The Infection Control Practitioner (ICP) Worklist is a real-time surveillance tool for monitoring patients who are at-risk or have a confirmed infection. The worklist will capture a selected facility's entire population for reportable infections, antibiotic-resistant organisms, identified medications and procedures, as well as specified devices.
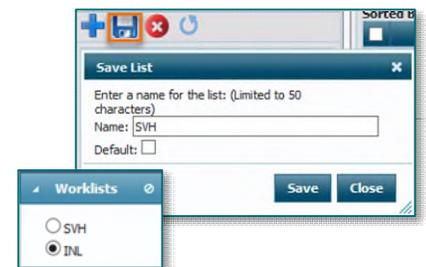
Generating an ICP Worklist

The system has been designed to review charts for triggering events then populate to a worklist for Infection Prevention (IP) review.

STEP 1:   Select **Location**.

STEP 2:   Click **Save** button.

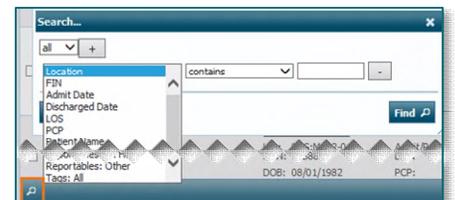STEP 3:   Enter a **Name** and **Save**.

NOTE: **If working with more than one facility or multiple lists, use the blue + to create a new list. It is recommended to mark the primary site as the Default location.**

Create Custom Filter on Worklist

STEP 1:   Click the **Magnifying Glass** on the bottom of the screen and select parameters from drop downs.

STEP 2:   Click the **+** to add additional rules for more specific information.

▪ Once a list has been sorted and or filtered, users will have a visual reminder above the **Risk** column.
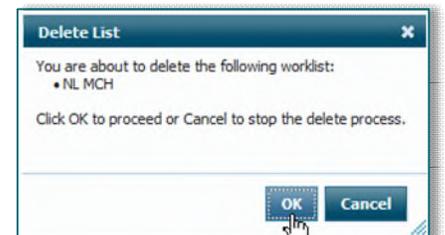
Deleting a Worklist

STEP 1:   Select the worklist from **Worklists**.

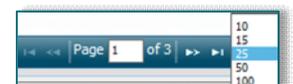STEP 2:   Select the **Delete** icon.
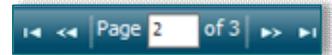
STEP 3:   Confirm deletion by selecting **OK**.

Worklist Overview

➢ **Worklist Navigation**

• After a worklist is loaded, a maximum of 25 patients are displayed on each page by default. To change the number of patients displayed on each page, select the desired amount from the menu at the bottom of the worklist.

• The number of patients on the page is displayed in parentheses in the **Needs Assessment** tab and other category headings of the worklist.

- The current page number is displayed at the bottom of the worklist. To toggle directly to a page, enter the page number in the window. Arrows are displayed next to the page information and allow users to toggle between pages.

NOTE: **If many patients qualify for the worklist, the Ongoing Assessment category heading may not display when the worklist is initially loaded, indicating that the patients in this category are displayed on a later page.**

- To assist with navigation, users can temporarily hide patients displayed on a page under a category headings by selecting the arrow to the left of the category name. To unhide the patients, select the arrow again.
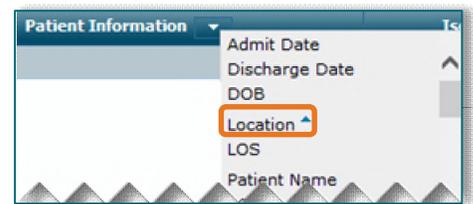
➢ **Sorting**

- Users can use the filtering and sorting functionality to further modify the view of the worklist.

- By default, patients are displayed in ascending location order. Users sort the worklist by the data displayed in any column by selecting the column heading.

- When sort criteria are selected, the worklist sorts so that all patients included in the selected criteria are displayed in ascending order, at the top of each category (Needs Assessment or Ongoing Assessment). An upward-pointing blue triangle is displayed next to the selected criterion on the list to indicate the sort order.

  ▪ Selecting a sort criterion a second time sorts the patients in the column in descending order so that patients meeting those criteria are displayed at the bottom of the worklist in each category. An upside-down triangle is displayed next to the selected criterion.
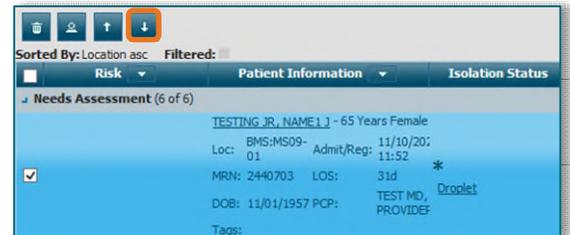
Worklist Categories

➢ **Needs Assessment:** Displays patients for IP staff to review based on a qualifying event.

➢ **Ongoing Assessment:** Displays patients requiring additional monitoring that were manually moved from **Needs Assessment**.

➢ Patients requiring additional interaction can be moved to **Ongoing Assessment** list by highlighting the patient row and selecting the down arrow. Patients will remain in the Ongoing Assessment category until they are removed from the list or a new trigger is identified, populating the patient to the **Needs Assessment** category.
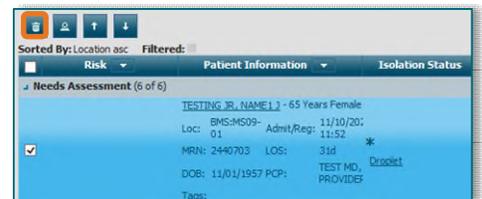

- To move patients from the **Ongoing Assessment** category to the **Needs Assessment** category manually: highlight the patient row and select the up arrow.

➢ **Removed:** Displays patients who were manually removed.

- To remove a patient from the worklist: highlight the row for the patient encounter and select the trash can icon in the upper-left corner of the worklist.

NOTE: **Patients removed from the worklist will populate back to the Needs Assessment if a new trigger is identified.**

➢ To restore patients to the list who have been removed within the last 30 days, users can select the **Load Removed Patients** icon. Restored patients will populate under the **Removed Patients** category at the end of the worklist.

- Users may need to toggle to later pages to view the **Removed Patients** category.

Qualifying Events

The qualifying events that trigger patients to display under **Needs Assessment** are described in the following sections.

➢ **Multiple Drug-Resistant Organisms (MDRO)**

- **New MDRO:** Identified by a positive result during the current encounter and is displayed in normal text.

- **Recurring MDRO:** A historical MDRO that is accompanied by a positive result for the same organism during the current encounter and is displayed as **bold** text.

- **Historical MDRO:** An MDRO that was documented only on a previous encounter and is displayed in *italic* text.

➤ **Reportables and 24-Hour Reportables**

- A new positive result for serology test or culture.

- Identification of a reportable organism.

- An order of a serology test.

➤ **Healthcare-Associated (HAI) Risk**

- **BSI Risk**: The system evaluates if the patient has one of the following conditions:
    - An active peripheral line, central line, arterial line, pulmonary artery line, or left atrial line that is in place for more than two calendar days from the insertion date, and a positive blood culture found on or after three days of insertion.
    - A peripheral line, central line, arterial line, pulmonary artery line, or left atrial line that is in place for more than two calendar days from the insertion date, and a positive blood culture found on the same day or in one calendar day after the line is discontinued.

- **UTI Risk**: The system evaluates if the patient has one of the following conditions:
    - An indwelling urinary catheter that is in place for more than two calendar days from the insertion date and a positive urine culture collected on or after three days of insertion.
    - An indwelling urinary catheter that is in place for more than two calendar days from the insertion date and a positive urine culture collected on the same day or in one calendar day after the urinary catheter is discontinued.

- **PNEU Risk Assessment**: The system evaluates if the patient has one of the following assessments:
    - An artificial airway that is in place for more than two calendar days from the intubation date, and a ventilator mode that is charted each day, a positive respiratory culture collected on or after three days of insertion.
    - An artificial airway that is in place for more than two calendar days from the intubation date, and the ventilator mode that is charted each day, and a positive respiratory culture collected the same day or in one calendar day of discontinuation of the airway or vent mode.

- **SSI Risk Assessment**: The system evaluates if a patient with a positive wound culture has had a surgical procedure, in the last 30 or 90 days of surgery or within 90 days of having a surgical implant.
    - The SSI Risk does not trigger if the positive wound culture is on the same day as the qualifying surgery.

➢ **Changes to Isolation Status**

- Patients with a new Patient Isolation order.

- Discontinuation of a Patient Isolation order.

- Modification of a Patient Isolation order.

NOTE: A change in isolation status on a discharged patient will not trigger the patient to the Needs Assessment category.

➢ **Positive Microbiology Culture**

- A patient will populate to the **Needs Assessment** category when a positive culture is verified for the first time; whether preliminary, final, or amended.

- Patients who have already qualified for the worklist because of a positive culture can be retriggered for the same culture if the organism's name is updated.

➢ **Positive Serology Test**
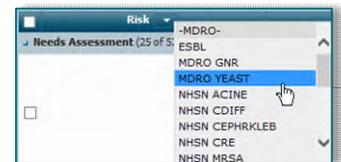
➢ **Positive Fecal Test**

- Patients move to the **Needs Assessment** tab on verification of a serology or other general laboratory type test.

- Patients move to the **Needs Assessment** tab on verification of the first positive preliminary or final report on the culture.

- A patient that has already qualified for the worklist because of a positive culture result can be retriggered for the same culture if the organism's name is then updated.

➢ **Notifications**

- Patients who are readmitted in 30 or 90 days of surgery.

- Patients that have been readmitted in the 90 days of having an implant.

➢ **Worklist Columns**

- Risk: The risk column displays information pertaining to MDROs, HAIs, or Reportables.

- Patient Information: Displays information pertaining to the patient and their stay.

- Isolation Status: Displays information related to the patient's isolation status. A status with a strikethough indicates the precaution has been discontinued.

- Microbiology/Serology/Molecular: Displays icon indicating the results or status of a test or culture.
    - Positive results are represented with a positive icon.
    - Negative results are represented with a negative icon.
    - Orders in In Process or Ordered statuses will display with an in progress icon.
- Notifications: Displays information related to qualifying events, patients manually added to the worklist, or patients identified as a surgical readmission.
- Imaging & Devices: Displays information that is pertinent for IP review but are not included as a triggering event.
- Follow Up: Provides sticky note functionality for creation of notes. Users can set dates for follow-up.
    - To add, edit, delete, or view a sticky note, select the patient's row and select the **Note** icon displayed in the **Follow-Up** column, and the **Follow-Up** section of the detail pane will open.
    - Changes to **Follow-Up** information do not trigger the patient to be displayed under the **Needs Assessment** category/header.
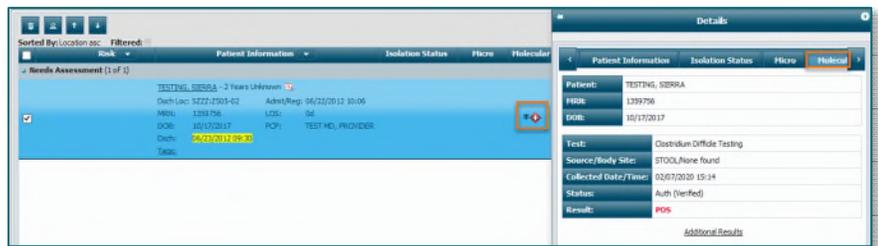
NOTE: **Sticky notes are not intended to store information that can be part of the patient's clinical record. Sticky notes from the patient's previous encounters are available for review until the notes are purged.**

- History: Displays information pertaining to patient movement on the worklist, including movement from **Needs Assessment** to **Ongoing Assessment**, removal of the patient, qualifying events, etc.

Patient Review

➢ **Details Pane**

Additional patient details can be viewed from the Worklist by clicking in the patient's row. Use the arrows in the **Details** window to move right to left or click the icon associated with the information to review.

- Once the detail pane is open, users can view information related to a specific icon for the patient by selecting the icon on the worklist. The detail pane will automatically display information related to the icon.
    - Click the patient's name hyperlink to open the chart for further review as needed.