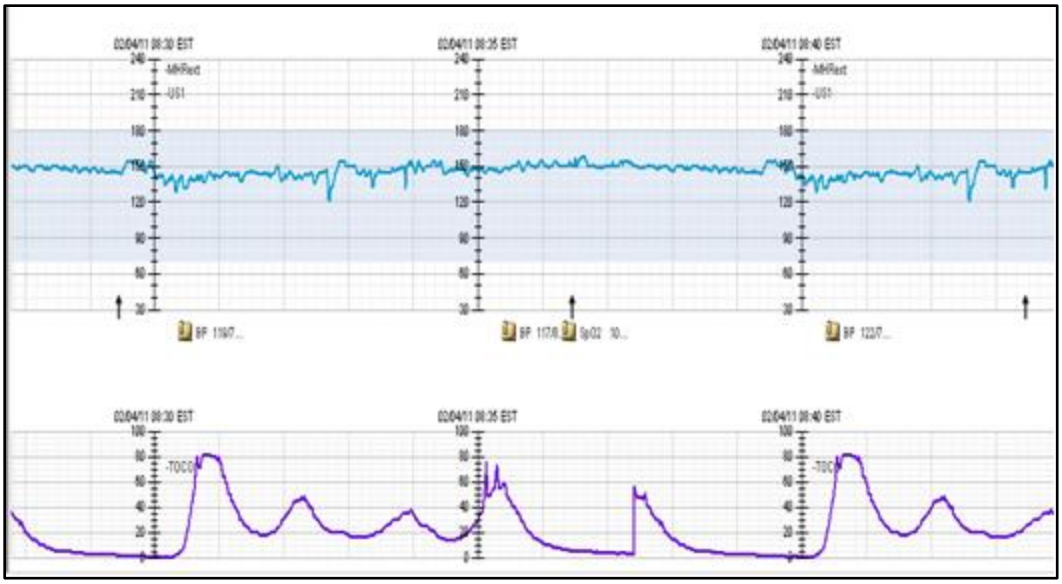
NHS

CernerEPR

FetaLink User Guide



Updated 14/6/17 ICT Training Team

Contents

FetaLink

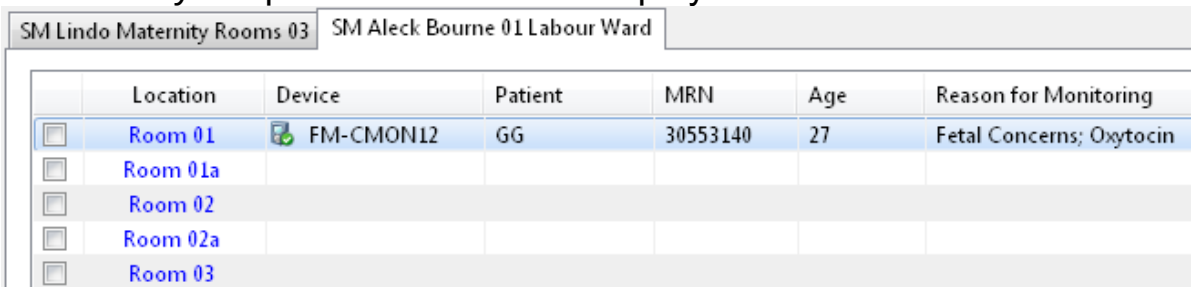
Using FetaLink

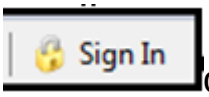
This guide is intended to assist you in working through the primary workflow of the FetaLink application.

FetaLink is a Maternal and Fetal monitoring system that facilitates the flow of data from medical devices in a manner that supports display needs of clinicians in acute and outpatient settings. The solution documents and provides a graphical display of the relationship between fetal heart rates and contraction data. It also stores and displays waveforms and annotations - information clinicians can view on a display monitor at the bedside, throughout the hospital or clinic, and through remote access.

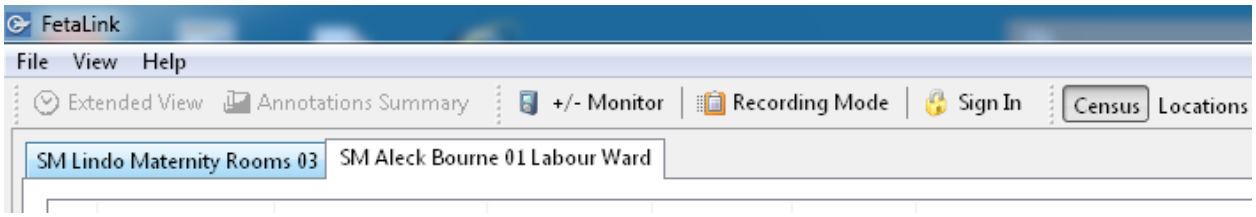
Opening and Signing into FetaLink

1. Double click the FetaLink icon on the computer.
2. FetaLink opens to a View Only mode. The User can access and view monitoring strips but cannot act upon them. Only the patient's initials will display.



3. To Sign In, select the **Sign In** button 

on the toolbar.



4. The sign in box will appear. Sign in using your User Name and Password.

5. You are now signed into FetaLink. The **Sign In** button now displays as **Sign Out**. This button configuration is a visual reference to indicate your current signed in status. All remaining activities require you to be signed into FetaLink.

Signing Out of FetaLink

When you have completed your activities, remember to sign out of the application for security purposes.

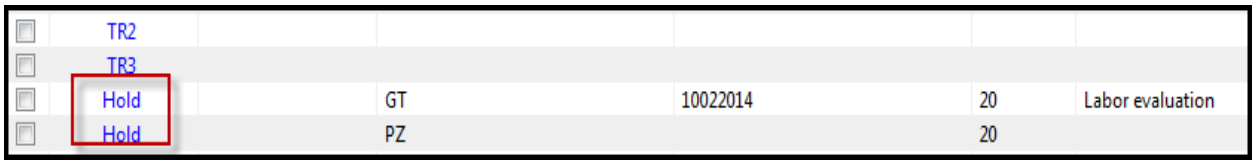
Signing Out may be done in one of the following three ways:

- Click Sign Out from the toolbar in the Census View. This will not close FetaLink
- Click on File on the Menu bar and select Exit from the drop-down
- Click on the 'X' in the upper right hand corner of your screen.

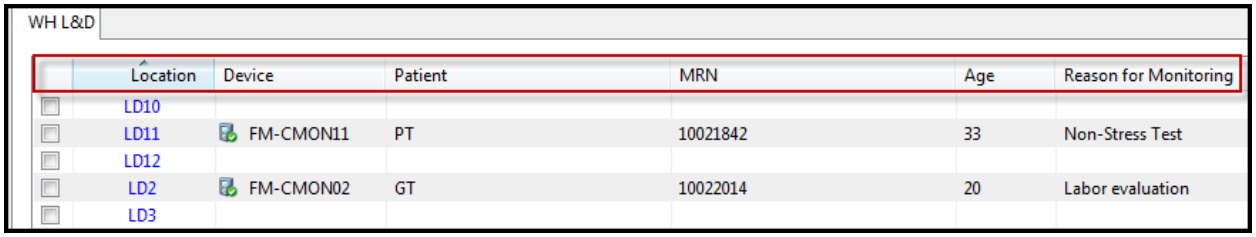
FetaLink Census View

The census board within FetaLink displays all the locations within the unit that offer fetal monitoring.

1. The census board lists:
   - Patients who have been associated to a monitor
   - Patients who have been disassociated from a device but *NOT* finalised will show in the location column either in their room or as transferred to Hold if they are waiting in reception.



2. Click into a specific column for your patient to trigger specific functions to occur. (Active and Passive columns)

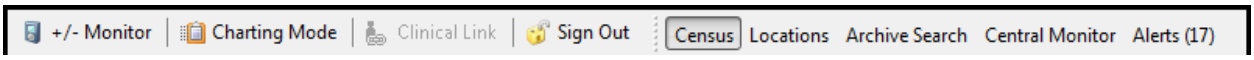


- **Location**: Opens the monitoring strip(s) to the patient view
- **Device**: Triggers the Disassociate Device window
- **Patient**: Opens the transfer window to transfer a patient to another location.
- **Age**: no activity
- **MRN**: pulls from encounter, no activity

- **Reason for Monitoring**: Allows the user to enter a reason for monitoring that can be used to label the fetal strip. User must be signed in before adding a Reason for Monitoring.

Census View Toolbar

The toolbar in the Census view contains access to many functions within FetaLink



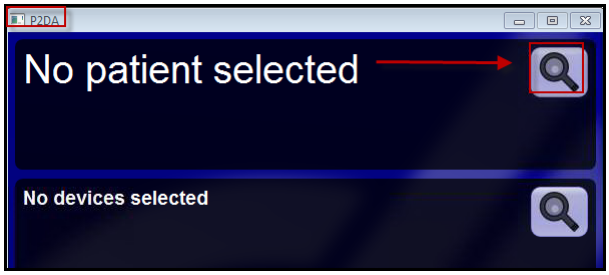
- **+/- Monitor**: Associates patient to devices
- **Charting Mode**: Opens up the selected tracing in a smaller window that can be viewed while documenting in PowerChart Maternity.
- **Sign In/Out**: Allows user to sign in and out of FetaLink (Unlock and Lock)
- **Census**: Displays the main screen with the Census View
- **Locations**: Displays monitoring strips from selected location(s).
- **Archive**: Allows user to find patient to view archived monitoring strips
- **Central Monitor**: Will open to view all monitors that are turned on.
- **Alerts**: Opens to all locations with active alerts

+/- Monitor - Patient to Device Association (P2DA)

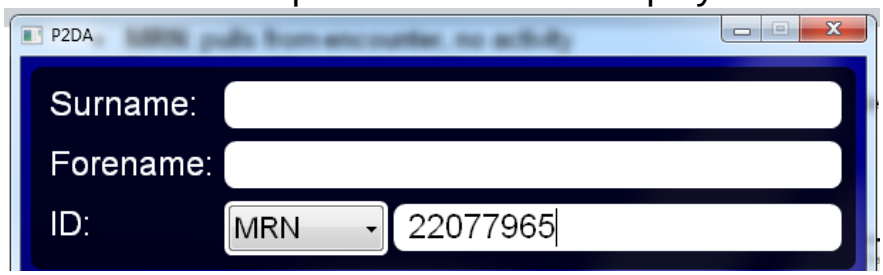
When patients are admitted, place them on the monitor as usual. You must associate the patient to the device and the strip either before placing patient on monitor or associate retroactively. If monitoring has already started when you associate the patient, you may set the time back to the time monitoring started.

1. Sign in to FetaLink.
2. Place the patient on the monitor.
3. Click the +/- Monitor button on the toolbar.

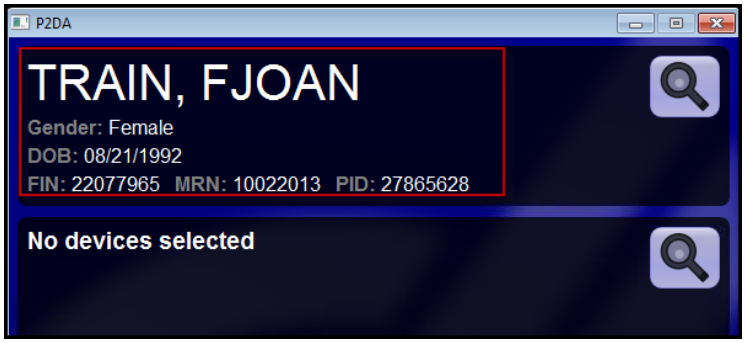
4. The application is launched. You will not have to sign into P2DA if you have already signed in to FetaLink with your credentials. .
5. Scan the bar code on the patient's wrist band to pull in the patient's name.
6. If no bar code is available, you may manually search for the patient by following these steps: Click the Magnifying Glass button in the uppermost section of the P2DA window to search for the patient.



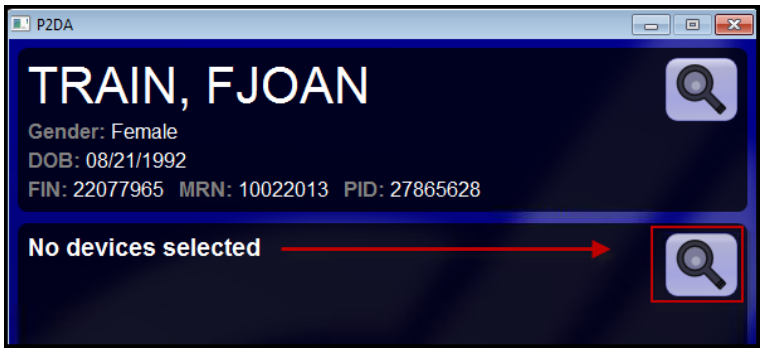
7. Search for and select the patient. Type in the **MRN** number. Then click Search and the patients name will display.



8. Single click on the patient name and the name will display in the upper section.

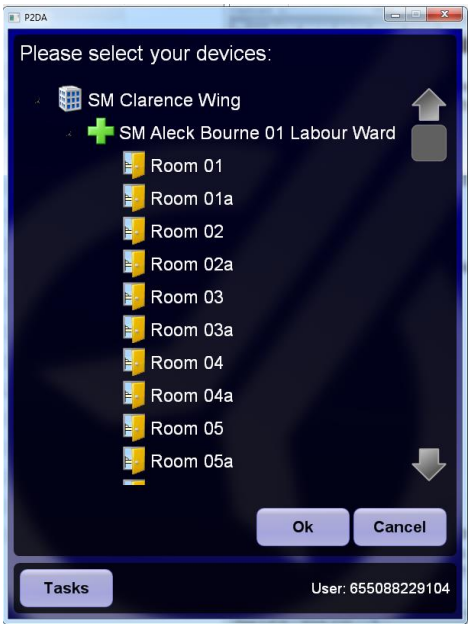


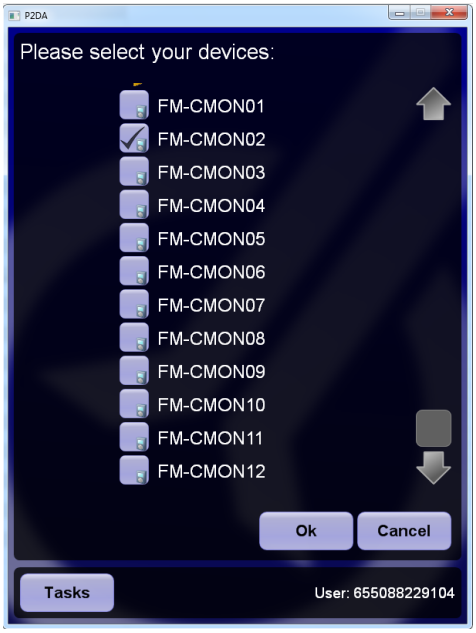
9. Scan the bar code on the fetal monitor device to allow it to be associated to the patient.
10. If no bar code is available, you may manually search for the fetal monitor device by following these steps: Click the Magnifying Glass button in the lower section of the P2DA window to search for the device.



11. Navigate to select the location. Scroll down to find the devices. Click on the device and a tick will display in the box. Click OK.

NOTE: The device needs to be powered on before you will see it in the list.

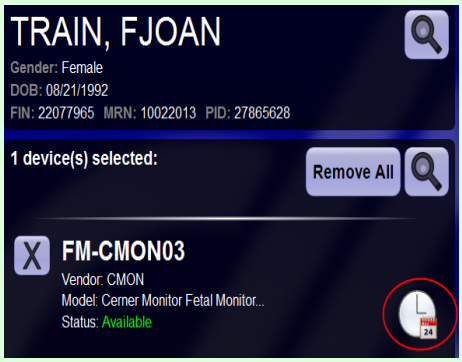


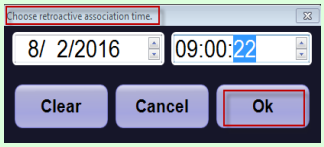


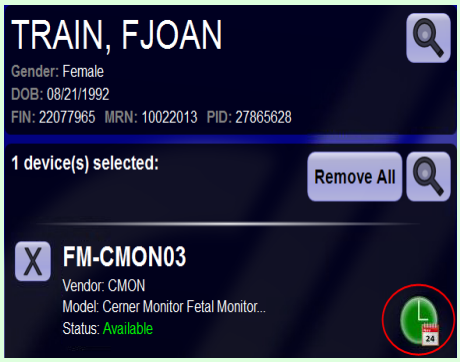
12. If the time needs to be set back, click on the clock, set the time and click OK. This allows you to go back and get all of the tracing to add to the patient's chart, if you had started monitoring before performing P2DA.

Useful Information

If the association time needs to be retroactively set, click the Clock/Calendar icon and set a date and time prior to clicking Associate. The Clock/Calendar icon will turn green. NOTE: If you enter a time that overlaps with a previous patient's tracing, the system will warn you. Please double check your association date and time and correct as necessary before selecting Associate, to avoid inaccuracies.

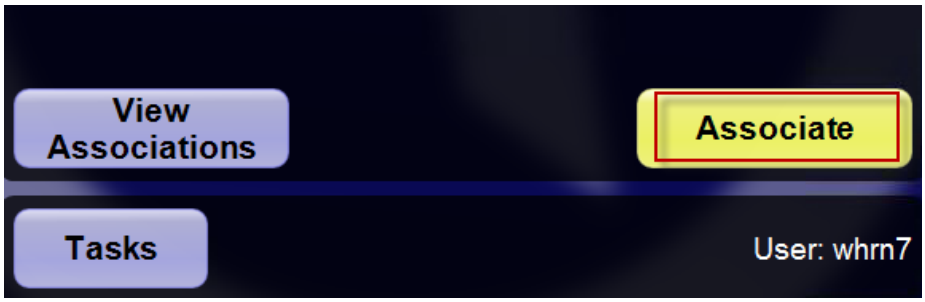






The word **Available** must show next to **Status** for the FM-CMON monitor.

13. Click on **Associate**. The device is associated with the patient and will display on the FetaLink Census board next to the patient's initials.

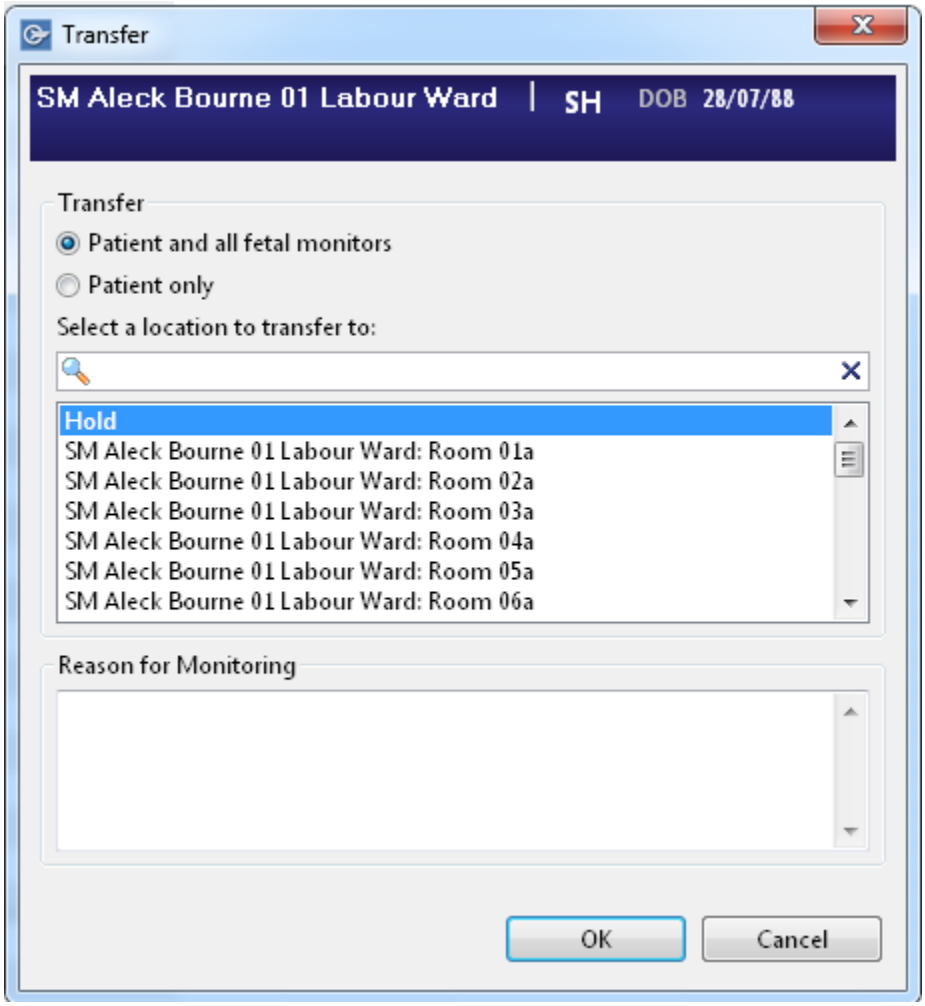


14. Close P2DA by selecting the **x** in the upper right corner.

Moving the patient and the monitor to a room

15. On the Census view, click on the patient's **initials, c**lick to select **Patient and all fetal monitors** then select the **room** from the list of locations below and click **OK.**

Note: The patient also needs to be transferred on PowerChart.

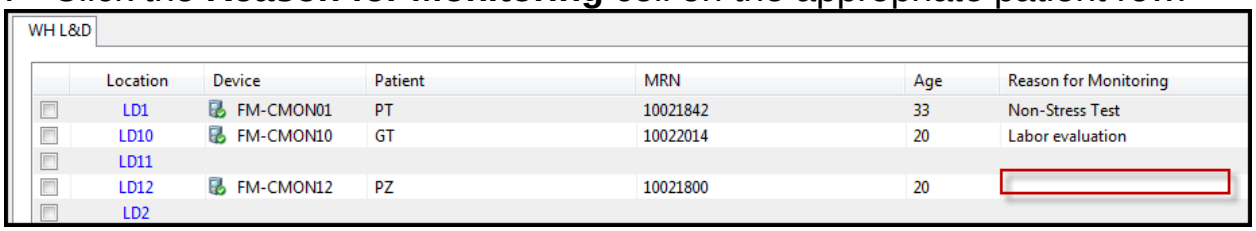


Create a Reason for Monitoring

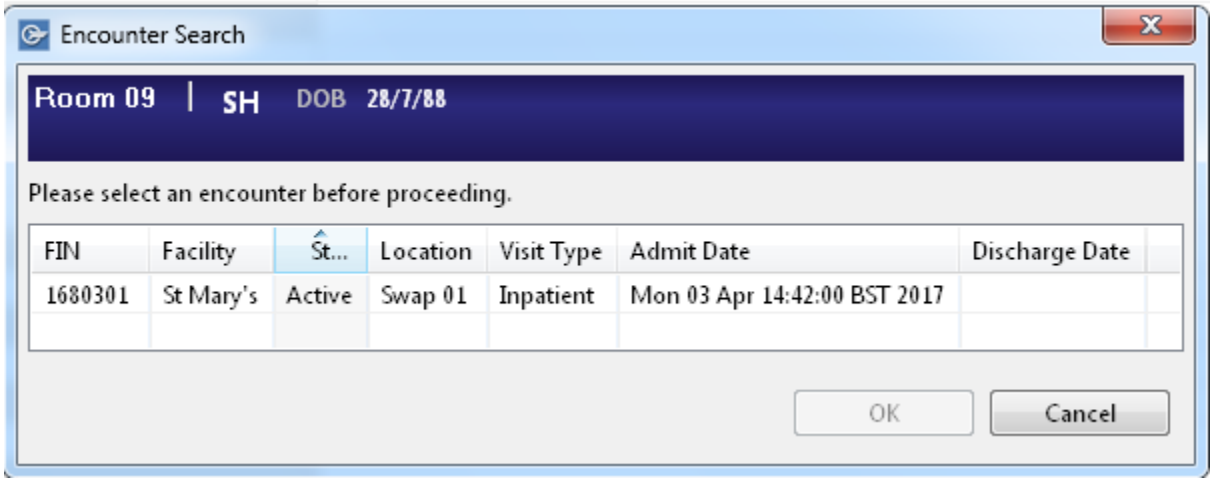
> **Note**
> Reason for Monitoring annotations cannot be edited after initial creation. They can be re-entered, however. The most recent annotation is displayed in the Census Perspective, but all annotations are viewable in the Annotation Summary.

To create a reason for monitoring, you must be in **Census** view.

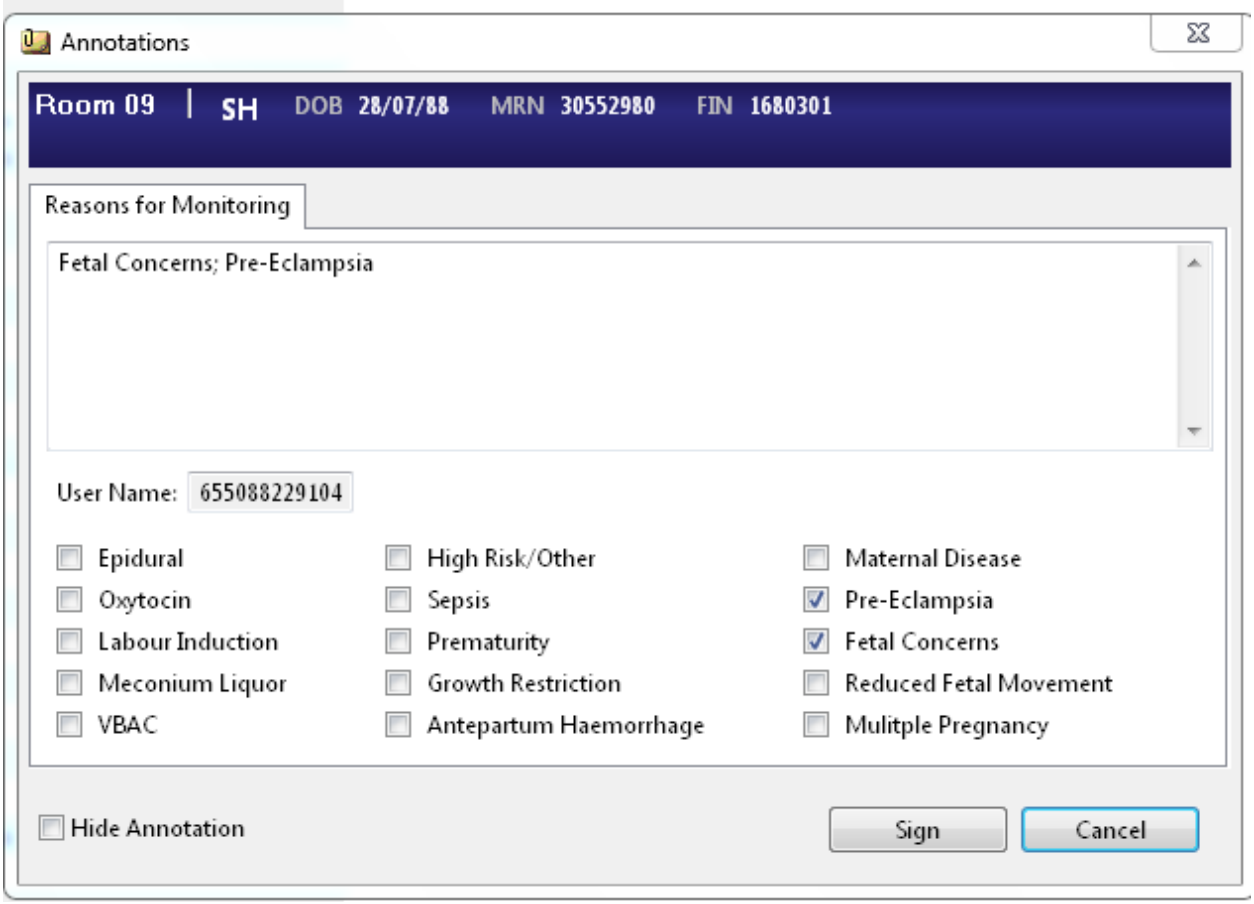
16. Click the **Reason for Monitoring** cell on the appropriate patient row.



17. Select the correct encounter from the **Encounter Search** window



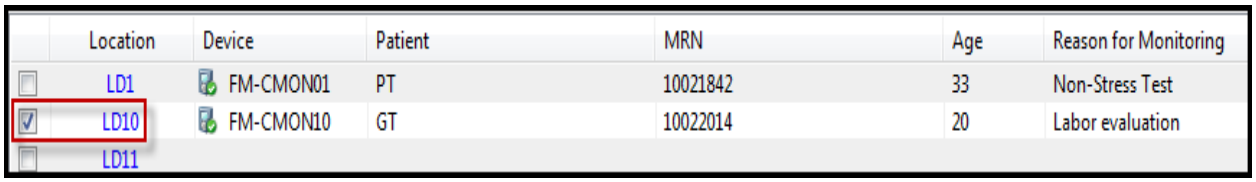
18. Click **OK**
19. The **Annotations** window opens. Select the **Reasons for Monitoring** from the list. You can also type freetext but keep this short.



20. Click **Sign** to save and complete the Reason for Monitoring annotation. Reason for Monitoring annotations may also be viewed from the **Annotations Summary** and from the patient's record in **PowerChart - Obs & Assessments** page.

Single/Multiple Patient Perspective

The Single Patient Perspective allows you to view the monitored locations for a single patient. Click on the room number to launch the patient's fetal monitoring episode.



Location	Device	Patient	MRN	Age	Reason for Monitoring
LD1	FM-CMON01	PT	10021842	33	Non-Stress Test
LD10	FM-CMON10	GT	10022014	20	Labor evaluation
LD11					

To launch multiple monitoring locations at once;

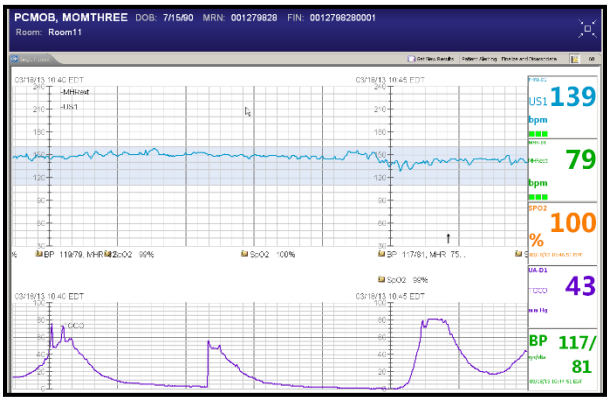
1. Place a tick in the box(es) on the Census grid for the patient(s) you want to view.

FetaLink

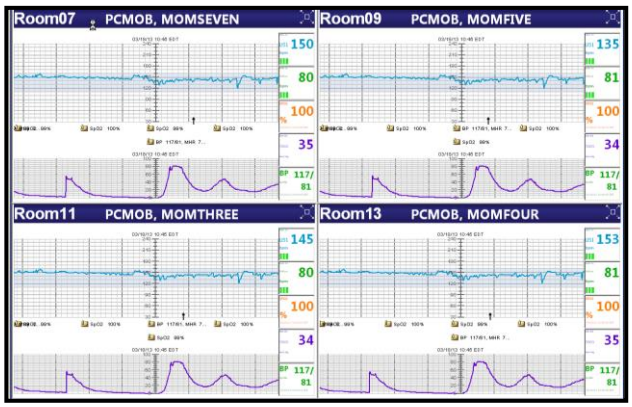
	Location	Device	Patient	MRN	Age	Reason for Monitoring
☐	LD1	FM-CMON01	PT	10021842	33	Non-Stress Test
☑	LD10	FM-CMON10	GT	10022014	20	Labor evaluation
☐	LD11					
☑	LD12	FM-CMON12	PZ	10021800	20	

2. Click View at the bottom of the screen.

The monitored location(s) for the selected patient(s) will display.



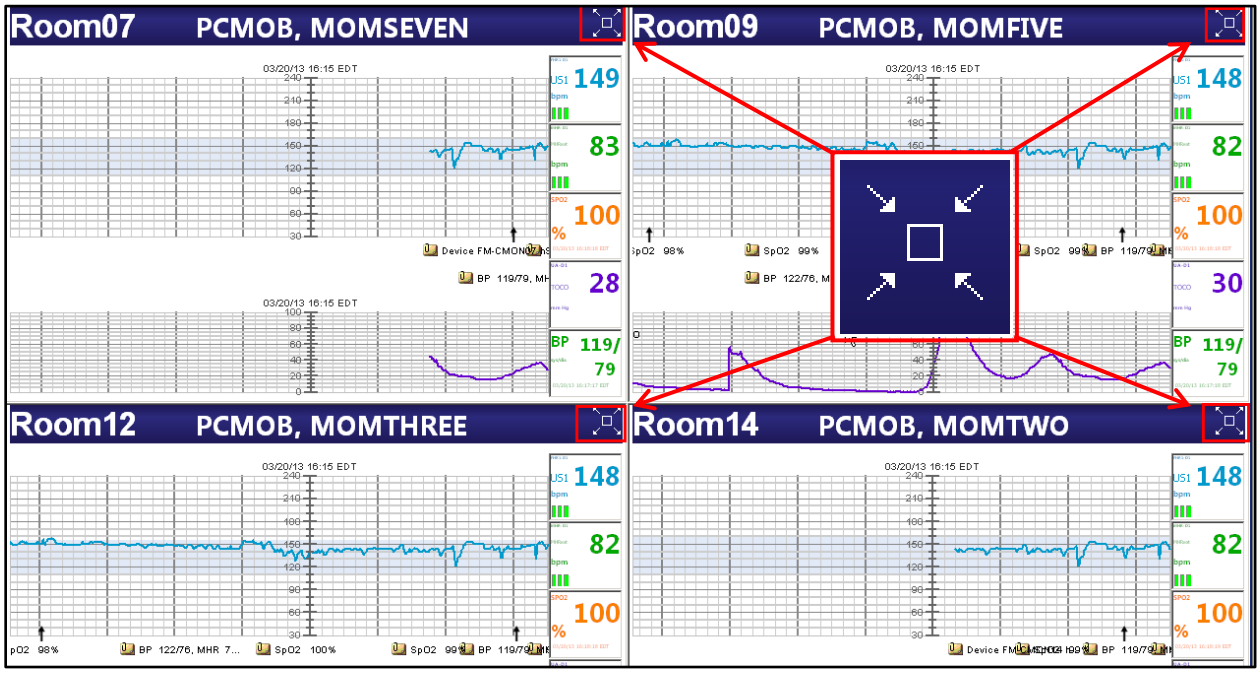
Single View



Multiple Views

Viewing a Single location when in Multiple Views

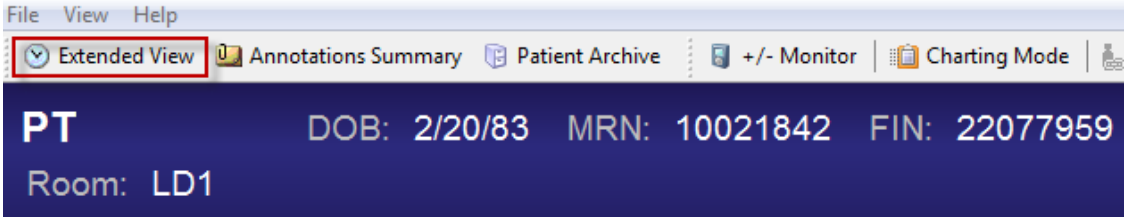
1. Click the Shrink/Expand button for the patient you wish to view.



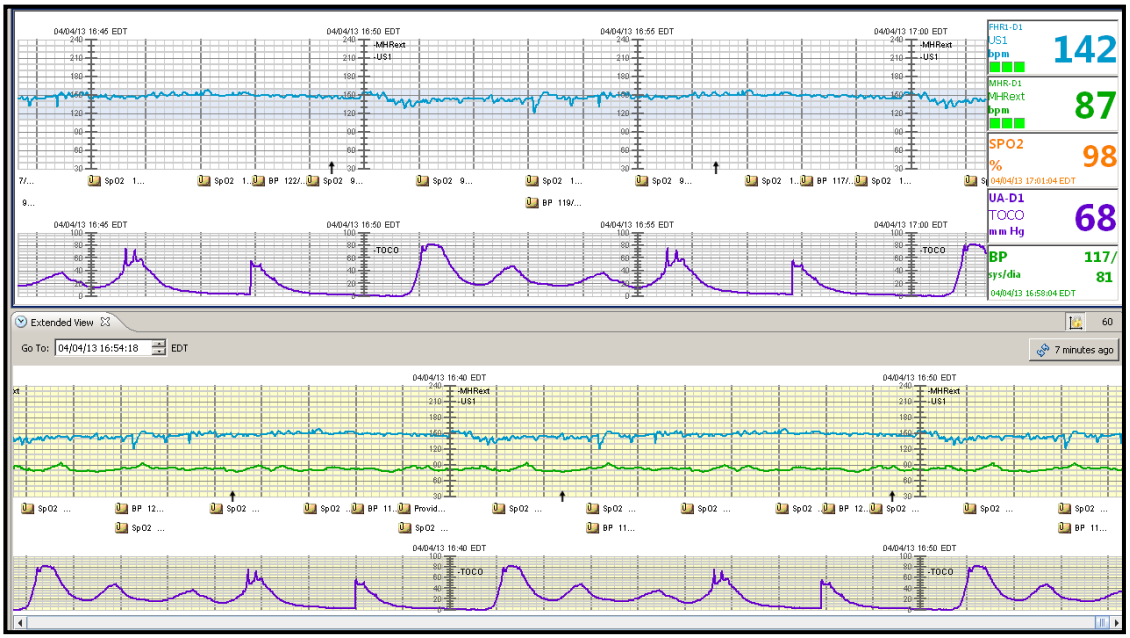
2. The strip expands to the single view. Click back on the Shrink/Expand button to return to multiple views.

The Extended View

1. Open Single patient view
2. Click on the Extended View toolbar button to view the entire tracing.



3. The View now changes to a split-screen format with the entire monitoring session available on the bottom half of the window. A scrollbar is available to navigate through the session.



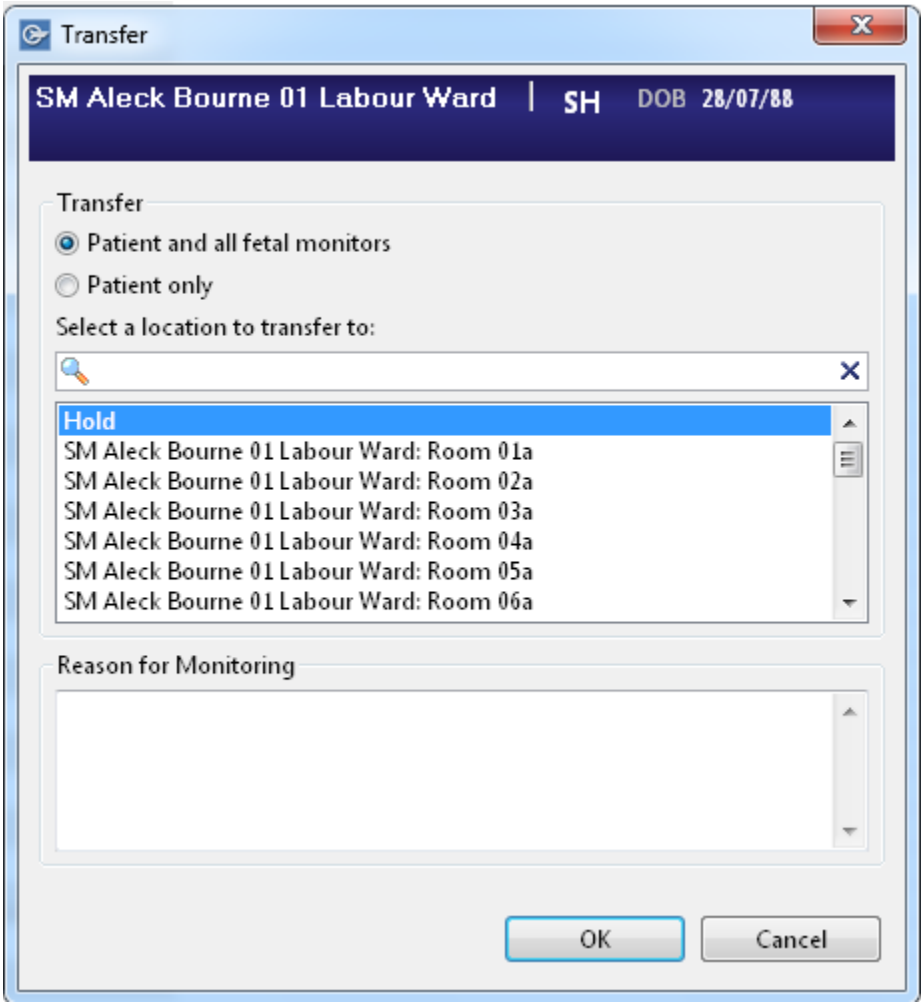
Transfer Patient

The patient is transferred in FetaLink when their physical location changes, such as moving them from a Labour room to a Theatre.

> **Note**
> This function only transfers the patient in the FetaLink application. It does not interact with the tracking board in PowerChart Maternity. The patient also needs to be transferred in PowerChart.

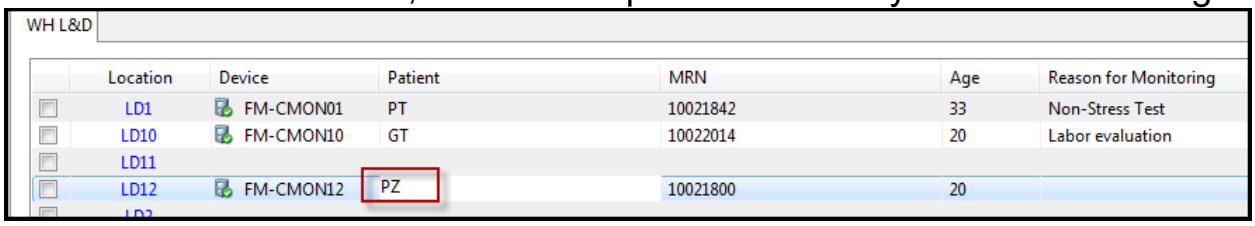
Transfer the patient and the monitor to a different room

1. On the **Census** view, click on the patient's **initials, c**lick to select **Patient and all fetal monitors** then select the **room** from the list of locations below and click **OK.**

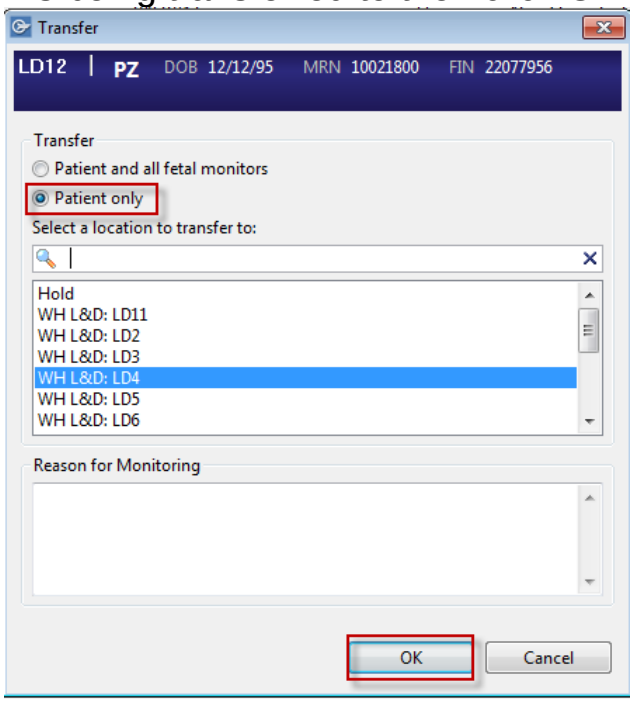


Transfer the patient without a monitor

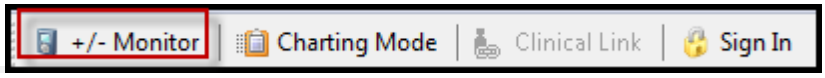
1. From the **Census** view, click on the patient's initials you are transferring.



2. The system defaults to select "Patient only." Select the room the patient is being transferred to then click **OK**.

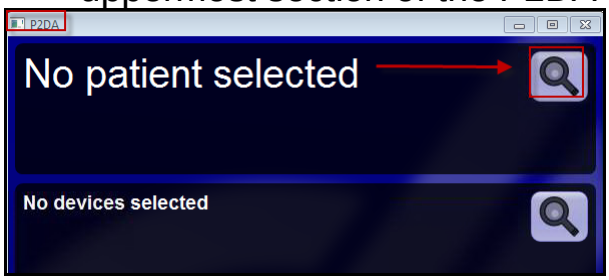


4. The patient will display in the new room. Because the "Patient only" option was selected, the fetal monitor will automatically disassociate, freeing it up for the next patient.
5. If you want to put the patient onto another monitor, follow the instructions below:
6. Click the +/- Monitor button on the toolbar.

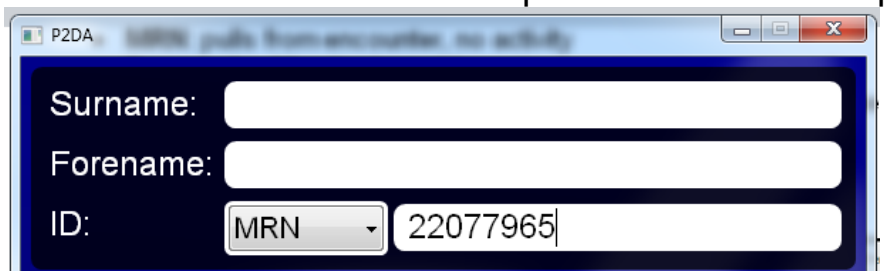


7. The application is launched. You will not have to sign into P2DA if you have already signed in to FetaLink with your credentials. .
8. Scan the bar code on the patient's wrist band to pull in the patient's name.

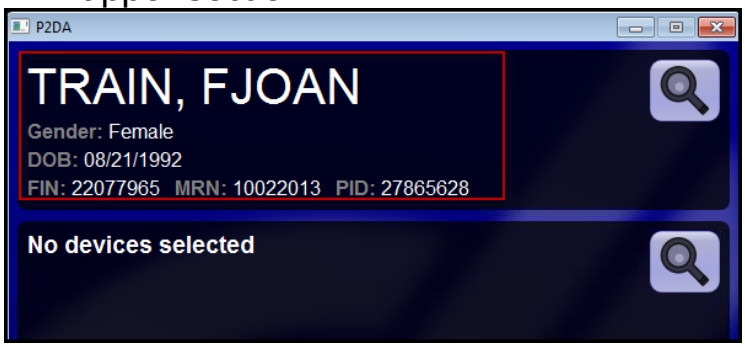
9. If no bar code is available, you may manually search for the patient by following these steps: Click the Magnifying Glass button in the uppermost section of the P2DA window to search for the patient.



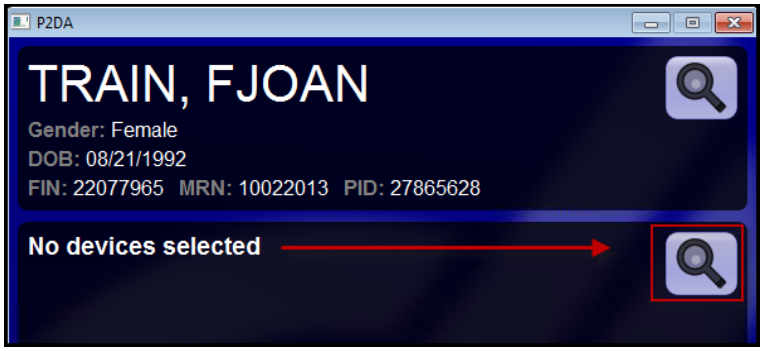
10. Search for and select the patient. Type in the **MRN** number. Then click Search and the patients name will display.



11. Single click on the patient name and the name will display in the upper section.

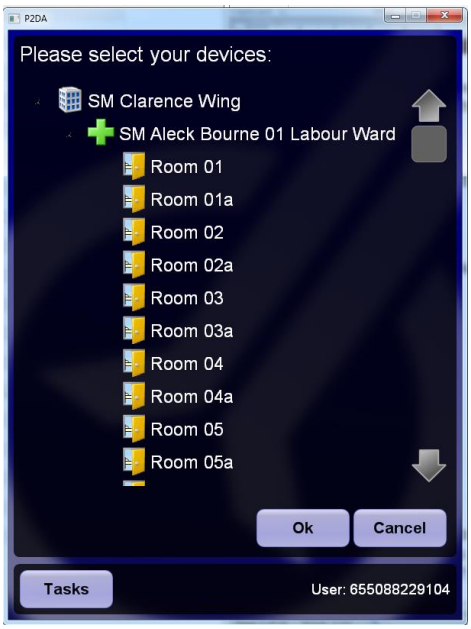


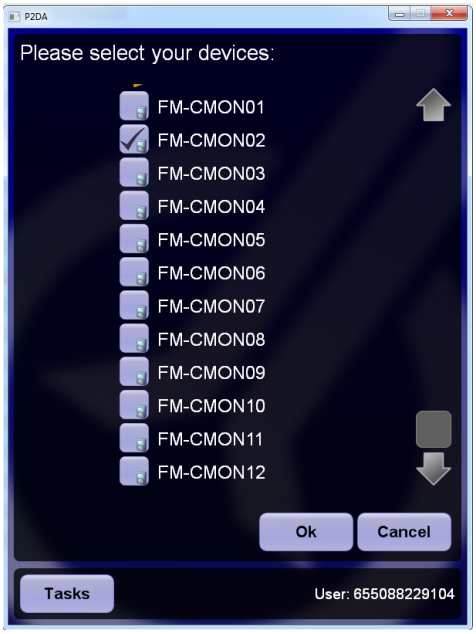
12. Scan the bar code on the fetal monitor device to allow it to be associated to the patient.
13. If no bar code is available, you may manually search for the fetal monitor device by following these steps: Click the Magnifying Glass button in the lower section of the P2DA window to search for the device.



14. Navigate to select the location. Scroll down to find the devices. Click on the device and a tick will display in the box. Click OK.

NOTE: The device needs to be powered on before you will see it in the list.

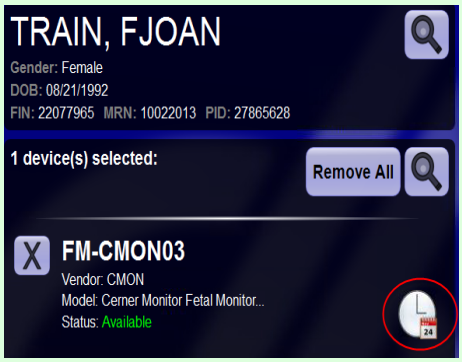


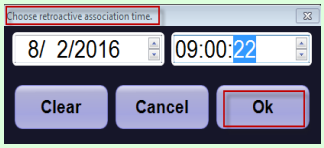


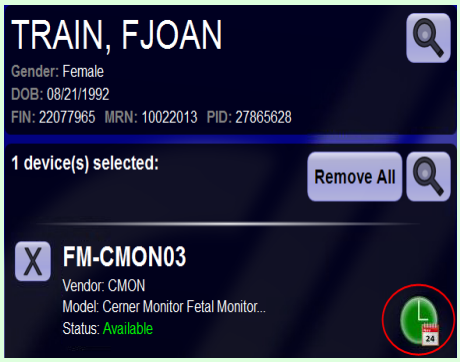
15. If the time needs to be set back, click on the clock, set the time and click OK. This allows you to go back and get all of the tracing to add to the patient's chart, if you had started monitoring before performing P2DA.

Useful Information

If the association time needs to be retroactively set, click the Clock/Calendar icon and set a date and time prior to clicking Associate. The Clock/Calendar icon will turn green. NOTE: If you enter a time that overlaps with a previous patient's tracing, the system will warn you. Please double check your association date and time and correct as necessary before selecting Associate, to avoid inaccuracies.

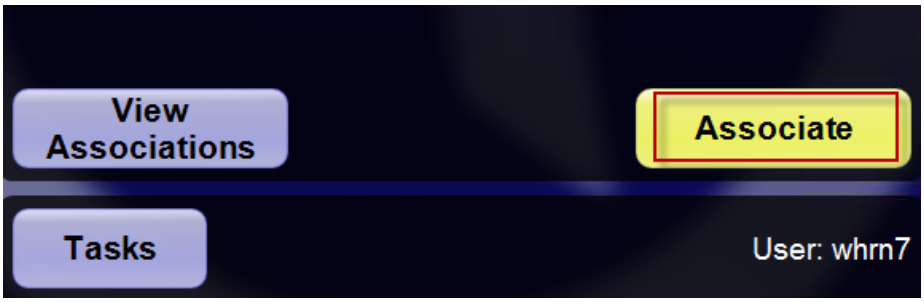






The word **Available** must show next to **Status** for the FM-CMON monitor.

16. Click on **Associate**. The device is associated with the patient and will display on the FetaLink Census board next to the patient's initials.



17. Close P2DA by selecting the **x** in the upper right corner.

Note: If the patient's new location disappears and they appear lower down the Census page, you will need to repeat transferring the patient and the monitor to the room. To do this, click on the **patient's initials**, click to select **Patient and all fetal monitors** then select the room from the list of locations and click **OK**.

Creating Annotations

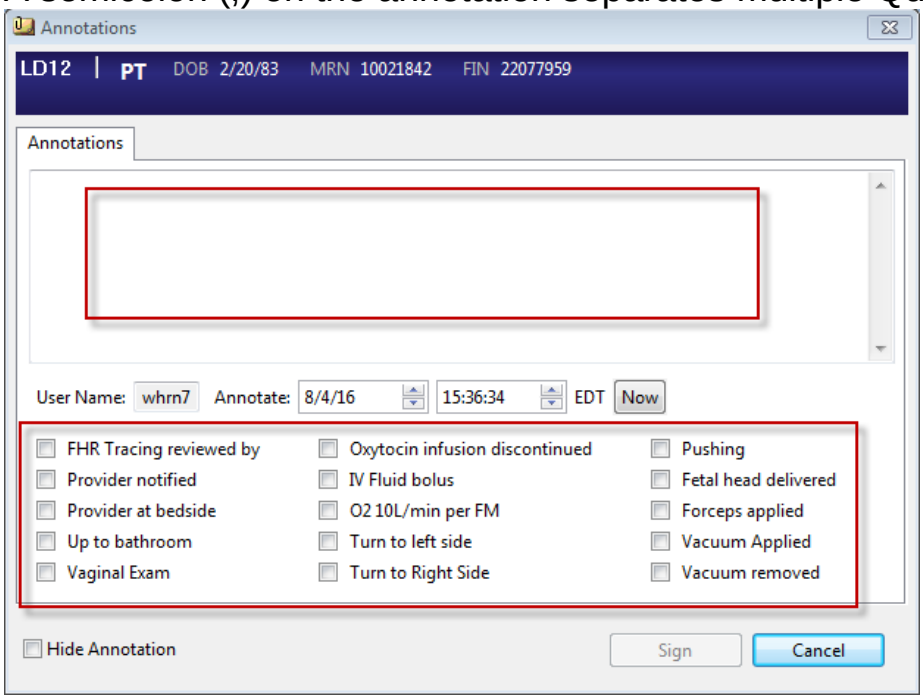
Annotations to the waveform may be quickly entered by free text or quick pick list, saving time in the clinician workflow.

Annotations will display directly on the patient's strip view in yellow folders, and collate in an Annotation Summary view.

The Annotation Summary is a quick way to review a chronological order of vital signs and annotation entries, and also serve as a navigation tool for clinicians to view a historical waveform at the correlating time of entry.

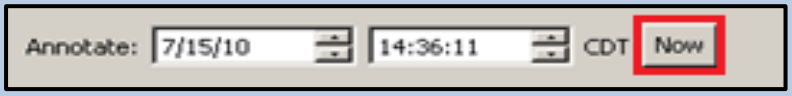
Complete the following steps to create an annotation: NOTE: You must be signed in to FetaLink to perform this action.

1. Double click on the waveform on the approximate time for the annotation.
    - The annotation window will not open if you click in the blank space.
2. The Annotation dialog displays. Either manually type in the annotation or select from the Quick Pick list. The text field is limited to 255 characters. A semicolon (;) on the annotation separates multiple Quick Pick options.

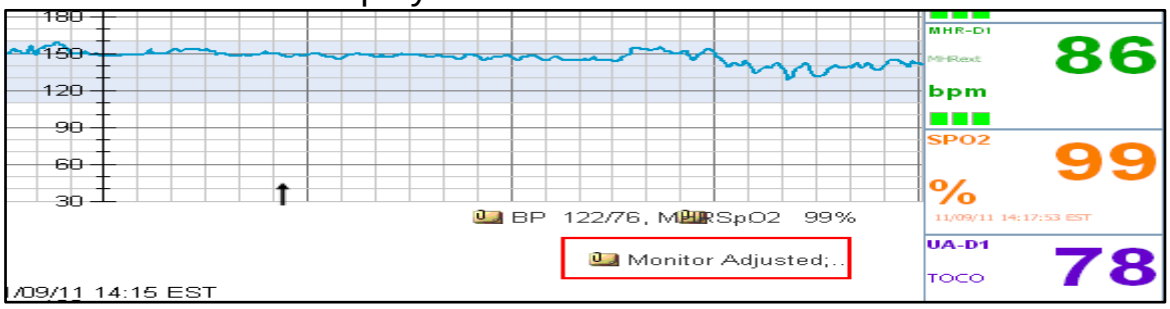


Useful Information

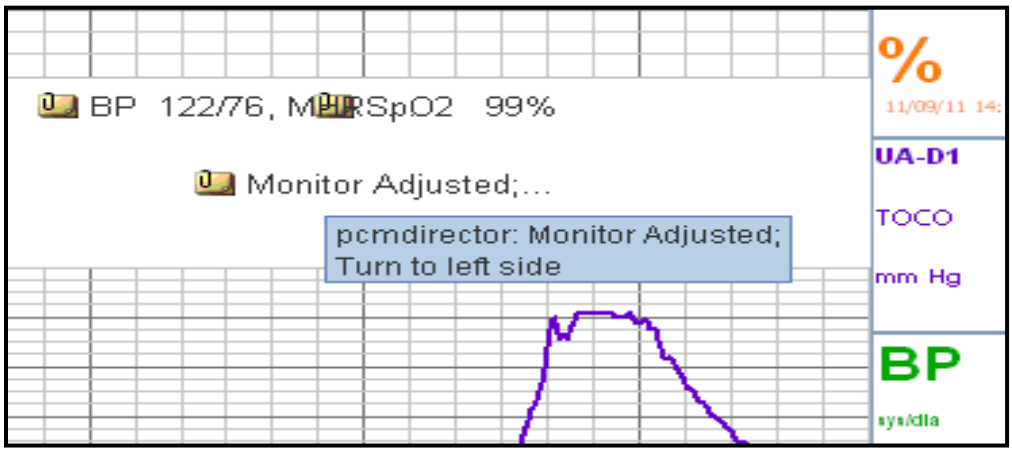
Click 'Now' if you need to update the annotation time to the current time.



3. If you wish to hide the text of the annotation from view for confidential reasons, select the “Hide Annotation” option in the lower left corner prior to signing.
4. Click Sign to save and complete the annotation.
5. The annotation will display on the waveform.



6. Hover the cursor over the annotation on the waveform to display the full annotation text.



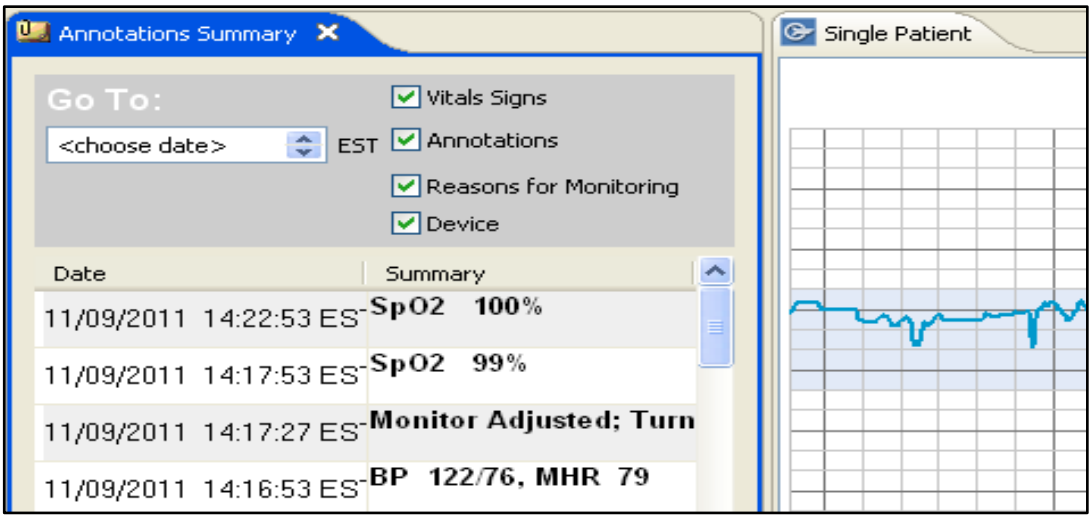
The Annotation Summary

The Annotation Summary allows you to view a list of all annotations that are saved to a patient’s current episode.

To view an Annotation Summary, complete the following steps:

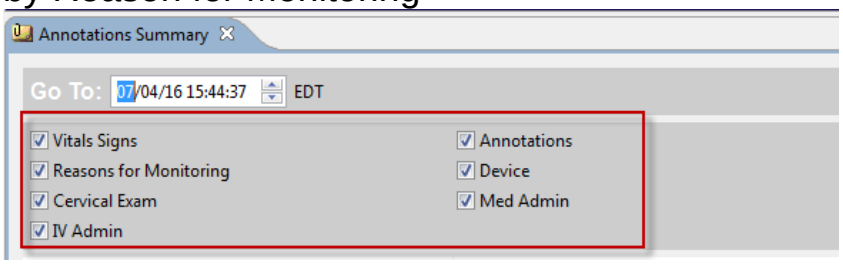
1. From the Single Patient View of the Monitored Locations Perspective, click Annotation Summary on the toolbar or select Annotation Summary from the View Menu.
2. The Annotation Summary dialog box is displayed. Annotations are displayed in reverse chronological order, with the most recent annotation displayed first.

FetaLink

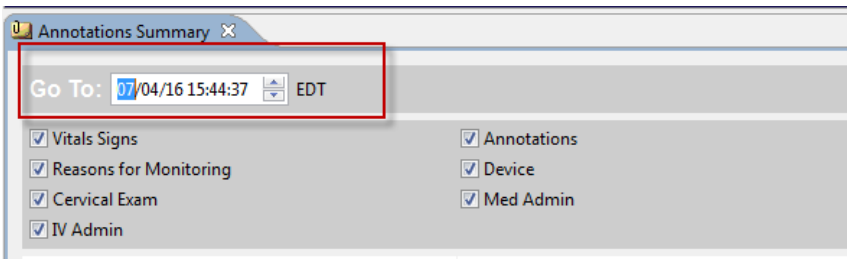


You can filter the annotations by clicking to untick topics e.g. Vital Signs

- to display
  - by Vital Signs (recorded by the device)
  - by Annotations (recorded by the user)
  - by Reason for Monitoring



- Select a specific time in the Go To field and click Enter to view the annotation closes to the selected time.

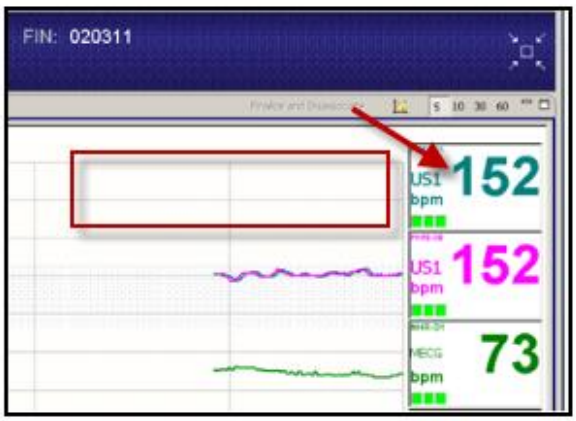


- Position the mouse over an annotation to view the full text of the annotation and the User ID of the person who created it. The User ID is their smartcard number. To see the user's name go into PowerChart and double click on the annotation in the Observations & Assessments page or on the Results page.

Hide Waveforms

For patients with multiple fetal waveforms, it may be necessary to hide the display of one to allow for better viewing of another.

1. Identify a patient with multiple fetal waveforms.
2. Click in the container area to toggle the display of the waveform off.
3. Click in the container area again to toggle the display of the waveform on.

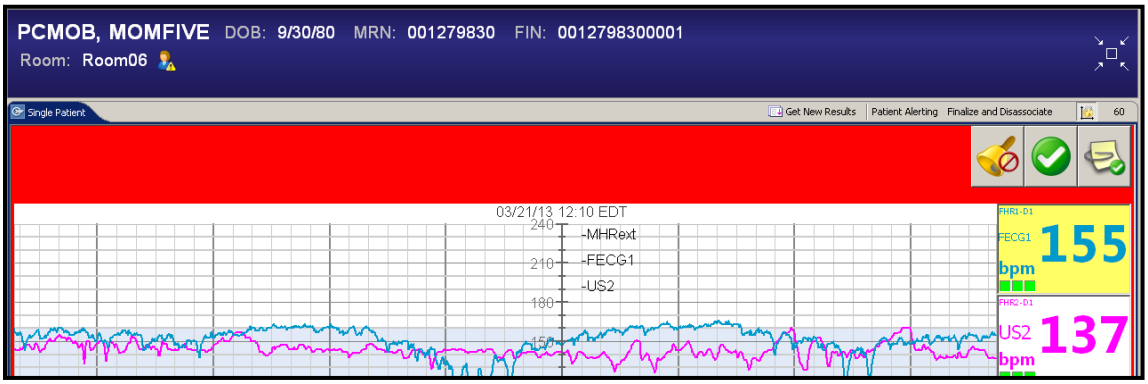


> **Note**
> This functionality works with all waveforms, not just fetal waveforms. You graph the maternal pulse by clicking on the box with the pulse displayed. Clicking again will hide it. The tracing is still archived and will reappear when you click it back on.

Alerts in FetaLink

Alert parameters define the normal range of patient data, outside of which an alert will be triggered.

When the alert fires, it results in the patient chart border changing to **red**, the alerting vital sign container background changing to yellow, and induces an auditory bell sounding the alert.



Alert Icons

There are two alert icons that post when an alert is triggered.

 Don't use this icon to Acknowledge an Alert. Instead use the one below. The icon below will allow you to write a comment about the alert.

Annotate and Acknowledge an Alert

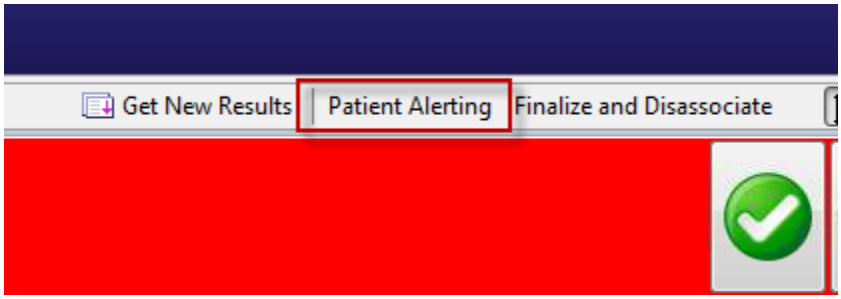
 This icon allows the clinicians to both cancel the alert on all computers within the FetaLink application as well as annotate an intervention onto the fetal strip.

Silence or reduce the volume of the auditory alert

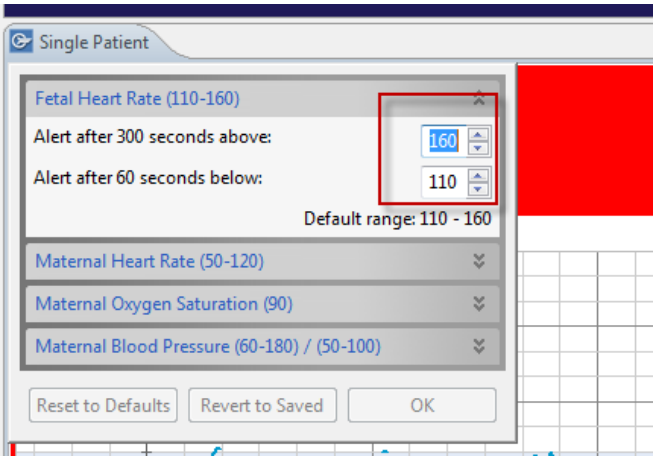
Silencing or reducing the volume of the alert is done by clicking on the **Speakers** icon on the taskbar, in the bottom right of the screen. Drag the volume control lever downwards. This will silence or reduce the sound of the alert for "that" individual computer.

Setting/Changing Patient Alert Parameters

There are default alert parameters set systems wide. These can be viewed by selecting the Patient Alerting button within single patient view.

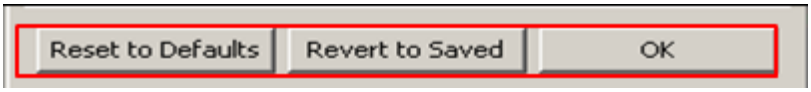


- The alert parameter menu opens. Open the desired parameter category by clicking on the double arrows to the right of each category



When parameter changes have been made 3 buttons will be available at the lower end of the alert parameter window:

- Restore Defaults-Restores parameters to preset system defaults
- Revert to Saved-negates changes made-reverts to the last saved change
- OK-Saves the current changes made



If the alarm parameters have been changed on a patient, the patient-level alert icon displays in the demographics bar in the single patient view.

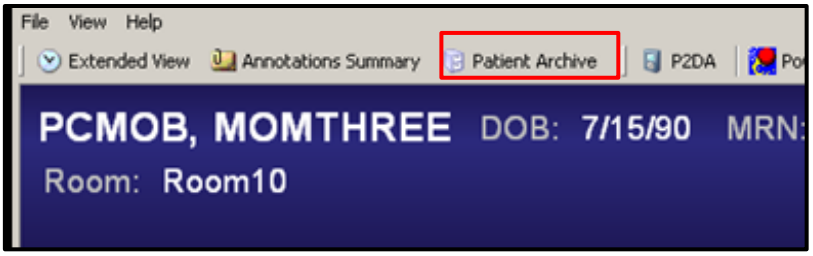
Obtaining Archived Monitoring Episodes from Associated Patients

If a patient has a previous monitoring session (a previous admission to the hospital), these sessions will be available to the clinician in an archived view.

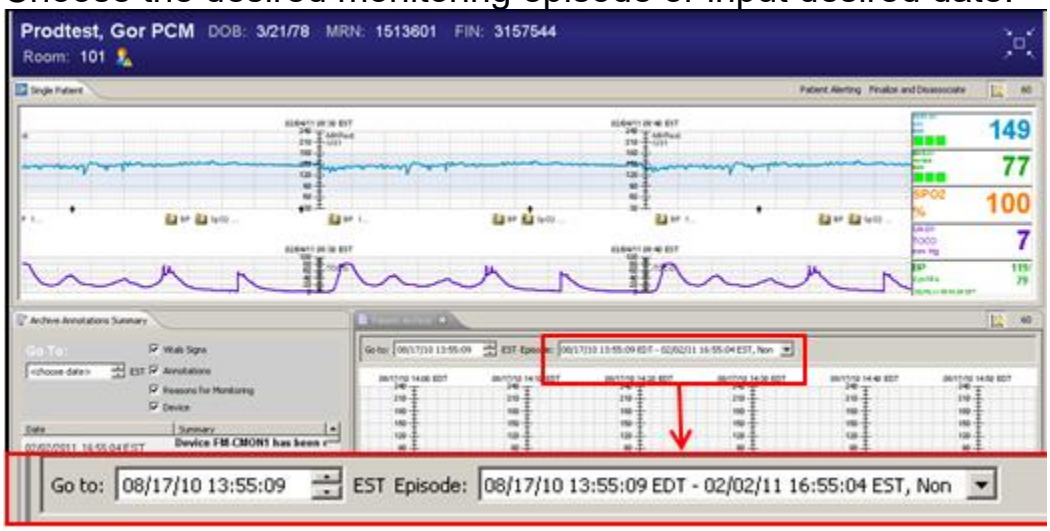
To retrieve archived sessions:

1. Click on the **Patient Archive** button.

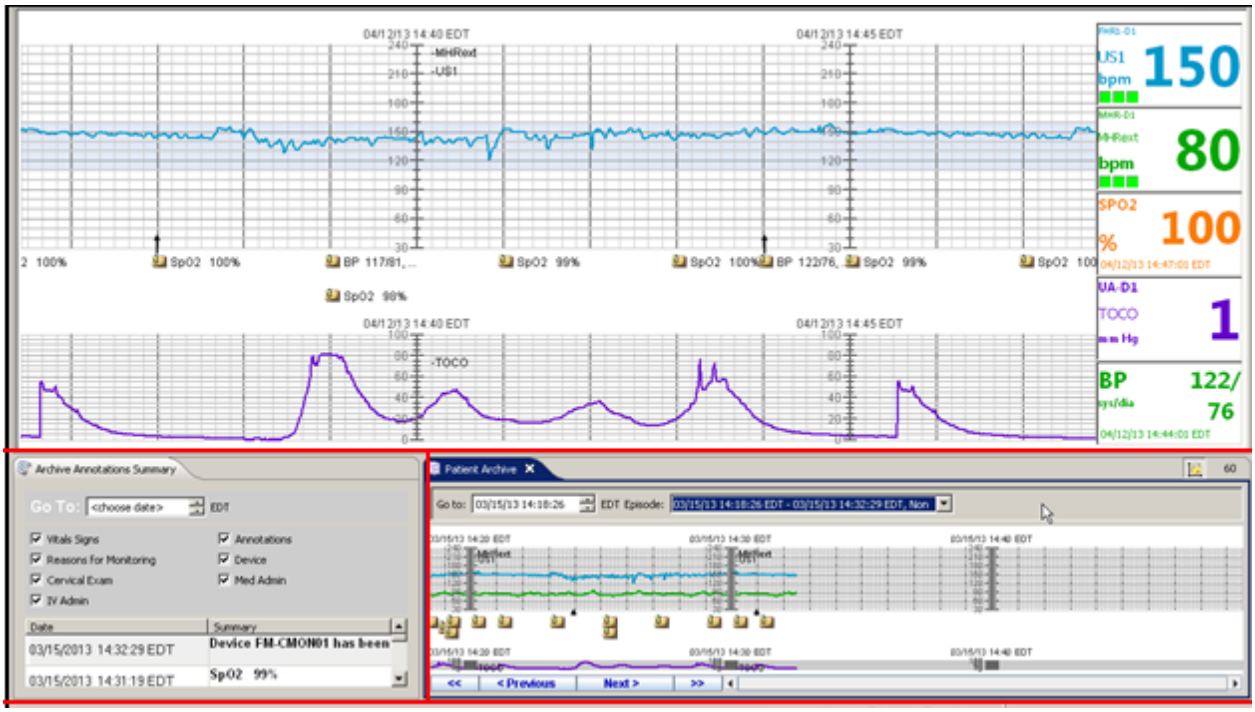
FetaLink



2. Choose the desired monitoring episode or input desired date.



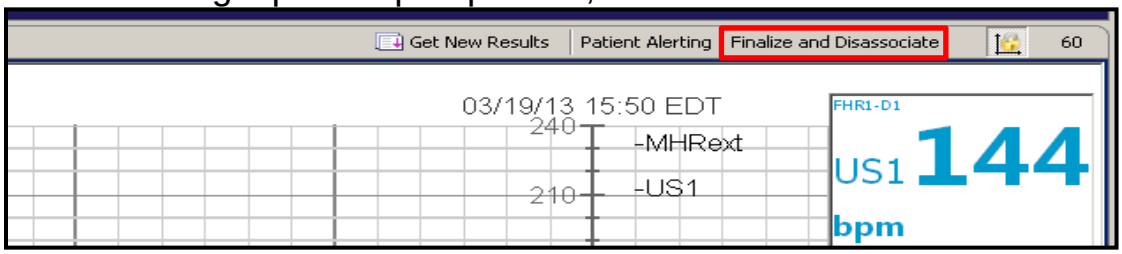
3. The archived session now displays in a split screen format with the current session. The annotation summary is on the left.



Finalise and Disassociate

A fetal monitoring strip that is disassociated and finalised will be archived. This step should take place at the discharge of an undelivered patient or after delivery. Antepartum patients staying for multiple days should have tracings finalised every midnight (refer to dept. guidelines).

1. From the single patient perspective, click Finalise and Disassociate.



2. The Finalise and Disassociate dialog displays with the last charted reason for monitoring. Modify the reason as necessary, such as free texting 'Delivered' or 'Home undelivered'.

3. Click OK. The patient no longer appears in the Census Perspective.

Don't Forget
The patient episode will still need to be finalized if you only disassociated the device.

Patients in a Hold location are not currently associated to a device but have an episode that is not finalized. Click on Hold to see the strip and to finalize.

FetaLink Equipment & Troubleshooting

Question: What happens if I cannot associate my patient or annotate?

Answer: Make sure you are signed in.

Question: Do I have to be signed in to just view tracings?

Answer: No

Question: What happens if a monitor quits working in LDRP 10 and I move the monitor from LDRP 9 in the room?

Answer: On the FetaLink Census Board, the patient will show in LDRP 9 because that is the name of the FetaLink monitor you are using. However, in Cerner the patient will show in LDRP 10. Moving monitors should only be done in a true emergency and should be moved back as soon as the patient can be relocated to a working room.

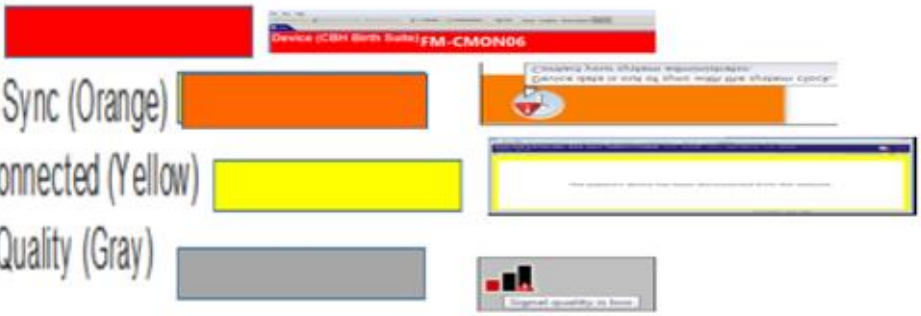
Question: What equipment is involved with FetaLink?

Answer: FetaLink has a black box with a white adapter. Both are labeled with the fetal link name (room number). The 2 pieces are configured to the Aztec bar code placed on the right corner of the monitor cabinet. These 3 pieces must stay together at all times.

Alert Borders

In the event of multiple types of alerts occurring at the same time, the border color precedence is as follows:

1. Alert (Red)
2. Time Out of Sync (Orange)
3. Device Disconnected (Yellow)
4. Low Signal Quality (Gray)



FetaLink

Fetal Monitoring Set-Up in Each Room

Every monitor cabinet has 2 display screens.

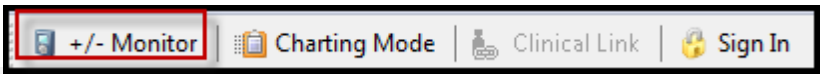
- The one on the right will be for charting
- The one on the left will display the fetal tracing

- A black box called the connectivity engine and a white device adapter will be connected to the monitor.
- The black box will have the FetaLink device name on it. For example FMCE-LDRP10

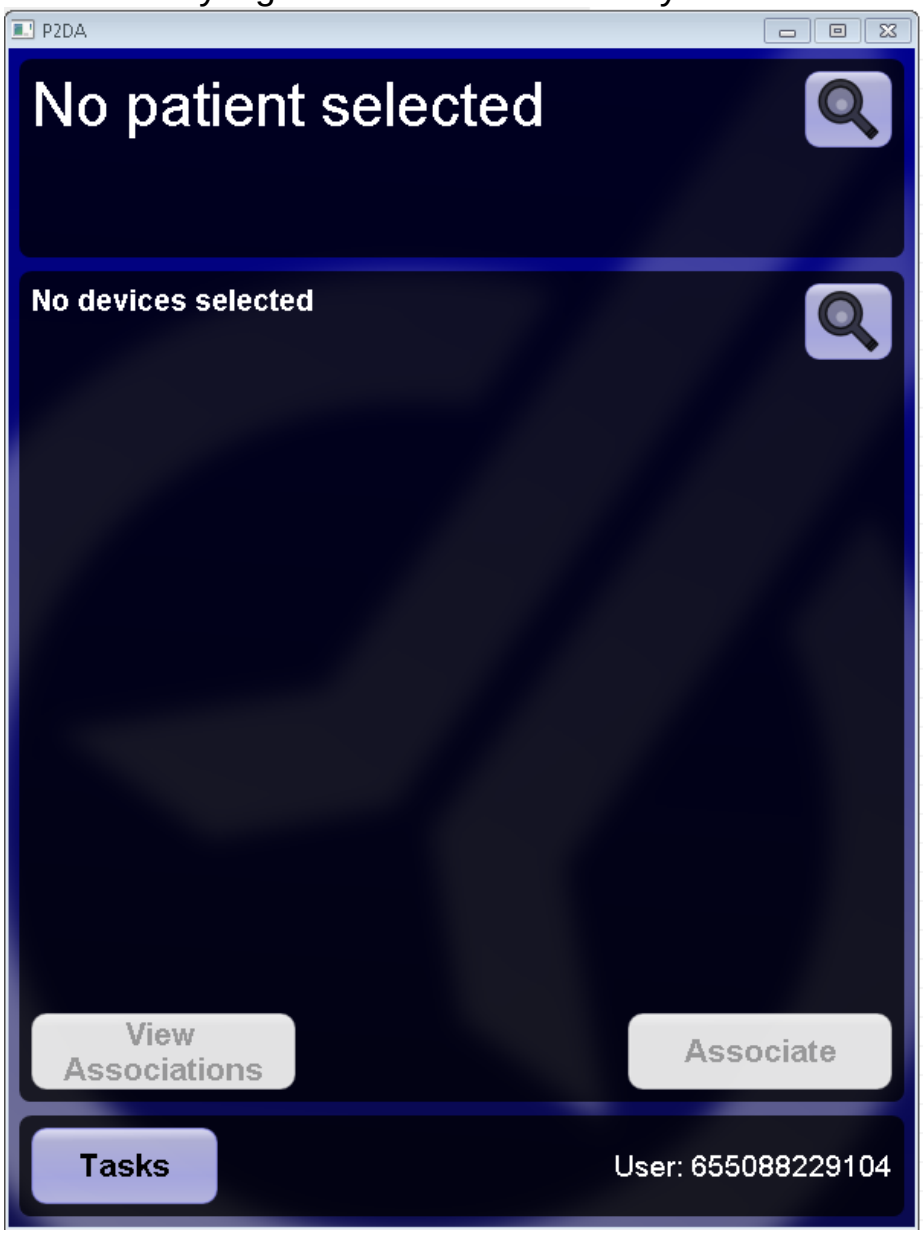
- Scanners will be available on each monitor cart.
- The Aztec barcode will be on the right corner of each monitor cabinet and matches the configuration of the black box attached to the cart.
- Scan the code on the patient armband first, then the code on the monitor cabinet to associate the patient and monitor together.

Change Hospital Site Location

1. The first time you open FetaLink your site may be wrong e.g it may be showing **Queen Charlotte's site** instead of **St Mary's**. You only need to change this once.
2. **Sign in** to **FetaLink**.
3. Change the hospital site location.
4. Click the **+/- Monitor** button on the toolbar.



5. The application is launched. You will not have to sign into P2DA if you have already signed in to FetaLink with your credentials.

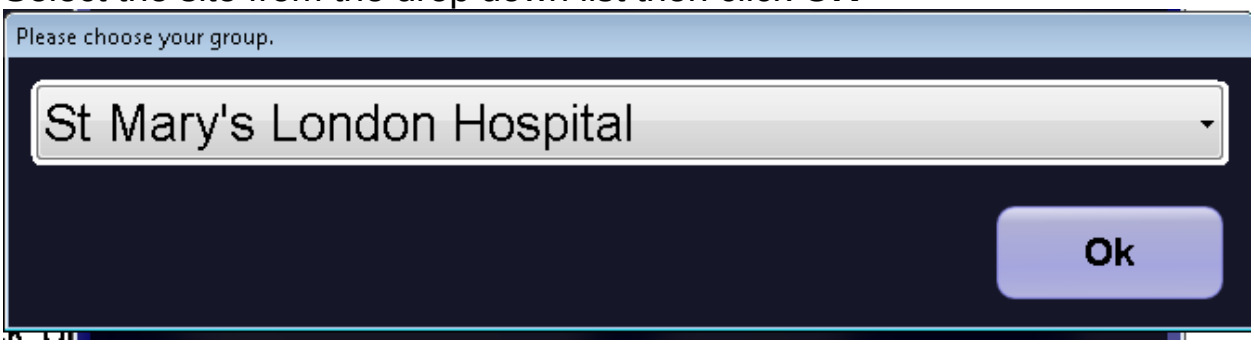


6. Click on 

button

7. Click on 

button
8. Select the site from the drop down list then click **OK**



9. Click on the **Tasks** button again

10. Click on 

button

11. Also select the site from this list then click **OK**

Click on the  button to close the **P2DA** window.

Notes

Version Control

Version	Date Modified	Author	Comments
1.0	--	Cerner	Original Document
1.1	12th June 2017	Olivia Artuso	Imperial Localisation
1.2	13th June 2017	Rafael Gonzalez	Imperial branding
1.3	14th June 2017	Olivia Artuso	Added Changing Hospital Site Location