

Order Sets Project Newsletter

March 2009, Issue 15

GBHN Order Sets Process Documents

The Order Set Committee has done a complete overhaul of the Project Process Documents, to make them simpler and easier to use.

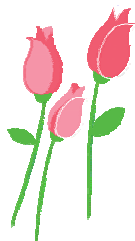
You will now find on the Order Set Website, under GBHN Order Set Project a link to Order Set Process Documents. In here you will find:

- Order Set Development Process Protocol
- Order Set Approval Process Protocol
 - Development Team Stakeholder Checklist
 - Order Set/Clinical Protocol Approval Form
- Order Set Implementation Process Protocol
 - Implementation Checklist
- Order Set Maintenance Process Protocol
 - BiAnnual Review Form
- Order Set Evaluation Process Protocol

These documents will help users understand the various processes throughout the Order Set Lifecycle – development, approval, implementation, maintenance and evaluation.

The Committee has also approved a new Order Set Development Toolkit. This is a toolkit that contains instructions and guidelines to follow in order to develop an order set. The Order Set Committee staff will work with the Development Teams to be sure that order sets being developed are following the toolkit guidelines, to be sure all order sets are developed consistently. This Toolkit is also found in the Process Documents for your reference.

One important and helpful piece of the Order Set Development Toolkit is a blank Order Set template. This can be used for two purposes – the first is for Development teams who wish to use a template to create an order set in development. The second purpose is for physicians who are not using a pre-printed order set, but want to write their own orders. They can use the same template



that staff are used to seeing in a pre-printed order set. This template is available both in the process documents section of the website and also in the main Order Set Repository.

2008-9 Order Set Audit

The Order Set Committee staff are currently undergoing an audit of Order Sets across the Network. The Committee staff have picked the top ten order sets by volume across the sites, and will be looking at order set usage, as well as clinical and financial indicators comparing order set usage vs. handwritten orders. Stay tuned, in the coming months information will be coming with the results of this audit.



KeyWord View on Order Set Website

In response to many requests, the view of order sets on the website has been changed to KeyWord view rather than alphabetical. Feedback so far has been positive, but if anyone would like to change the view of the order sets, several different views are available. You can click on any column to sort by that column, or there are categories on the left so you can sort by department in the organization, i.e. Medical, ICU. Contact any Committee member for help with any of these views.

Order Set Committee

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