

QUICK REFERENCE GUIDE

QUICK REFERENCE GUIDE

Table of Contents

Logging into the application 3

Home page and available reports 3

Real-Time status view 4

Drug Library Compliance & changing timeframe..... 5

Alerts report and how to interpret overrides6–7

Alarms report 8

Scheduling reports 9

Setting up users 9

Login

1. Launch hospital browser/Internet Explorer

2. Enter DoseTrac address provided by your facility DoseTrac Administrator

3. If prompted, confirm the security certificate to proceed to the DoseTrac site

4. Enter username and password as assigned by your facility DoseTrac Administrator

5. Save this URL in "favorites" or as a tab/icon named "DoseTrac"

Example: Instructions for Windows 7

i. Copy DoseTrac address

ii. Right click on desktop > New > Shortcut

iii. Paste or enter the DoseTrac URL > Next

iv. Name "DoseTrac" > Finish

Available Reports/Real-Time Views & Home Page

- Alarms** Frequency & duration of alarms by alarm type, drug, care unit, time of day to help clinicians work on minimizing alarm fatigue

Alerts Summary of all infusion alerts, overrides above/below limits & override detail to help clinicians reduce workarounds & optimize drug library

Asset Utilization Hourly & daily pump utilization for pumps in run state in any hour to help users improve asset distribution and budget planning

Bolus Activity Summary of bolus activity by drug & percent of deliveries with boluses to help optimize use of the bolus feature

Communication Errors Summary report per pump, shows bad messages only (& subset of bad) to help users identify communication issues

Communication Statistics Summary report per pump, number of good & bad messages (& subset of bad) to help users identify communication issues

Daily Communication Stats Summary report by day, all pumps, good & bad messages

Delivered Volumes & Doses Summary of every infusion start & stop time, total dose & total volume delivered to help user assess drug use and aid charge capture

Dosed Drug Use per Unit Summary of infusions by liters delivered & care unit to help pharmacy improve stocking & standardization

Drug Library Compliance Summary of all therapies by mode to help clinicians monitor drug library compliance

PharmView Real-Time view of infusions to promote just-in-time refills for pharmacy

Pump Log History Log of select pump programming events by serial number for service or event investigation if manual log not accessible

Real-Time Alarm View Real-Time view of infusion in an alarm state to help clinicians more efficiently respond to alarms

Real-Time Status View Real-Time view of all infusions, alarms, rate/dose and drug library and to help clinicians asses infusion status and optimize workflow

Real-Time Watchdog Timeout View Real-Time view of pumps that have lost connection for more than 30 seconds to help users identify network communication issues

Technical Safety Check Set and track service by days since last service or liters infused to help users anticipate maintenance needs

User Activity Shows all pages viewed per user for HIPAA audit trail

DoseTrac® Infusion Management Software

Real-Time Views

Reports

Drug Library Administration

Configuration

PharmView

Real-time Alarm View

Real-time Status View

Real-time Watchdog Timeout View

★

🏠

MindyL ▾

List of Available Reports and custom reports sent to email

List of Available Real-Time Views

Send drug library updates to pumps and monitor progression – Pharmacy/Clinical Engineering only

Assign users, reset passwords, edit settings

Add and edit favorite reports/views

Return to Home Page

User resources including technical support, change password, and save a specific report/view as new home page

Want to monitor all of your infusions in Real-Time? Select Real-Time Status View

Real-Time Status View

See all infusions in Real-Time to help improve safety and efficiency:

- Identify any infusions running outside the drug library (Identify basic mode by blank drug name if manually programmed or by tan highlight if AutoProgrammed)
- Identify pumps in an **alarm** state and alarm type
- Validate any infusions running outside the limits
 - blue** – below soft minimum limit
 - yellow** – above soft maximum limit
 - red outline** – at hard maximum limit
- Sort by Time Left to anticipate infusions near completion (PharmView is a customized Real-Time view for Pharmacy)

Select headers to sort

Create custom views

Select care unit

Alarm type

DoseTrac[®] Infusion Management Software

Real-Time Views Reports Drug Library Administration Configuration

View to Display: Clinical View Edit Views

Nurse: <All> Patient: <All> Drug: <All> Care unit: <All> Pump type: <All>

Real-time Status View as of 09/11/2019 12:28:36

74 infusions are active with the specified criteria

Rows - Page 2 of 3

| Room-Bed | Patient Id | State | Care Area | Drug Name | Concentration | Rate (ml/hr) | Dosage | VTBD | Time Left (Mins) | Alarm | Soft Min Limit | Soft Max Limit | Hard Max Limit |
|----------|------------|-------|-----------|-----------------|-------------------|--------------|------------------|-------|------------------|-----------|----------------|----------------|----------------|
| 379-1 | P00076279 | Run | Crit Care | Lorazepam | 29 mg in 250 ml | 67.7 | 6.77 mg/hr | 177.5 | 157 | | n/a | 25 | 200 |
| 379-1 | P00086279 | Run | Crit Care | Albumin 25% | | 39.9 | | 4.2 | 6 | | n/a | 0.2 | 0.7 |
| 379-1 | P00576279 | Run | Surgery | Dexamethasone | 200 mcg in 50 ml | 16.4 | 0.34 mcg/kg/hr | 47.4 | 172 | | n/a | 0 | 0 |
| 379-1 | P00186279 | KVO | ER | Phenylephrine | 10 mg in 250 ml | 3 | 148.4 mcg/min | 0 | 0 | | n/a | 0 | 180 |
| 379-1 | P00086279 | KVO | Crit Care | AlteplasePE/DVT | 100 mg in 100 ml | 3 | 50 mg/hr | 0 | 0 | | n/a | 50 | 50 |
| 379-1 | P00076279 | Run | Crit Care | Vanc1501+mg | | 250 | | 270 | 64 | | n/a | 250 | 250 |
| 379-1 | P00226279 | Run | Cath Lab | Nitroglyceride | 50 mg in 250 ml | 208.3 | 9.39 mcg/kg/min | 86.2 | 24 | | n/a | 0.1 | 10 |
| 379-1 | P00186279 | Alarm | ER | Albumin 25% | | 177 | | 320.7 | 108 | Occlusion | 25 | 200 | 0 |
| 379-1 | P00086279 | KVO | Crit Care | Gentamicin | | 3 | | 0 | 0 | | n/a | 100 | 100 |
| 379-1 | P00446279 | Run | L & D | Magnesium20GM | 20 g in 500 ml | 92.5 | 3.7 g/hr | 96.5 | 62 | | n/a | 0.5 | 4 |
| 379-1 | P00446279 | Run | L & D | Levaquin 750mg | | 100 | | 37.7 | 22 | | n/a | 100 | 100 |
| 239-1 | P00016139 | Run | Cath Lab | Dextrose 10% | | 35.5 | | 46 | 49 | | n/a | 50 | 125 |
| 239-1 | P00026139 | Run | Cath Lab | Phenylephrine | 10 mg in 250 ml | 115.2 | 76.8 mcg/min | 107.7 | 56 | | n/a | 0 | 180 |
| 239-1 | P00026139 | Run | Cath Lab | Lidocaine | 2 g in 500 ml | 46.8 | 3.12 mg/min | 497.2 | 637 | | n/a | 1 | 4 |
| 239-1 | P00036139 | KVO | Cath Lab | Vanc 500mg | | 3 | | 0 | 0 | | n/a | 100 | 100 |
| 239-1 | P00036139 | Run | Cath Lab | Femolol | 2500 mg in 250 ml | 61.9 | 188.1 mcg/kg/min | 206.3 | 200 | | n/a | 25 | 200 |
| 239-1 | P00036139 | Run | Cath Lab | BivalirudinLOW | 250 mg in 500 ml | 21.9 | 0.2 mg/kg/hr | 193.8 | 330 | | n/a | | |
| 239-1 | P00216139 | Run | L & D | Labetalol | 500 mg in 250 ml | 66.3 | 2.21 mg/min | 125.1 | 113 | | n/a | 1 | 6 |
| 239-1 | P00026139 | Run | Cath Lab | DoBUtamine | 500 mg in 250 ml | 44.7 | 16.6 mca/kg/min | 65.6 | 87 | | n/a | 0 | 20 |

To Customize Views:

- Select "Edit Views"
- Customize View Name
- Check/uncheck Field Name boxes to be viewed
- "Save" changes

Want to see your drug library compliance? Select Drug Library Compliance from the Reports Menu.

Drug Library Compliance

Assess drug library compliance

This report tracks and trends all infusions by each new therapy and mode. A delivery is a single infusion from start to completion of therapy. Modes within the drug library are **DoseGuard™ Software Primary** and **DoseGuard Secondary**.

Click Timeframe to change

Export or print report

Filtering data by care unit will give the appearance of 100% compliance because pump user must choose a care unit to enter the library

Save settings by Adding a Favorite, or save as your home page

DoseTrac[®] Infusion Management Software

Real-Time Views Reports Drug Library Administration Configuration

Timeframe: 09/2019

Care unit: <All> Pump type: <All> View as: Pie Chart

Find | Next

Drug Library Compliance Report

To change the timeframe:

- Click on Timeframe
- Select/enter desired timeframe
- "OK" to save

Note: This timeframe will be retained for all subsequent reports

Specify Timeframe for Reports

☒ All Day Reports ☐ Shift Reports

☐ Current Day

☐ Yesterday

☐ Last [] Hours

☐ Last [] Calendar Days

☐ Last [] Complete Days

☐ Last Complete Week First Day of Week: Sunday

☒ Last [1] Complete Months

☐ All Days in Database

☐ Specific Date Range

mm/dd/yyyy

Start [] [] []

End [] [] []

Want to optimize your drug library use and reduce alerts? Select Alerts from the Reports Menu

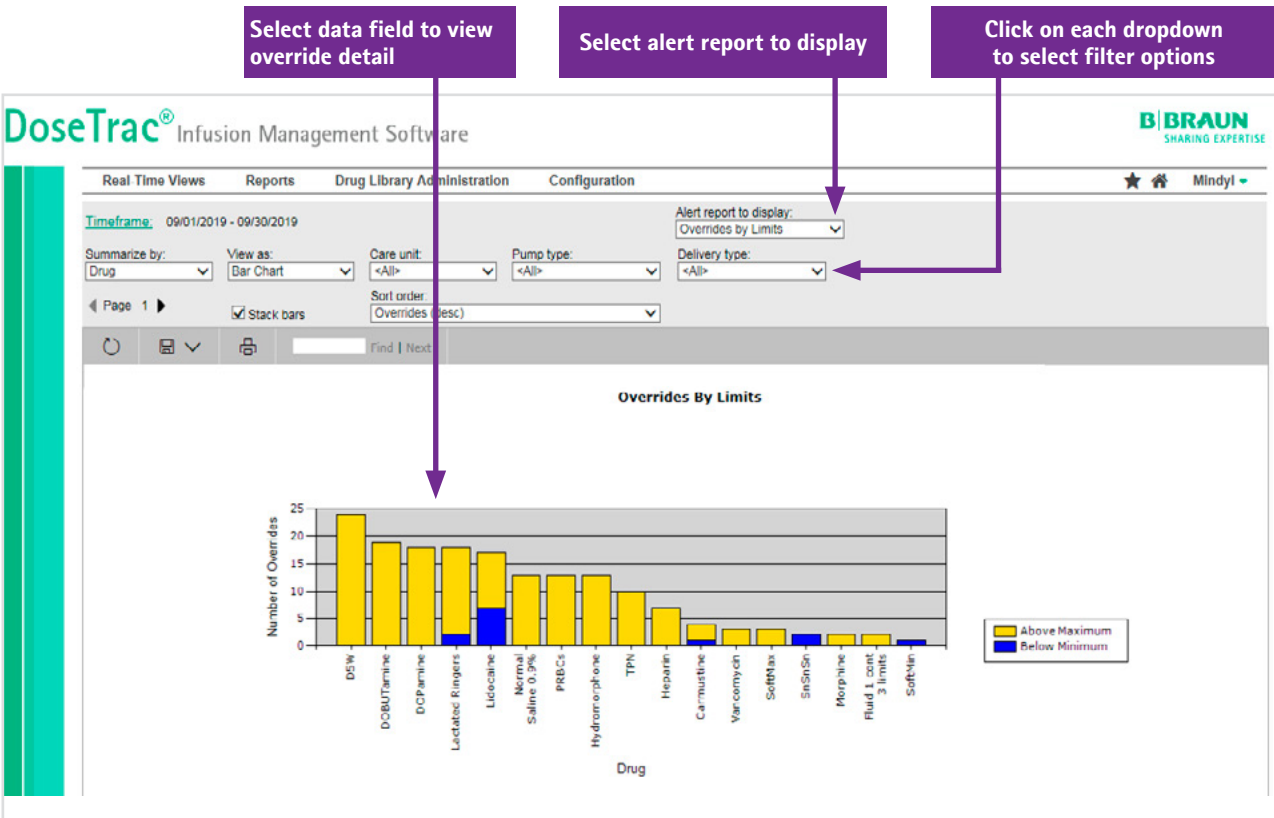
Alerts

Identify infusion trends to help optimize drug library and improve infusion safety.

There are three report views to display:

**Alert Summary,
Overrides by Limits and
Alerts by Pump Type.**

Analyze override details to identify library workarounds and at-risk practices. Create an action plan that may include clinician education and library adjustments to mirror clinical practice and reduce alerts and associated fatigue.



To set up report as shown:

1. **Specify Timeframe:** Last Complete Month

2. **Alert report to display:** Overrides by Limits

3. **Summarize by:** Drug

4. **View as:** Bar Chart

5. **Care Unit:** All
6. **Pump type:** Infusomat-LVP

7. **Delivery type:** All

8. **Stack bars:** Check

9. **Sort order:** Overrides (descending)

Why does dopamine have so many overrides? Click on the DOPamine bar to go to the Override Detail Report

Alerts

Override Detail Report

- Lists all overrides within selected parameters
- Hover over and select the specific Start Time to see the programming sequence surrounding that override to interpret why it occurred
- Hover over Start Time date and time stamp to see programming steps around the alert

| B BRAUN DoseTrac Report Writer | | | | | | | | | | | |
|---|----------|------------|---------------|---------|-----------|---------------|------|------------------|----------|----------|----------|
| DoseTrac Space Demo | | | | | | | | | | | |
| Override Detail Report | | | | | | | | | | | |
| 01/2017 - 01/15/2017 | | | | | | | | | | | |
| Delivery type = <All>, Pump type = <All>, Nurse = <All>, Patient = <All>, Drug = DOPamine, Care unit = Critical Care | | | | | | | | | | | |
| Start Time | Pump S/N | Patient Id | Care Unit | Mode | Drug Name | Concentration | Rate | Dosage | Soft Min | Soft Max | Hard Max |
| 01/15/17 13:37:47 | I000014 | P00257003 | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 685 | 376.4 mcg/kg/min | 0 | 22 | 0 |
| 01/08/17 02:14:48 | I000097 | P00067008 | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 300 | 76.7 mcg/kg/min | 0 | 22 | 0 |
| 01/07/17 03:31:55 | I000070 | | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 589 | 893.6 mcg/kg/min | 0 | 22 | 0 |
| 01/08/17 02:26:49 | I000097 | P00067008 | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 540 | 137.9 mcg/kg/min | 0 | 22 | 0 |
| 01/08/17 03:44 | I000021 | P00257002 | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 992 | 544.8 mcg/kg/min | 0 | 22 | 0 |
| 01/08/17 01:06 | I000021 | P00257002 | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 538 | 295.4 mcg/kg/min | 0 | 22 | 0 |

Programming Sequence Surrounding Alert Report

- Shows programming steps preceding and following the alert override:

| B BRAUN DoseTrac Report Writer | | | | | | | | | | | |
|---|------------|------------|---------------|---------|-----------|---------------|------|------------------|----------|----------|----------|
| DoseTrac Demo | | | | | | | | | | | |
| Programming Sequence Surrounding Alert Report | | | | | | | | | | | |
| Pump S/N = I000021, Pump Type = Infusomat-LVP | | | | | | | | | | | |
| Timestamp | Patient Id | Room - Bed | Care Unit | Mode | Drug Name | Concentration | Rate | Dosage | Soft Min | Soft Max | Hard Max |
| 01/08/17 11:26:18 | P00257002 | | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 38 | 20 mcg/kg/min | 0 | 22 | 0 |
| 01/08/17 18:37:26 | P00257002 | | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 538 | 295.4 mcg/kg/min | 0 | 22 | 0 |
| 01/08/17 18:37:48 | P00257002 | | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 538 | 295.4 mcg/kg/min | 0 | 22 | 0 |
| 01/08/17 18:38:48 | P00257002 | | Critical Care | DoseGrd | DOPamine | 1.6 mg/ml | 38 | 20 mcg/kg/min | 0 | 22 | 0 |

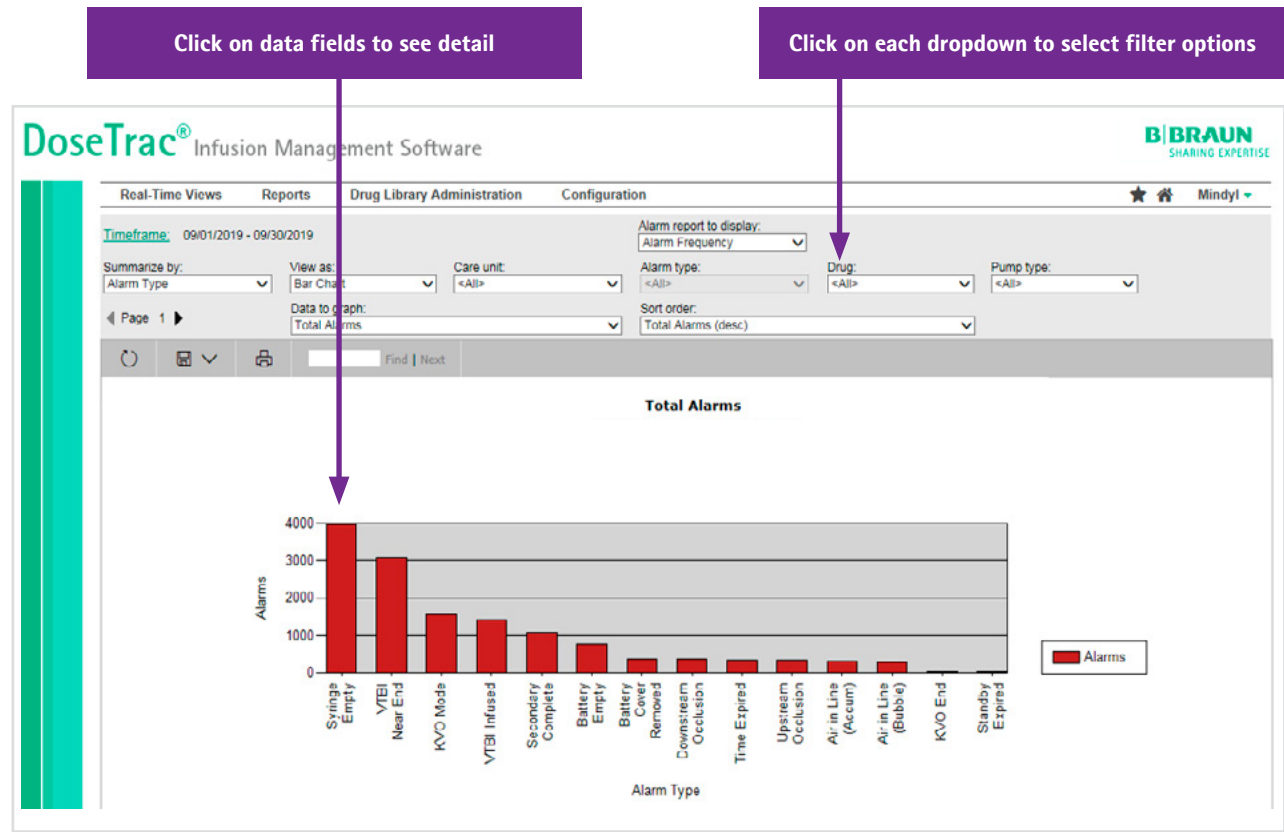
- In this example, the user increased the infusion rate from 38 to 538 ml/hr to deliver a bolus dose of 3.3 ml, then decreased the infusion back to the basal rate of 38 ml/hr.

Want to see which alarms are highest in frequency and duration? Select Alarms from the Reports Menu

Alarms

Designed to help improve alarm management and reduce alarms.

This report tracks and trends alarm frequency and duration by day, month, time of day, drug, alarm type and care unit.



Alarm Frequency Report

Several alarms are related to configurations on the Space pump. If the following alarms occur with high frequency drilling down into specific alarms may help identify a configuration change that configuration change that will still meet patient safety needs and reduce the number of alarms.

Configurable Alarms:

- Air In Line
 - Upstream Occlusion
 - Downstream Occlusion
 - KVO Mode
- Secondary Complete
 - Standby Expired
 - Time Near End
 - VTBI Near End
 - Syringe Near End

Alarm Duration

Looking at time of day the alarms occur more frequently is one way of potentially identifying a need for additional resources or a policy change as to who can clear alarms.

Want to schedule reports to be delivered to you email? Select Scheduled Reports from the Reports Menu

Scheduling Reports

1. Select Scheduled Reports from Reports menu
2. Select "Add Scheduled Report"
3. Select report to schedule from the list
4. Customize report parameters using the dropdowns
5. Enter email, subject line, format
6. Select "OK"

Suggested Reports & Views

| USER | REPORT | FREQUENCY | GOAL |
|---|---------------------------------|-----------|--|
| Department Leaders (Pharmacy, Nursing, Quality, Informatics, Education) | Alarms (facility wide) | Monthly | Decrease alarms & improve patient experience |
| | Alerts (facility wide) | Monthly | Reduce alerts & improve library use |
| | Drug Library Compliance | Monthly | Target 95% drug library use |
| Unit Manager/ Specialist/Educator | Alarms & Alerts (per unit) | Weekly | Address any variance |
| | Real-Time View (per unit) | Weekly | Compliance and safety audits |
| Nursing staff | Real-Time Status & Alarms Views | Daily | Alarm, alert and i nfusion management |
| Pharmacy staff | PharmView | Daily | Time infusions due for refill |
| Biomedical | Asset Utilization & Alarms | Monthly | Asset and alarm management |
| IT | Communication Statistics | Weekly | Identify communication issues |

Alert Report Parameters

Alert report type: Overrides by Limits

Summarize by: Drug

Care unit: <All>

View as: Bar Chart NOTE: Only the first page of the report will be included in the email.

Pump type: <All>

Delivery type: <All>

Stack bars: ☒

Sort order: Overrides (desc)

Timeframe: Last 7 complete days

Schedule: Every Monday at 06:00

Email Settings

To:

cc:

Subject line:

Format: PDF File

OK Cancel

Setting Up Users

DoseTrac® Software Administrators have access to the Configuration Menu to edit users.

1. Select Configuration on menu bar
2. Select "Users" from the dropdown
3. Enter username > select role > enabled "Yes" > enter password
4. Select "OK"

Note: Password must be complex, containing at least one of each of the following: 1 uppercase and lowercase letter, one number, 1 special character i.e. @, \$, #

Passwords must be changed every 90 days.

First time users logging in will be asked to change their password

Suggested Roles

| USER | ROLE |
|-------------------------------------|---|
| DoseTrac Lead - Pharmacy and Biomed | DoseTrac Admin (All views & reports, admin rights) |
| | Pharmacy (Ability to send drug library update to the pumps) |
| DoseTrac Lead - Nursing and IT | DoseTrac Admin (All views & reports, admin rights) |
| Department Leaders | DoseTrac Maintenance (all views & reports) |
| Pharmacy Staff | Central Monitor (Real-Time views only) |
| Nursing Staff | Central Monitor (Real-Time views only) |
| Biomedical Staff | Central Monitor (Real-Time views only) |

Add User

Name: jdoe

☐ Biomed

☐ Central Monitor

☐ DoseTrac Admin

☒ DoseTrac Maintenance

Role(s) ☐ Materials Management

☐ Network Maintenance

☐ Nursing

☐ Pharmacy

☐ Risk Management

Enabled: Yes

Password:

Confirm Password:

OK Cancel

For more in-depth information, please refer to DoseTrac User's Manual by selecting Documentation in the User Resources menu under your user name

Refer to product labeling for complete instructions for use.

B. Braun Medical Inc. | Bethlehem PA | bbraunusa.com

For Technical Support and questions contact your facility DoseTrac Administrator
or call 1-800-627-PUMP (7867) or email AISTechSupport.US@bbraunusa.com