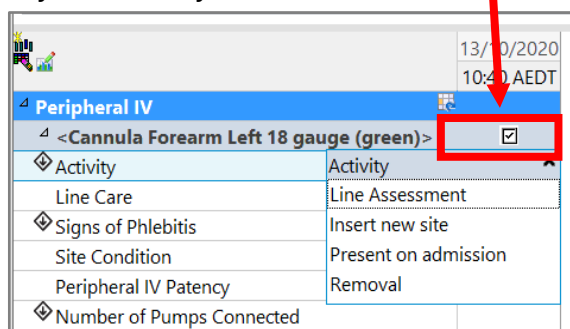


- For any one patient, every PIVC is to have a separate label.

Documenting a Line Insertion

NOTE: The **clinician inserting the line/device is responsible for documenting** the insertion.

- Double-click in the correct time column, in the grey band, in line with the label allow for quick documentation between documentation cells using the **tab** or **enter** keys on the keyboard.



- In the **Activity** cell and select **Insert new site**.

NOTE: Based on conditional logic, further selections appear. The  icon displayed symbolises conditional logic.

- Complete the remaining insertion documentation including Dressing Type.

<Cannula Forearm Left 18 gauge (gre...	
Activity	Insert new ...
Peripheral IV Inserted as per Policy	Yes
Insert Location	Ward
Performing Procedure	Doctor, Test
Indication	IV fluids
Number of Attempts	1
Extension Set Used	No
Procedure Result	Successful
Line Care	Flushed, In...
Signs of Phlebitis	
Site Condition	
Peripheral IV Patency	
Number of Pumps Connected	
Dressing Condition	
Dressing Activity	
Dressing Type	Transpare...

NOTE: The **Insert New Site** must be selected as this action triggers the 72-hour timeframe for when the PIVC is to be re-sited.

- Green tick to Sign  and Refresh .

Note: The purple font will change to black once saved.

Documenting a Previously Inserted Line/Device

- If your new patient has a line/device eg PIVC insitu that it is not already documented in iView, then the line/device can be documented as Present on Admission. Complete all other fields as appropriate.

<Cannula Forearm Right 20 gauge (pink)	
Activity	Present on admission
Present on Admission Insert Date/Time	13/10/2020 10:00
Inserted Suboptimally	Unknown
Insert Location	Emergency departm...
Line Care	Flushed, Infusion lin...
Signs of Phlebitis	
Site Condition	No complications
Peripheral IV Patency	
Number of Pumps Connected	
Dressing Condition	Dry, Intact
Dressing Activity	
Dressing Type	
Patient Response	
Unexpected Events	

- Green tick to Sign  and Refresh .

3. Documenting **Present on Admission**, in **Activity** does not populate the **ISBAR Lines/Tubes/Drains** section with the insertion date, therefore an Order will need to be placed for device removal (in this case in 3 days).

Placing an Order for Due Date to Remove

1. In the Menu, click on the **Orders** tab and **+Add**. **Orders** **+ Add**
2. In the search box type **Peripheral**.
3. Select **Peripheral IV Removal**.
4. Complete the **Requested Start Date/Time** as per protocol and any special instructions if required.

5. Click **Sign** to complete the order. This task will then appear on CareCompass at the specified time to remind the nurse to remove the PIVC.

Documenting PIVC Assessment

1. When any activity is performed for the PIVC, it must be documented.
NOTE: Line Assessment is documented at each intervention, including site check.

2. Green tick to Sign and Refresh .

Documenting PIVC Removal

1. Select the correct dynamic group for the PIVC to be removed.
2. In the correct time column, document **Removal** against the **Activity**

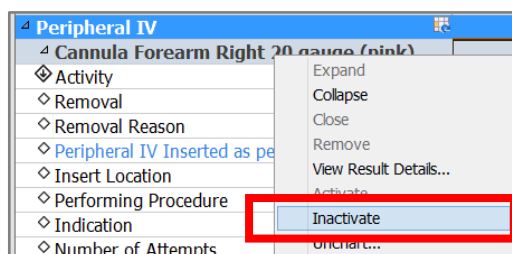
3. Complete the conditional logic fields that now appear. Complete these based on the reason for removal of the PIVC, and any other relevant information.

4. Green tick to Sign and Refresh .
- Note:** The insertion, care, assessment and removal of any PIVC must be documented. Once removed, you will need to inactivate that Dynamic Group.

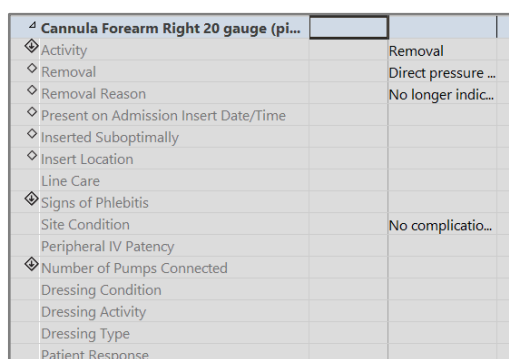
Inactivating a Dynamic Group

This is **ESSENTIAL** for the PIVC to display as having been removed, and to **NOT** cross encounters.

1. **Right** click on the **Dynamic Group Label** specific to your PIVC.



2. Select **Inactivate** from the drop-down box.



3. The label, fields and its cells will be greyed out and will not allow any further documentation.
4. In the ISBAR Handover, Lines/Tubes/Drains the PIVC's currently inserted, and the Removed PIVC are displayed.

Lines/Tubes/Drains		
Type	Location	Inserted
Lines (2)		
Peripheral IV	Cannula Forearm Left 18 gauge (green)	13 OCT 2020 10:40
Peripheral IV	Cannula Digital dorsal vein Right 22 gauge (blue)	10 OCT 2020 13:25
Tubes/Drains (0)		
No results found		
Discontinued (1)		
Peripheral IV	Cannula Forearm Right 20 gauge (pink)	--

NOTE: The PIVC (22G blue) was documented as **Insert New**. The date of insertion is displayed in **RED** indicating the date the cannula is due to be removed/resited.

5. The PIVC activity can also be viewed in **Results Review**.