Health PEI
CLINICAL INFORMATION SYSTEMS

Fetal Link

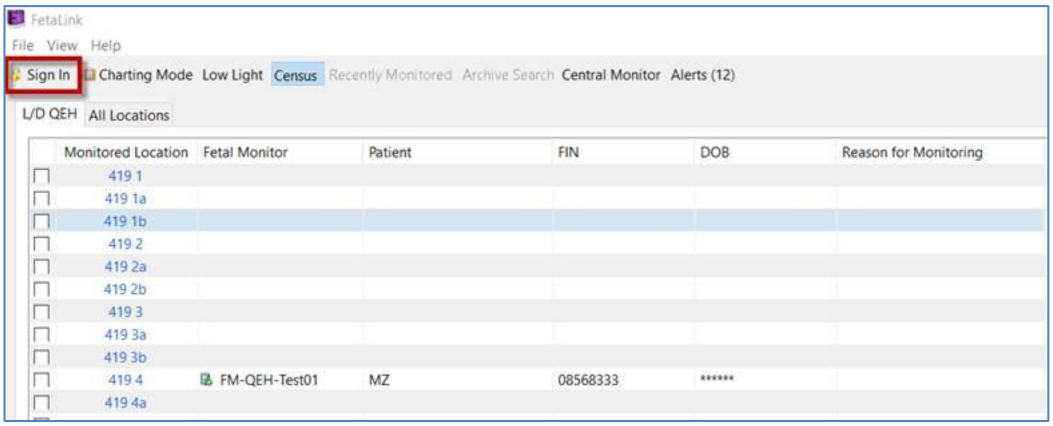
Training Manual

Sign In:

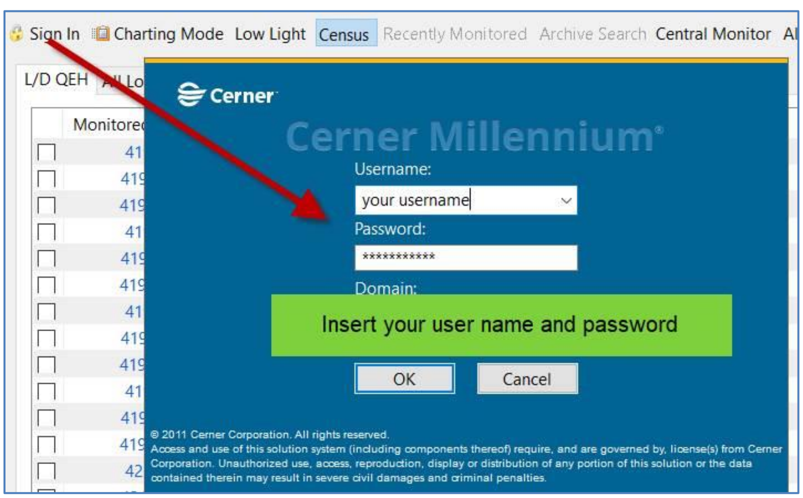
1. Click on the **FetaLink icon** 

2. Go to the "**Census"** page

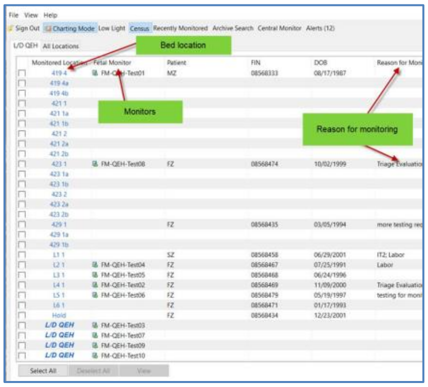
3. Click on "**Sign In"**



4. Log In window will open.
5. Log in with your username and password

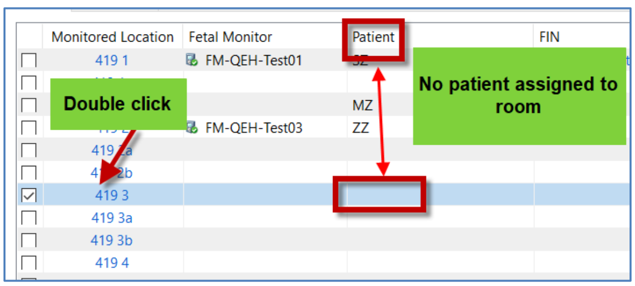


6. The “**Census”** screen will show: **Bed Location, Monitor, Patient Name, MRN, DOB, Reason for Monitor** plus other pertinent assessment findings.

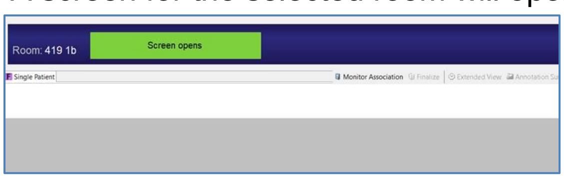


To assign a patient to a room in FetaLink:

7. Double click on the room number.

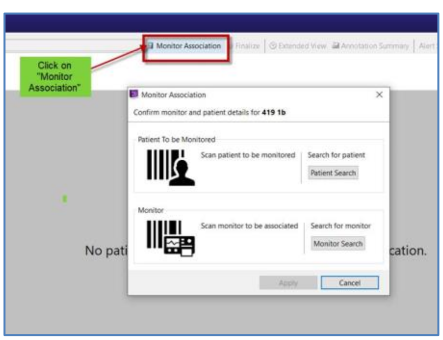


8. A screen for the selected room will open



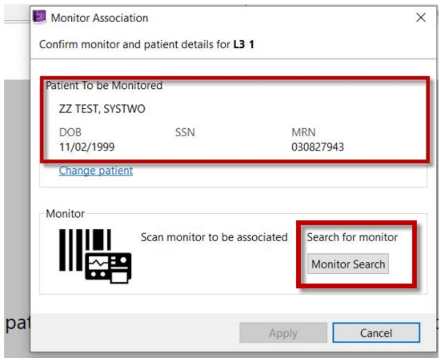
9. Click on the “**Monitor Association”** button

10. The Monitor association screen opens to “patient search” and “monitor search”



11. Scan the QR Code on the patient identification bracelet.

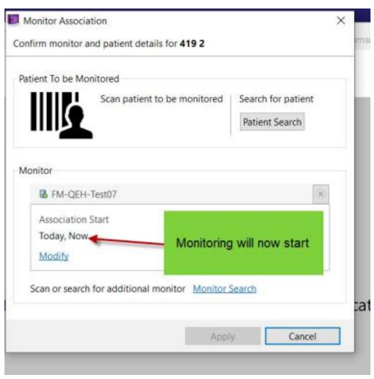
12. The patient information will appear

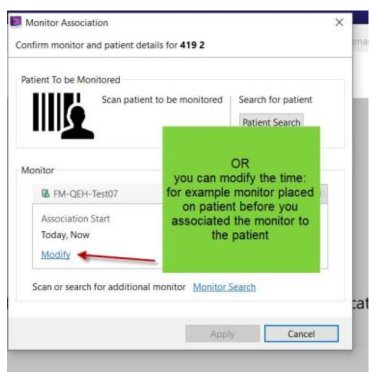


13. Scan the QR Code on monitor

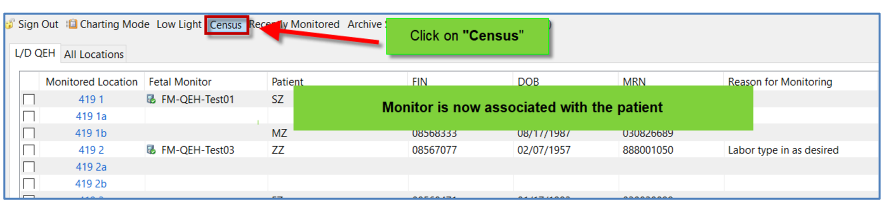
14. Monitor will activate to **“Today, Now”**

15. If the monitor was initiated before it was associated, modify the time to reflect when the monitor was actually applied





16. The monitor is now associated with the patient on the **Census** screen

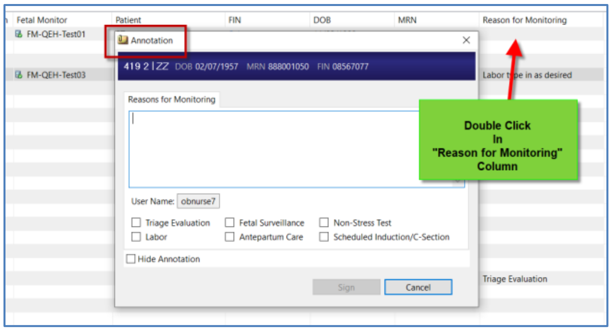


To enter the reason for monitoring:

17. Double click on the **“Reason for Monitoring”** column

18. The “**Annotation”** window opens

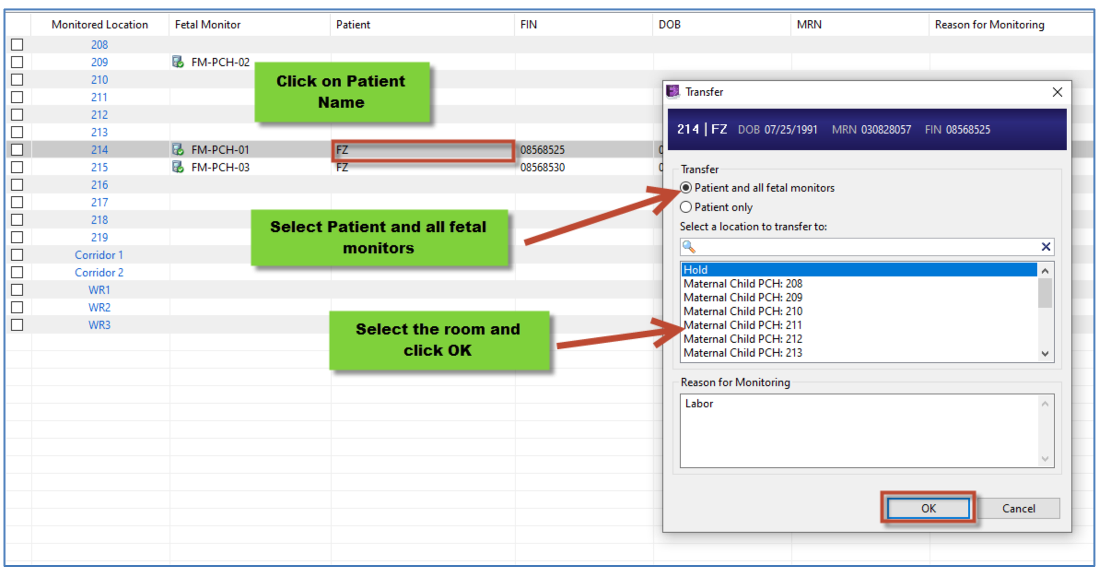
19. Choose from a pre-selected reason and/or free text the reason for monitoring



To move the patient and the monitor to a room:

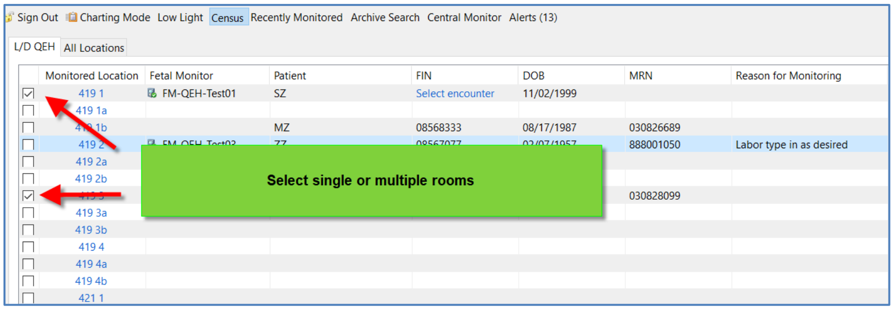
20. Go to the Census view,
21. Click on the patient's name, the **"Transfer"** screen opens
22. Click on the **"Patient and all fetal monitors"** button
23. Select the room from the list of locations
24. Click "**OK"**

    Note: The patient also needs to be transferred in the Power Chart application (registration completes this task)

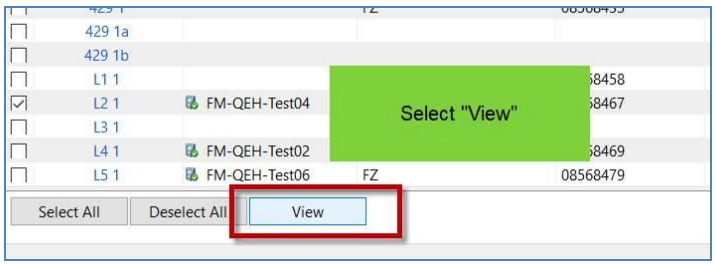


To view the patient monitor screen:

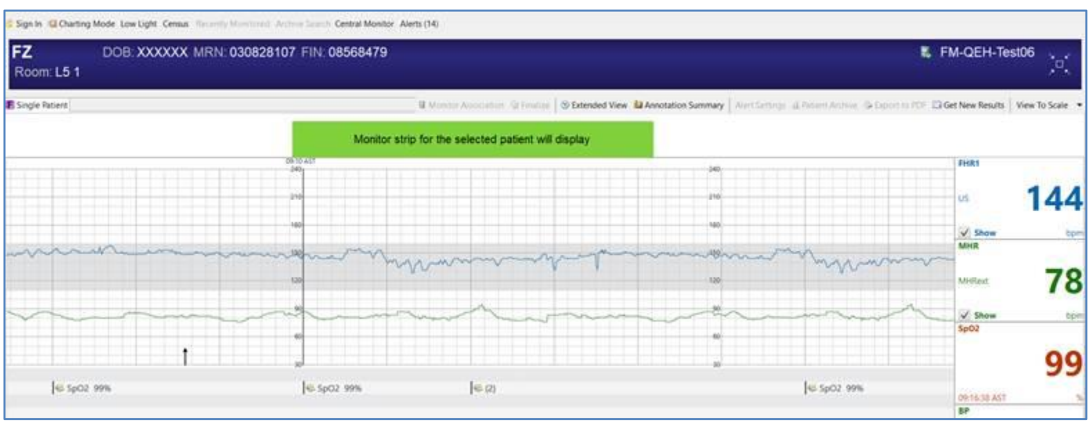
25. On Census screen, check a single patient box or multiple boxes



26. Select **"View"**



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



28. More than one monitor may be viewed on the screen at the same time.

To view a single monitor when in multiple views:

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

To open the "Extended View":

30. Click on **"Single Patient"**

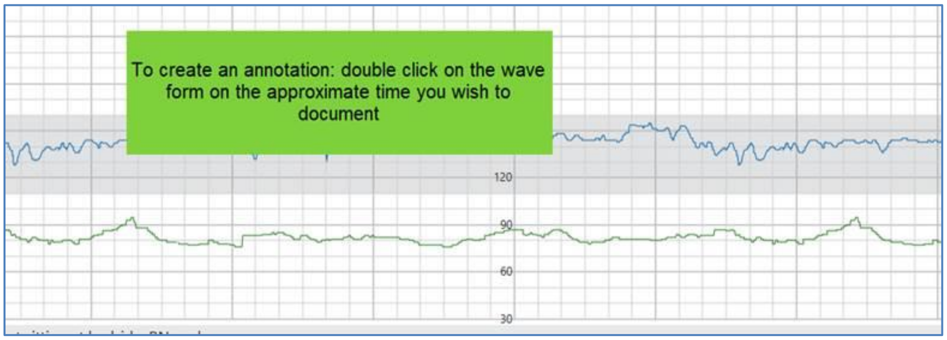
31. Click on the **"Extended View"** to view the entire tracing.

When the View changes to a split screen, the “current strip” is the top half of the window, with the entire monitoring session is available on the bottom half.

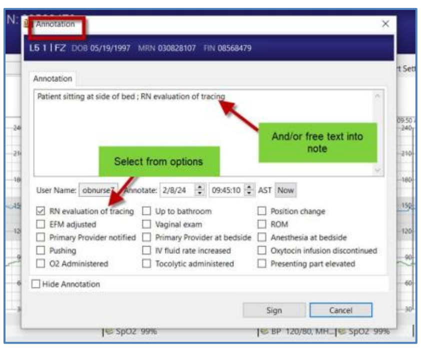
A scrollbar is available to navigate through the session.

To create an Annotation:

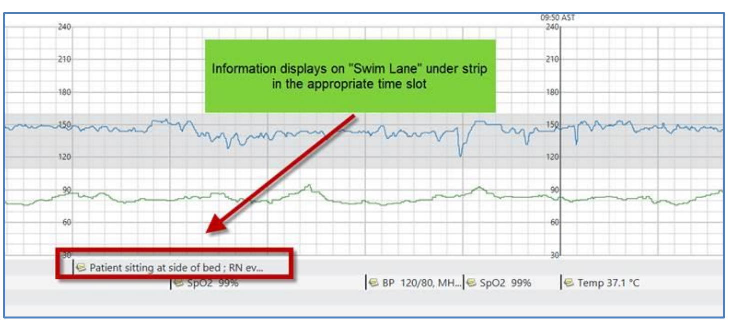
32. Double click on the waveform on the approximate time



33. The **“Annotation”** window opens
34. Select from options and/or free text into note
35. Click on “**Sign**”



36. Once signed, the annotation will display in the “Swim Lane” in the appropriate time slot.



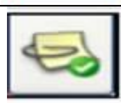
Alerts in FetaLink:

Alert parameters are based on best practice indicators.

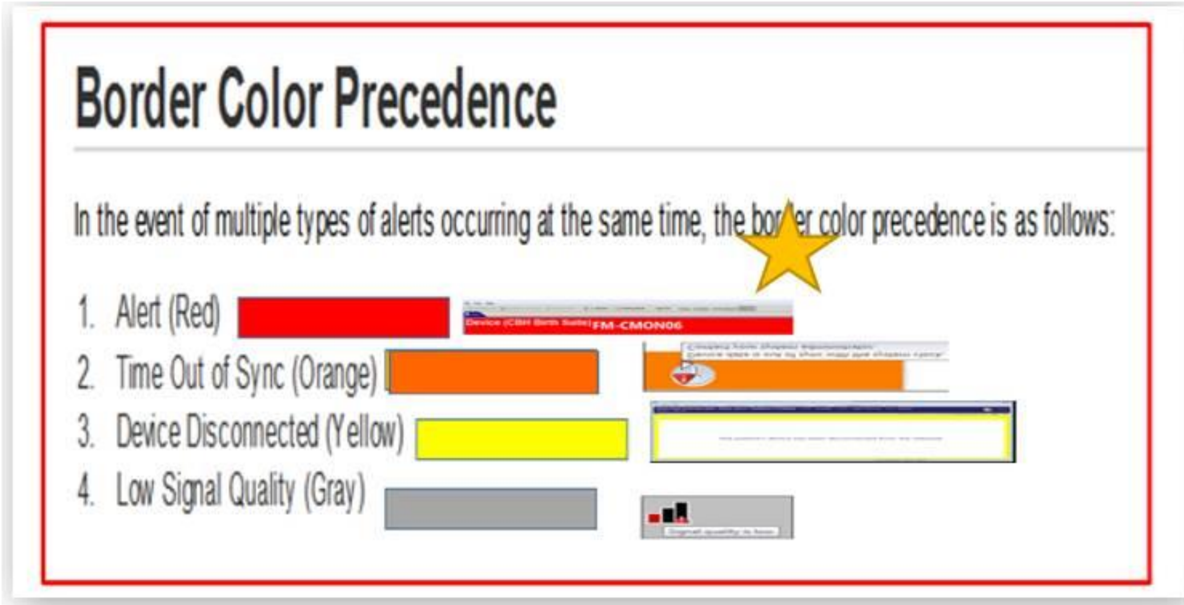
When the alert fires, it results in:

- The **patient chart** border changing to **red**,
- The alerting **vital sign box** background changing to yellow,
- Prompts an auditory bell sounding the alert

FetaLink Alert Icons

	**Do not use** this icon to acknowledge an Alert, Instead use the one below
	**Annotate and Acknowledge an Alert -**This alert allows the clinicians to both cancel the alert on all computers within FetaLink application as well as annotate an intervention on the fetal strip
	**Silence or reduce volume alert-**Reducing the volume of the alert is done by clicking on the Speakers icon on the taskbar, in the bottom right corner of the screen. **Never silence the Alert.**
	**High Alert-**This alert appears when the vitals are outside the normal high range
	**Silence Icon-**This alert appears if you have accidentally silenced the alerts
	**Patient-level Alert-**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.

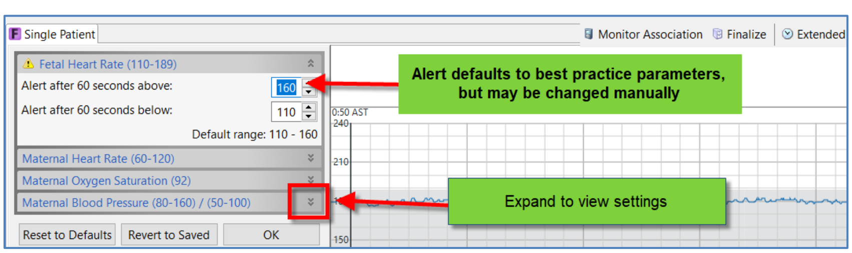
Border Color Indicators:



Setting /Changing Patient Alert Parameters:

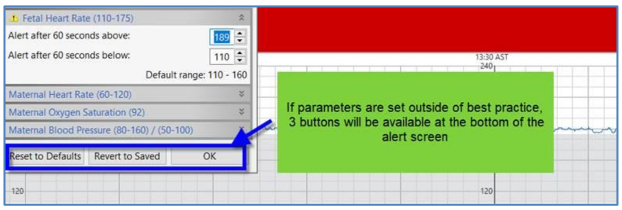
- Default alert parameters are set systems wide based on Best practice.
- These can be viewed by selecting the "**Alert Settings"** button within single patient view.

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



3. 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



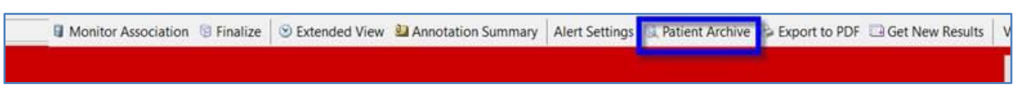
If the alarm parameters have been changed on a patient, the patient-level alert icon displays in the demographics bar in the single patient view.

Obtaining Archived Monitoring Episodes from Associated Patients

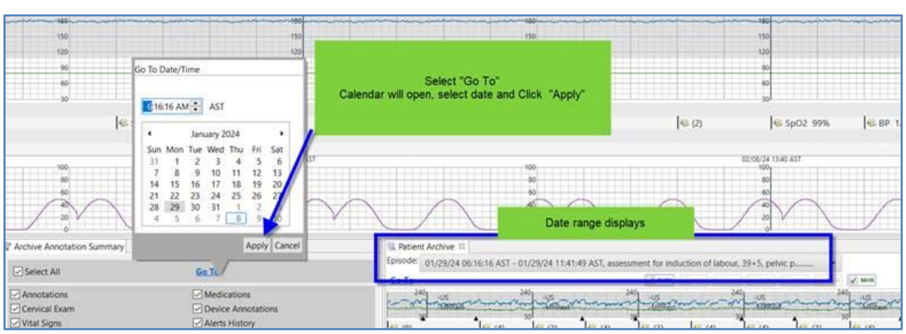
If a patient has a previous monitoring session (a previous admission to the hospital), these sessions will be available to the clinician in an archived view.

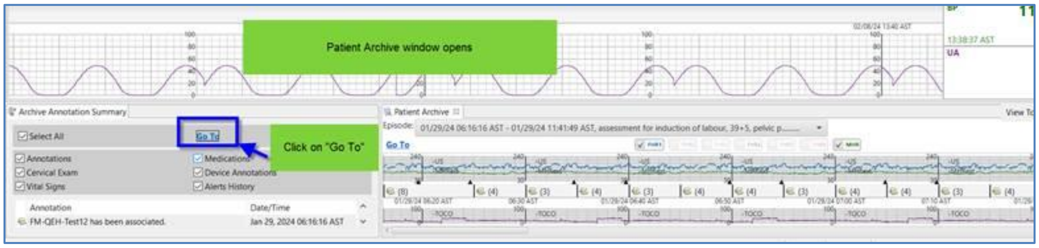
To retrieve archived sessions:

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



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





3. The archived session displays in a split screen format with the current session.
4. The **Archive Annotation Summary** is on the left.

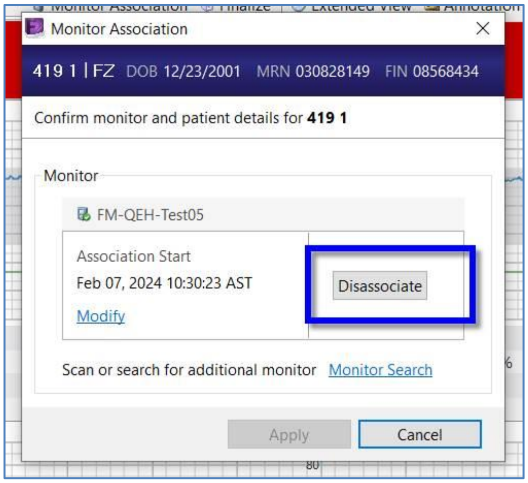
"Disassociate" and "Finalize" the monitor:

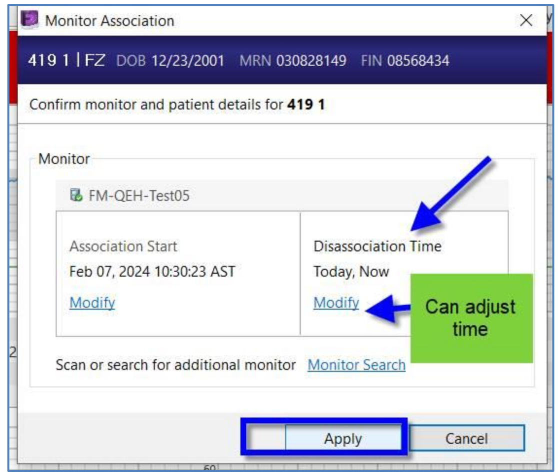
- A fetal monitoring strip that is disassociated and finalized will be archived
- This step should take place at the discharge of an undelivered patient or after delivery
- Antepartum patients staying for multiple days should have tracings finalized every midnight (refer to dept. guidelines)

To Disassociate a Monitor:

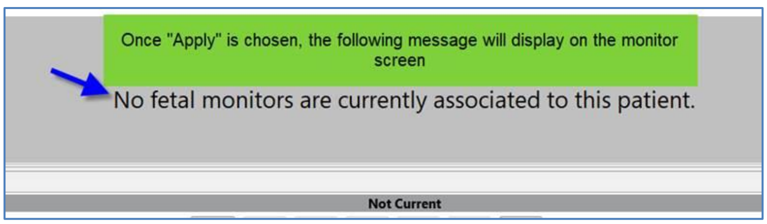
1. From the single patient perspective, click on Monitor Association

2. **"Monitor Association"** window opens.
3. Click on "**Disassociate"**
4. Select either **"Today**, **Now"** or "M**odify"** which allows you to select a time if necessary.
5. Click "**Apply"**



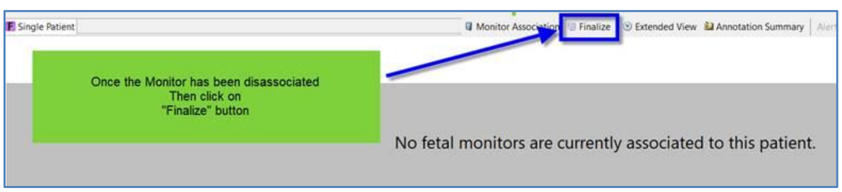


6. After selecting “**Apply”**, the following screen appears

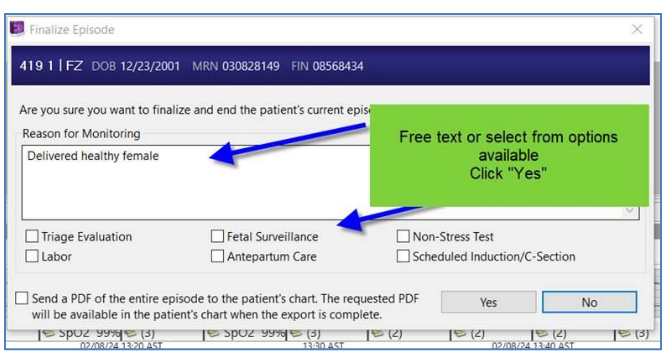


To Finalize the Monitor strip:

7. Click on “**Finalize”** button.



8. The **“Finalize Episode”** window opens
9. Complete reason for finalizing monitoring.
10. Click **“Yes”**



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. You need to disassociate the monitor. Note the time the patient was attached to the monitor. Then associate the patient to the new monitor. Enter an annotation with the date and time this took place
.

Question: Why am I getting kicked out when I am on a patient strip view and click on the X in the upper righthand corner?
Answer: When you click on the X in the upper righthand corner, you are existing the FetaLink program. To return to your main patient list click on Census in the grey tool bar.

Question: I can't see my waveform but can see my vitals. Where did my waveform go?
Answer: Click on the box next to show on the fetal heart rate or maternal heart rate box.