Gloucestershire Hospitals
NHS Foundation Trust

Standard Operating Procedure

This Standard Operating Procedure covers the process for accessing and completing the Fluid Balance Flowsheet

This document sets out the process for accessing Fluid Balance Flowsheet within Gloucestershire Hospitals NHS Foundation Trust

Standard Operating Procedure on Sunrise EPR

Title:	**Accessing and completing Fluid Balance Flowsheet**
Related process:	
Outcome statement:	**This document sets out the process for accessing and completing Fluid Balance Flowsheets**
For use by:	All Clinical Teams Trust wide
This document is compliant with/supports compliance with:	
Associated Trust documents:	
Approved by and date:	
Review date:	**Annual**
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Amendment Record

Document version control (to be updated during the development of this version until final version is published)

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V2.0	Second Draft	James Meade & Jenny Marsh	21/02/2022
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Review and amendments log (will only be completed for subsequent published versions of this procedure)

Version no	Reason for development/review	Description of changes	Date

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Key Definitions

Acronym	Key Term

Nursing Documentation

1 Introduction

This document sets out the procedures and relevant guidance for using Sunrise EPR

The key principles covered by this procedure are:

- Accessing the Document
- Entering the data in to the document
- Saving the document

2 Roles and Responsibilities

Roles	Responsibilities
All Clinical Teams	• Accessing, entering data and completing the Nursing documentation

3 Standard Operating Procedure

<table>
<tr><td colspan="2">3.1 Fluid Balance Flowsheet</td></tr>
<tr><td>

- Log in to Sunrise EPR
- Locate the patient and confirm correct patient by checking 4 points of ID:- **First Name, Last Name, DOB and either MRN or NHS Number**

If the patient cannot be found through these routes ensure the patient is admitted on TrakCare and then proceed.

- ➢ Click the Flowsheet tab
- ➢ Select Fluid Balance.

Where input / Output method is not displayed additional parameters may be added by:

- ➢ Right click the grey banner
- ➢ Select Add Parameter
- ➢ Click the plus sign to open the Parameter required.
- ➢ Click the option required
- ➢ Click Add
- ➢ Click OK once all parameters selected.

OR

- ➢ Click the Row Actions
- ➢ Select Add Parameter
- ➢ Click the plus sign to open the Parameter required
- ➢ Click the option required
- ➢ Click Add
- ➢ Click Ok once all parameters added

</td><td>

- Patient can be located on the patient list, tracking board or through the Find Patient icon

Example of Triggers to commence a chart

- Patient acutely unwell, decision by Doctor or ANP to resuscitate using Intravenous fluids ·
- Patient is dehydrated and needs IV fluids and continued satisfactory oral intake /output ·
- An existing condition in an acute phase such as renal disease requires fluid balance to be monitored·
- A degenerative condition such as Dementia monitoring of fluid intake and output to prevent secondary illness and ensure minimums are being met.
- A patient may have a condition that requires fluid intake is limited and that actions are taken if output is too high. The total fluid intake may be split between IV fluids and Oral intake so limits will be set for each route
- After Surgery IV fluid resuscitation may be required. Wound drains to remove excess fluid after surgery will need to be monitored as will urine output after a General anaesthetic or epidural
- A patient cannot take oral fluid or diet so is fed via a PEG or other feeding tube

The added parameter will appear in the right hand Added Parameters box

If additional parameters are required repeat this process.

</td></tr>
</table>

Add a New Time column by: ○ Right Click the grey banner ○ Select Add New Time Column option ○ Select Add Single Time Column ○ Enter Date and Time of recording the observation ○ Click OK OR ➢ Select the Add New Time Column Options Icon ➢ Select Add Single Time Column ➢ Enter the Date and Time of recording the observation ➢ Click OK The Data entry column opens with the date and time for details to be entered. Complete the Chart selecting the individual questions and entering the details in the new time column. All total Fluid Input and Output are automatically Calculate (ml) Once the Chart is completed save the flowsheet The Length of Use/ Decision to stop charting will depend on the following factors: ➢ Reason for needing to commence the Fluid chart is resolved and not at risk of relapse ➢ The patient is discharged from Inpatient ➢ The patient is deceased	• To enter more observation return to the flowsheets tab and repeat the process of adding a time column. Drain Parameters can be labelled with the name of the drain, by right clicking on the drain name and selecting Modify Row Label. Add the site and type of drain to the Text Entry Box. Save the details the name and site will be appear on the fluid chart. • All drainage/catheter bags to be completely emptied at midnight Trigger for taking further action: • Fluid balance is significantly negative or positive and requires a medical review • 24 hour fluid balance (positive or negative) automatically displayed.

To display a IO Summary Totals View ○ Click the Display Format icon ○ Select the IO Summary Totals View from the drop-down ○ Click on the Display Format icon ○ Select the Flowsheet view to return to the flowsheets To Discontinue the Parameter ➢ Right click the parameter name and select Discontinue ➢ Amend the Select Date and Select Time as needed and click OK To Reinstate the Parameter ➢ Right click the parameter name and select Reinstate ➢ Amend the Select Date and Select Time as needed and click OK	A Summary Totals view will be displayed Each parameter needs to be individually discontinued as appropriate
End of Process	