

NIH CC ICU Guide

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Admitting Services

Find the Admitting PI / Service

Ptinfo > Demographics/Visit

Entering Orders

Who Enters Orders?

- Once the patient is in ICU, CCMD writes all orders (not the primary service)
 - Exceptions: chemotherapy, research blood, lumbar drain settings

Daily Schedule

time	task
06:00	AM sign-out
08:00	AM Rounds start ^{a,b}
10:30	Micro rounds (review cultures with ID/Micro staff)
13:00	CCMD conferences (Zoom) ^c
16:00	PM rounds
18:00	PM sign-out to overnight fellow

^{a, b}Round first with Peds Intensivist from Children's National Hospital.

^cAttendance is required. Attending or NP holds the ICU phone

Weekend Specifics

- Start rounds at 8:00am **with the post-call fellow** and CCMD attending.
- Saturday: Friday PM fellow and NP will share responsibility for writing notes for all the patients on Saturday AM.
- Sunday: The Saturday post-call fellow is responsible for writing notes for all patients on Sunday after midnight. If it is too busy, then the on-coming AM fellow needs to be informed to write them.

Other meetings

- Tuesdays at 1:00pm - ICU Interdisciplinary meeting (Webex) includes social work, rehab, spiritual care, pharmacy, nutrition, and bioethics
- Virtual Radiology Rounds with Dr. Arlene Sirajuddin, Fridays at 11am
 - Residents and Medical students will also have separate teaching sessions with various CCMD Attendings/Fellows

Presenting on Rounds Presentation

- Present Assessment / Plan together
- Follow the order:
 - Neuro
 - Pulm
 - CV
 - GI
 - GU
 - ID
 - Heme
 - Endo

Writing Notes

H&Ps

ICU does not write H&Ps; they primary team does.

We write a transfer / accept note, largely copy-pasted from the admitting team's note.

Progress Notes

- Daily notes are the Critical Care SOAP notes. You must co-sign the CCMD Attending with each daily SOAP note

Admissions

Pediatric patients

- All pediatric patients admitted to the ICU (including postops) are to be staffed by the Pediatric Intensivist from CNMC. You must notify them of any admissions or consults
- See Amion (PW: ccmcnmc) to see the most updated schedule of Attendings

Consults/Upgrades

If on arrival to a consult:

Patient is Crashing

Needs immediate care (intubation, pressors etc.)?

CALL A CODE BLUE so you can get more help/equipment right away

Not Crashing, but Needs ICU Bed

Call the ICU charge nurse for a bed, and ask the floor nurse to call report

Apart from ICU charge and floor RN being aware of move, we need this get a patient to ICU list:

- Transfer Order to bring patient into ICU census
 - Primary team should enter this, but we can be helpful if need be
 - Enter Order Transfer: Inpt to Inpt Unit
- We write Critical Care Transfer/Accept Note

Patient Does NOT need ICU

- If patient remains on floor, use document Critical Care Free Text to write your assessment and recs

Outside Admissions

We do NOT write H&P; primary team does

We write: Critical Care Transfer/Acceptance Note

Must Haves for outpatients

- All patients need ATV (Admission / Travel Voucher)
 - primary team enters this
- After ATV is in, we call Admitting and tell them this is a STAT ICU admission
- do NOT enter orders until the patient to gets on the ICU census
 - WHY :: orders entered prior to hospital admission from outpatient will be canceled when the patient is transferred to inpatient

Admission Orders

We do not put in admission orders - *primary* team does.

Instead, we specify reason for transfer (see #1 below) and add any ICU-necessary suborders (see #2 below)).

1) **ICU Visit Reason:** CCMD III - Admission Order

- Allocate order to protocol, select the protocol that is listed under the Visit Reason (this is so we don't have to select the protocol number every time we place an order)

2) **ICU Admission Orders:** CCMD III - Admission Orders or CCMD III - Pediatric Admission Orders

Triage Responses

Code Blue

Code team: ICU fellow, x2 ICU RNs, RT, ICU pharmacist, surgery fellow (central access / cric)

Code equipment: code cart, portable ultrasound

Airway: If needed, you can ask for the glidescope from the ICU.

If patient is visitor or employee, must go to Suburban via NIH ambulance; default is BLS, so must specify if ACLS bus is needed

- To get an ALS ambulance:
 - Tell the BLS paramedics that you need an ALS ambulance
 - Have a low threshold for calling for an ALS ambulance - don't send patients with chest pain or syncope on the BLS ambulance
 - If it seems warranted, call a report to the Suburban ER 301 896-3880. Otherwise just give report to the EMS team
 - An alternative triage option for employees who need only short term monitoring is to triage them to our occupational medical service (OMS)

STEMIs

- NIH Cath lab team is not always available for emergency procedures
 - Options for emergency cardiovascular services:
 - MedStar Transport Communications Center 24/7: 844-877-2424, STEMI team on site 24/7
 - Suburban Hospital BEAT line 24/7: 301-896-BEAT (2328)

Orthopedic Surgery

- Call Page operator to get in touch with Suburban Orthopedic Surgeon on-call

Vascular Surgery

- Call Page operator to get in touch with Walter Reed Vascular Surgeon on-call

Difficult Airway Response Team (DART)

- Activated during code blue and brings you DART Cart

- ENT, Anesthesia, Surgery Attending also responds if in house

Brain code

MUST activate code blue AND brain code

- Gets you Neurology, and CT tech is notified to set up scanner

Bleeding or mass effect: page Neurosurgery

Ischemic / LVO: page Suburban Stroke Team 301-896-3100

Rapid Responses

Non-emergent clinical change

REQUIRES:

- be at bedside within 20 minutes
- if unstable, call code BLUE

Massive Transfusion Protocol (MTP)

- Call Transfusion Fellow (240-534-9559) to active MTP and verbally order STAT blood products

Expected preparation times	
item	time
uncrossmatched pRBCs	15 min
crossmatched pRBCs	45 min
platelets	15 min
plasma	40 min
cryo	40 min

Runner Logistics: During day time hours, Messenger/Escort will run blood from Blood bank and bring MTP cooler

- CRIS order: MTP
 - Order STAT labs
 - after discussion with Transfusion Fellow, order blood products
 - Consider ordering TEG (Thromboelastography, hemostasis)

How Do I Order

Medication orders

- Order all new meds STAT or now or with a defined start time- otherwise the first dose could be scheduled anytime in the next 24 hours.
- Careful when you discontinue/reorder, your next dose might be scheduled too soon or too late. Always figure out the appropriate start time and select "QxH".
- Utilize CCMD order sets for medication orders (vasopressors, antibiotics, sedation, etc.)
- Order antibiotics as STAT if you want them given right away. We track the time between the order and when it is administered (should be <60 min) use CCMD I - STAT antimicrobials

Lab orders

- Daily labs should be ordered for 4 am
- Use the repeat function for serial labs, time them all so that the cycle starts at 4 am
- Make all lab orders STAT or give them a time, turn around time on all orders should be STAT. Frequently, labs ordered as routine do not seem to get done.
- Specimens for drug levels must be accompanied by recs with time of last dose and draw time.
- Delete old unused lab orders, otherwise they collect and things get confusing

Diagnostic Radiology

study	method
CT scan	Page CT tech (17226) to request same day/STAT study, THEN put in CRIS order after you get approval with a time
MRI	Place order and call MRI Charge Tech (240-507-4676) to request same day study
Ultrasound	Place order and call Ultrasound Tech (301-594-8430) to request study
XRAY	Place order and page XRay Tech (17237) to request study

After Hours (17:00 or weekends)

- For any radiology studies, page the XRay tech
 - Xrays, non-contrast head CT or a non-contrast non-high-res chest CT will be done right away
 - Contrast CT, ultrasounds: you will need to speak to the Radiologist on-call, and the on-call tech will be called in; this may take an hour

ECHOs

- For same-day TTE, enter order and call ECHO lab (301-435-6038)
- Weekends: enter order and page tech on call

Transfers out of ICU

- Find out from Charge RN what unit the patient can transfer to and if patient needs Telemetry
- Complete the order/med reconciliation prior to transfer (d/c/modify ICU specific orders) and

place transfer order: Transfer: Inpt to Inpt Unit

- Verbal signout is usually given to the primary/surgical teams during morning rounds EXCEPT for Urology, Solid Tumor, Lymphoma, and HIV/AIDS Malignancy; these services are also followed by the Inpatient Hospitalist team and they need to be paged to give verbal signout
- Modify your Critical Care SOAP Note and type "Transfer Note" under Document Topic
- Complete the section Transfer/Accept note details
- Cosign the receiving provider (usually the Attending or Fellow) and CCMD Attending once document is complete and if any modifications are made

Patient Deaths

- Enter Discharge Expiration Note to generate a Discharge order

DC Summary Writing

- patient in ICU < 14 days, the primary team writes this
- patient in ICU > 14 days, ICU writes

Death Certificates: Admissions will call you to discuss the death certificate process

PVCS (Vascular Access Service)

- VAD (Vascular Access Device) RNs place PICC lines and ultrasound guided PIVs
- CRIS order for PICC: VAD
 - Click on box for Consult
 - CRIS order for PIV: VAD
 - Click on box for Generic procedure request
 - CCMD is responsible for reading the PICC line CXRs to check placement. Someone from the procedure service will call you to look at the Xray and cosign you to the procedure note.

Lines

- Central lines: policy is all lines are done with full barrier precautions and an ultrasound. The VAD nurses are also happy to teach you how to place PICC lines- just ask if you have time.
- CRIS note for Central and Arterial lines: Central VAD Insertion

Bronchs

- Move the patient to one of the negative pressure rooms (room 6 or 12)
 - Micro orders: CCMD IV - Procedures: Respiratory Micro (not bronchoscopy procedure)
 - Fill in the extra information required in the cytology order
 - Submit your orders-or you can place orders-linked from the Bronchoscopy procedure note. Then your note will show exactly what you ordered.
 - * Stickers should print- put them on the specimen or in the bag with the appropriate

specimen, make sure there are patient labels on the containers

- During daytime hours: hand deliver the specimens to the micro lab and cytology lab (tube system and transport services are not reliable for difficult to obtain specimens)
 - After 5pm: hand deliver the specimens to the micro lab and the cytology fridge located in lab

CRRT

- CRIS Order: CRRT/Prismaflex
 - CRRT Orders guide is in a folder at the back of the first computer station
 - Call Dr. Danner (#in Fellow phone) for every patient being placed on CRRT and for any CRRT questions/concerns

IR aka Special Procedures

- Call IR to schedule procedure
- CRIS order "SP__" and SISweb need to be placed
 - Call Anesthesia if you anticipate your patient needs monitored anesthesia care
 - RNs are only allowed to provide conscious sedation with IV fentanyl and midazolam
 - CCMD is NOT allowed to push propofol in IR (only anesthesia)

Misc

- Restraints (medical/surgical - NOT behavioral health) Order and a Restraints Progress note must be completed every 24 hours
 - Massive Transfusion Protocol: Call Transfusion Medicine Fellow to activate

Essential Phone Numbers

Department	Instructions
Admissions	301-496-3141
Anesthesia nights / weekends	301-913-6453
Anesthesia call room	301-435-8207
Blood Bank, Accessioning	301-496-4506
Blood Bank, Transfusion Medicine Fellow	240-534-9559
CT, front desk	301-402-4066
CT, tech pager	17226
ECHO lab	301-435-6038
ICU	ICU: 301-451-0567\\ICU Fellow: 301-256-5774\\NPs: Nancy: 202-560-2331; Therese: 202-413-0286; Patricia: 240-762-2663; Rashidah (Saturdays): 301-728-6023\\Nutrition (Stacie): 301-771-1209\\Respiratory Therapy: 301-913-6081
IR	Front desk: 301-402-0256

Department	Instructions
Laboratory	Chemistry lab: 301-496-3386
Laboratory	Hematology lab: 301-402-2171
Laboratory	Micro lab: 301-496-4433
MRI, Front desk	301-496-0026
MRI, Tech	240-507-4676
OR Front desk	301-496-5646
Pharmacy	Janell: 301-832-1538\\Willy: 240-762-3633\\Pharmacy Main: 301-480-6337
Radiology	Body (all modalities): 301-832-5970\\Neuro: 240-743-8862\\Nuclear Medicine: 301-496-5675\\X-ray Tech pager: 17237
Ultrasound, Tech	301-594-8430
VAD	301-594-8430
Children's	202-476-5000
Suburban ER	301-896-3880
Page Operator	For all other services, call 301-496-1211 or send pages through http://102pager.nih.gov/

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Last update: **2026/07/21 18:51**

