

## RxTask Update – Winter 2017

With the winter 2017 update, RxTask has some exciting new features. RxTask users have often requested for additional tools to document various types of measurements such as relative humidity, room pressure, isolator/hood pressure, surface samples, air samples, gloved fingertip samples, etc. In response, RxTask now has a new enhancement, and new database tables, for documenting these various types of metrics. This new tool is referred to as: “**Samples**”.

### RxTask Samples:

Within RxTask there are two basic types of samples:

1. **Type I:** Samples that are measured and reported all at once. (i.e. Humidity checks, pressure checks)
  2. **Type II:** Samples that are collected, incubated, and then results are documented at a future date. (i.e. gloved fingertip sampling, surface sampling, viable air sampling)
- The screen print below is an example of a **Type I** sample. This example below is a humidity check where the results are documented all at once via the “**Sample Results**” panel.

Tasks Completed Today (1)

View Tasks Scheduled by Date ( 1/12/2017 )(52)

**Selected Task**

**Selected Task Assigned to: 'TV Room'**

Category: USP 797 Tasks  
Task: **Daily Humidity Check**  
Start Date: 1/12/2017 12:00 AM  
Due Date: 1/12/2017 8:00 PM  
Status:   
Minutes: 45

[Print Task Worksheet](#)

**Sample Results**

Sample Type:

Sample Collected By:

Sample List:

#	Sample Description	Min	Max	Results:	Results Unit	Comments:
1	Compounding Area Humidity	0.00	60.00	35	%RH	
2	Main Pharmacy Humidity Check	0.00	60.00	38	%RH	

Comment:

- To submit the results the user would simply document the humidity for each location in the “**Results**” text boxes, then click the “**Complete Task**” button. If any of the samples collected are outside of the min and max ranges for the sample line item, then an email alert can be sent to team members that are configured to get the alerts (See the email alerts table section).

- This example in the screen print below is an example of a **Type II** sample, where the task first prompts for the collection of the sample. This example is also a **“Person Specific”** sample type where it is assigned to a specific employee to be tested/sampled. This one below is a **“Gloved Fingertip Sampling”** example.

**View Tasks Scheduled by Date ( 1/12/2017 )(51)**

**Selected Task**

**Selected Task Assigned to: 'aalfrey'**

Category: USP 797 Tasks  
 Task: **Gloved Finger Tip Sampling**  
 Start Date: 12/31/2016 12:00 AM  
 Due Date: 1/31/2017 11:59 PM  
 Status: Not Started  
 Minutes: 45

[Print Task Worksheet](#)

**Sample Collection**

Sample Type: **Gloved Finger Tip Sampling**  
 Name of Employee: **aalfrey**  
 Sample Collected By: **john doe**

Lot#: **ABC-123**  
 Exp Date: **12/31/2020**

[Uncheck All](#)

#	Sample Description	Comments:	Submitted
1	Left Hand		<input checked="" type="checkbox"/> Submitted
2	Right Hand		<input checked="" type="checkbox"/> Submitted

**Incubate for as instructed in kits and document results once they are available.**

Comment:

[Save Changes](#) [Complete Task](#) [Terminate Task](#)

- **Name of Employee:** This field will display the name of the employee being sampled / tested.
- **Lot # / Exp Date:** The lot and expiration date fields are optional and can be used to document the lot and expiration date of the sampling kit used for testing.
- **Sample Collected By:** The sampled collected by field documents who the user was that collected the sample to be tested.
- **Comments:** The comments field may be used to document any comments necessary to store with the sample record.
- **Submitted:** The submitted checkbox should be checked for each sample line item collected. The default setting is checked.

- The screen print below is another example of a Type II sample. This one is not person specific so you will notice that the assigned employee field is not present:

**Selected Task**

**Selected Task Assigned to: 'Central IV Room'**

Category: USP 797 Tasks  
 Task: **Monthly Compounding Areas Surface Sampling**  
 Start Date: 1/4/2017 12:00 AM  
 Due Date: 1/31/2017 11:59 PM  
 Status: **Not Started**   
 Minutes: **200**

[Print Task Worksheet](#)

Status	Description	Comments / Results
<b>Completed</b> <input type="button" value="v"/>	Complete sample section indicating that each sample was submitted	<input type="button" value="v"/>

**Sample Collection**

Sample Type: **QI Medical Envirotest #ET1000**

Lot#: **ABC-123**  
 Exp Date: **12/31/2020**



Sample Collected By: **john doe**

Sample List: [Uncheck All](#)

#	Sample Description	Comments:	Submitted
1	Ante Chamber Left Inside Surface	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Submitted
2	Ante Chamber Left Outside Handle	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Submitted
3	Checking Counter Surface in Compounding Area	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Submitted
4	Ante Chamber Right Inside Surface	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Submitted
5	Ante Chamber Right Outside Handle	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Submitted
6	ISO 5 Compounding Surface Left Chamber	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Submitted
7	ISO 5 Compounding Surface Right Chamber	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Submitted

(Incubate for 48-72 hours at 30-35 deg. C)

- Upon completion of the task and the “**Sample Collection**” section, RxTask will then automatically schedule a second follow-up task in the future (based on Sample Type settings, see **Sample Types table** section for more details) to document the sample results. You can see the two tasks above scheduled in the future in the screen print below:

<b>Select</b>		USP 797 Tasks	Monthly Compounding Areas Surface Sampling	1/22/17	23:59	Central IV Room
<b>Select</b>		USP 797 Tasks	Gloved Finger Tip Sampling	1/26/17	23:59	aalfrey

**Tasks Completed Today (4)**

**View Tasks Scheduled by Date ( 1/12/2017 )(51)**

**Selected Task**

- After selecting the example “**Gloved Finger Tip Sampling**” task the “**Sample Results**” panel will display for documenting the results of the testing.

- In this example, the measurement is the number of CFUs measured following incubation of two samples (Left and Right Hand).

**Selected Task**

**Selected Task Assigned to: 'aalfrey'**

Category: USP 797 Tasks  
Task: **Gloved Finger Tip Sampling**  
Start Date: 1/12/2017 12:00 AM  
Due Date: 1/26/2017 11:59 PM  
Status: Not Started ▼  
Minutes: 45 ▼

[Print Task Worksheet](#)

**Sample Results**

Sample Type:  
Gloved Finger Tip Sampling

Name of Employee (If applicable):  
aalfrey

Sample Collected By:  
john doe

Sample List:

#	Sample Description	Min	Max	Results:	Results Unit	Comments:
1	Left Hand	0.00	3.00		CFUs	
2	Right Hand	0.00	3.00		CFUs	

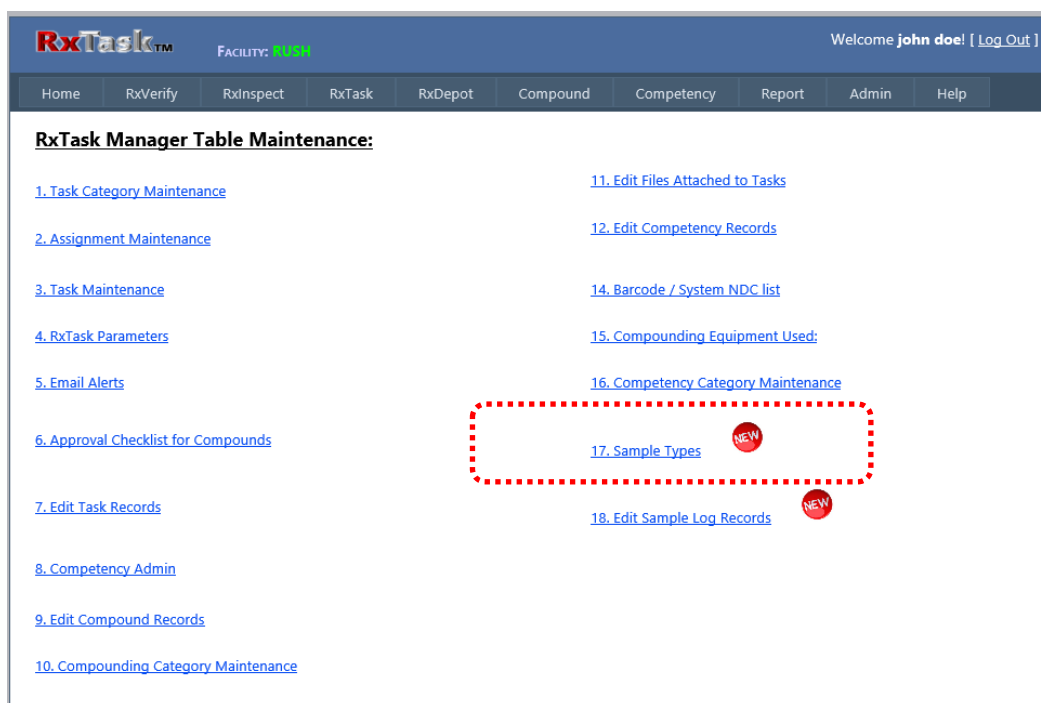
Incubate for as instructed in kits and document results once they are available.

Comment:  ▲▼

Save Changes
Complete Task
Terminate Task

#### RxTask Tables:

- Sample Types:** A new RxTask table called “**Sample Types**” was added. Sample types table allows the administrator to define basic categories, or types, of measurements that will be linked to tasks.



- After selecting this table option the screen below will display showing all the various types of sample types that have been created in the database:

Select	Active	Sample Type Name	Person Specific	Require Follow-up	Days Follow-up	Add By	Add Date	Facility	Restrict to Home Facility
Select	<input checked="" type="checkbox"/>	Chemo Room Pressure Reading	<input type="checkbox"/>	<input type="checkbox"/>	0	aalfrey	12/30/2016	RUSH	<input type="checkbox"/>
Select	<input checked="" type="checkbox"/>	Gloved Finger Tip Sampling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14	aalfrey	1/1/2017	RUSH	<input type="checkbox"/>
Select	<input checked="" type="checkbox"/>	Humidity Check	<input type="checkbox"/>	<input type="checkbox"/>	0	aalfrey	12/31/2016	RUSH	<input type="checkbox"/>
Select	<input checked="" type="checkbox"/>	QI Medical Enviro Media Paddles #ET3000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	aalfrey	12/30/2016	RUSH	<input type="checkbox"/>
Select	<input checked="" type="checkbox"/>	QI Medical Envirotest #ET1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	aalfrey	12/30/2016	RUSH	<input type="checkbox"/>
Select	<input checked="" type="checkbox"/>	Viable Air Sampling (AeroMetric 797)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30	aalfrey	12/30/2016	RUSH	<input type="checkbox"/>

- Back:** Back button returns you to the RxTask tables screen
- New:** Click the “**New**” button to add a new sample type. After clicking the following screen will display:

**RxTask™** FACILITY: **KUSH** Welcome **john doe!** [ [Log Out](#) ]

Home RxVerify RxInspect RxTask RxDepot Compound Competency Report Admin Help

### Add New Sample Type

Active: ☒ Active (Checked = True)

Sample Type Name:

Sample Comments:

Person Specific Sample?: ☐ Person Specific (Checked = True)

Requires Follow-up?: ☐ Requires Future Follow-up Task (Checked = True)

Follow Up Days:

Restrict to Home Facility?: ☐ Restrict to Home Facility Only (Checked = True)

- The **“Active”** checkbox can be used to activate or inactivate a sample type.
  - The **“Sample Type Name”** field is used to enter the new Sample Type name.
  - The **“Sample Comments”** provides a field to describe the sample type.
  - The **“Person Specific Sample?”** checkbox should be checked if this sample type is linked to a specific RxTask user (Example would be gloved fingertip sampling).
  - The **“Requires Future Follow-up”** checkbox is checked if this is a sample that must be collected and then submitted for future follow-up (Future reading). Example would be surface samples that are collected initially, submitted to the incubator, and then read at a future date.
  - The **“Follow-up Days”** field is only applicable when the **“Requires Future Follow-up”** checkbox is checked. This field indicates how many days after submitting the samples that the results should be documented. If samples take 7 days to incubate, then the follow-up days should be at minimum 7 days.
  - **“Restrict to Home Facility”** checkbox can be checked if the Sample Type is only applicable to the currently selected facility. If unchecked, then the sample type will display as available to other facilities in the health system. This is only applicable to RxTask accounts with multiple pharmacies/facilities.
  - **Save:** The save button saves information for new, or edited, sample type.
  - **Cancel:** The cancel button cancels the adding, or editing, of a sample type.
- **Edit:** The edit button allows the system administrator to edit an existing sample type. The sample type must first be selected on the grid in order to edit.
  - **Delete:** The delete button allows the system administrator to delete any selected sample types.

**Task Maintenance:** To link a sample to a task, you must first select the task using the table “[3. Task Maintenance](#)”.

- After selecting [3. Task Maintenance](#) the screen below will display listing all tasks defined in the facility. Note that there is a new button called “**Samples**”. The button is enabled once a task is selected on the grid by clicking the red “**Select**” button.

**Task Maintenance Screen**

Task Maintenance ☐ Enable Automatic Daily Task Scheduling (Automatic Daily Task Scheduling Disabled) [Back]

Add New Edit Copy Checklist **Samples** Save Delete Cancel One Time Rx Copy Build Purge All

Filter by Category: \* ☐ Hide Inactive Tasks X Past Due

	Category	Task	Freq	Start Date	Due Time	Comment	Assigned	Linked Samples
Select	USP 797 Tasks	Chemo Room Pressure Reading Daily	Daily	12/30/16	00:15		Chemo Room	<input checked="" type="checkbox"/>
Select	USP 797 Tasks	Gloved Finger Tip Sampling	qXdays	1/31/17	01:00		aalfrey	<input checked="" type="checkbox"/>
Select	USP 797 Tasks	Central IV - Midnight Shift Daily Cleaning*	Daily	11/26/13	07:00		Central IV Room	<input type="checkbox"/>
Select	USP 797 Tasks	Midnight Shift Open Vial Verification*	Daily	11/26/13	07:00		Central IV Room	<input type="checkbox"/>
Select	USP 797 Tasks	Daily Cleaning of Central IV Room Isolator	Daily	11/6/15	08:00	Be sure to do ____	Clean Room	<input type="checkbox"/>

- The grid also has a new column called “**Linked Samples**”. This column’s checkbox is checked if the task has linked samples defined.
- To add new or edit existing linked samples simply click the “**Samples**” button and the following screen will display:

**Sample Linkage to Task**

Gloved Finger Tip Sampling

Sample Type:

	#	Sample Description	Min	Max	Results Unit	Email Alert	Type ID
Select	1	Left Hand	0.00	3.00	CFUs	<input checked="" type="checkbox"/>	9
Select	2	Right Hand	0.00	3.00	CFUs	<input checked="" type="checkbox"/>	9

New Edit Delete

- Select the “**Sample Type**” from the green drop down list.

- Click the **“New”** button to add new samples to be collected/recorded. Once clicked the following screen will display:

The screenshot shows the RxTask Task Maintenance Screen. At the top, there's a navigation bar with links like Home, RxVerify, RxInspect, RxTask, RxDepot, Compound, Competency, Report, Admin, and Help. Below this, the 'Task Maintenance' section is active, with a checkbox for 'Enable Automatic Daily Task Scheduling' (disabled) and a 'Back' button. A toolbar contains buttons: Add New, Edit, Copy, Checklist, Samples, Save, Delete, Cancel, One Time, Rx Copy, Build, Purge All, and X Past Due. The main area is titled 'Sample Linkage to Task' and 'Gloved Finger Tip Sampling'. It shows a 'Sample Type' dropdown set to 'Gloved Finger Tip Sampling'. Below this is a table with columns: #, Sample Description, Min, Max, Results Unit, Email Alert, and Type ID. The table has two rows: 'Left Hand' and 'Right Hand', both with Min 0.00, Max 3.00, Results Unit CFUs, and Email Alert checked. Below the table are 'New', 'Edit', and 'Delete' buttons. At the bottom, there's a 'Create New Sample' form with fields for 'Sample Name/Description' (Left Hand), 'Minimum Acceptable Value' (0.00), 'Maximum Acceptable Value' (3.00), 'Unit' (CFUs), and a checked 'Email Alert when Outside Range?' checkbox. 'Save' and 'Cancel' buttons are at the bottom of the form.

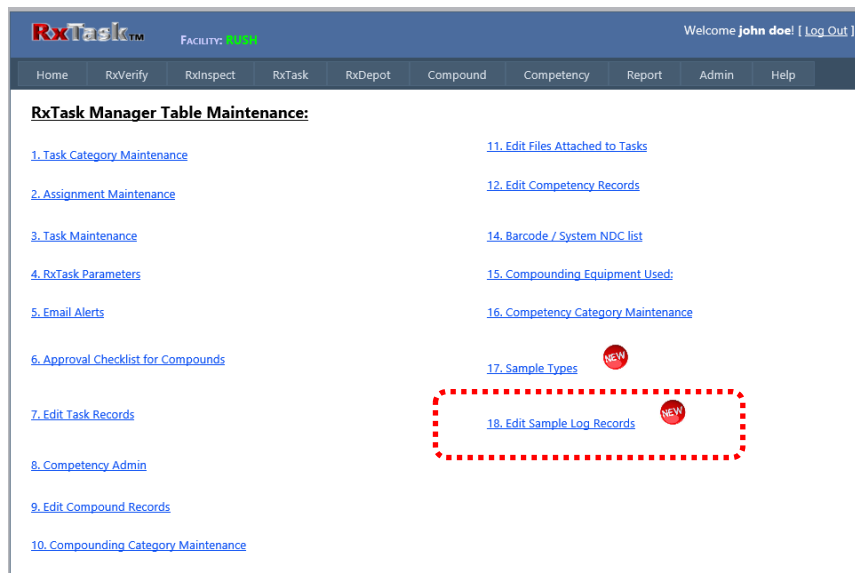
#	Sample Description	Min	Max	Results Unit	Email Alert	Type ID
Select 1	Left Hand	0.00	3.00	CFUs	<input checked="" type="checkbox"/>	9
Select 2	Right Hand	0.00	3.00	CFUs	<input checked="" type="checkbox"/>	9

- Enter the sample to be collected name in the **“Sample Name/Description”** text box.
- Enter the **“Minimum Acceptable Value”** for the sample (numeric values only)
- Enter the **“Maximum Acceptable Value”** for the sample (numeric values only)
- Enter the **“Unit”** that is being measured (i.e. CFUs, %RH, mmHg )
- **“Email Alert when Outside Range?”** checkbox should be checked if an email alert is desired to be sent automatically anytime a measurement occurs that is outside of the minimum or maximum value for the sample. See the **“Sample Alerts”** option in the email alerts table for adding specific users to be notified.
- **Save:** Click the **“Save”** button to save the sample and link it to the selected task.
- **Cancel:** Click the **“Cancel”** button to cancel adding the new sample.
- **Edit:** Click the **“Edit”** button after selecting an already defined sample from the grid to edit. Click **“Save”** button once you have finished editing the sample.
- **Delete:** Click the **“Delete”** button after selecting an already defined sample in order to delete the sample.

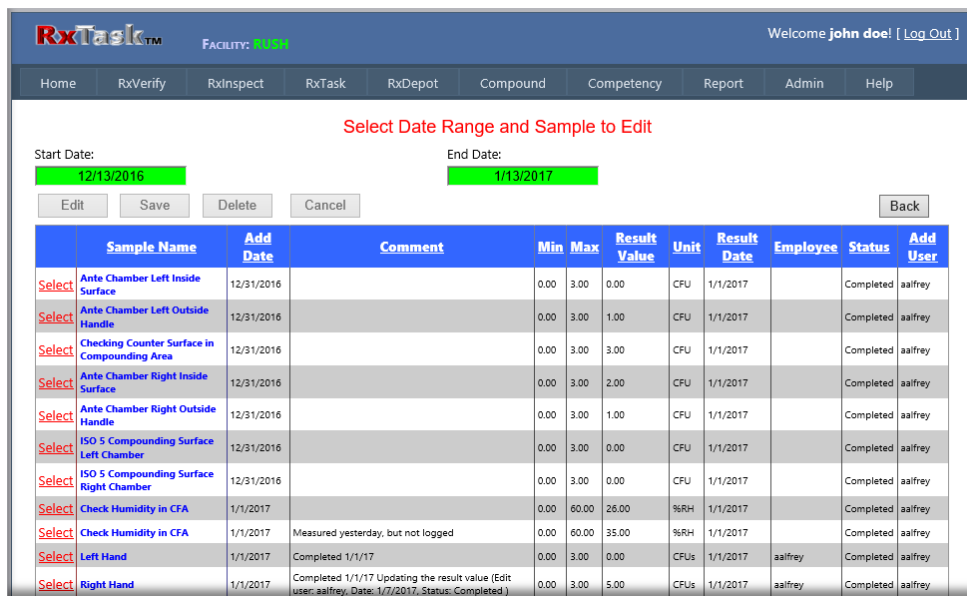


## **Edit Sample Log Records:**

- The “Edit Sample Log Records” is a tool that was added to allow the system administrator to edit sample records that have already been submitted.



- After selecting the following screen will display all samples submitted to the database for the specified date range.



**Select Date Range and Sample to Edit**


Start Date: 12/13/2016 End Date: 1/13/2017

Edit Save Delete Cancel Back

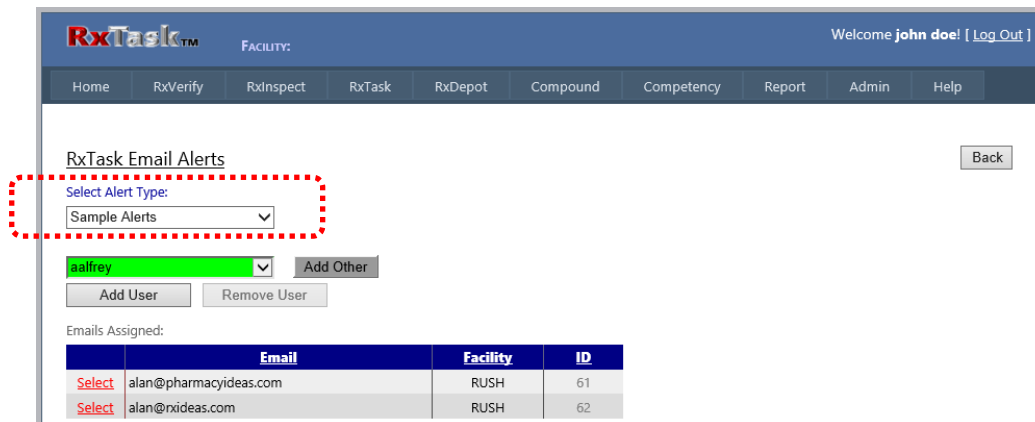
	Sample Name	Add Date	Comment	Min	Max	Result Value	Unit	Result Date	Employee	Status	Add User
Select	Ante Chamber Left Inside Surface	12/31/2016		0.00	3.00	0.00	CFU	1/1/2017		Completed	aalfrey
Select	Ante Chamber Left Outside Handle	12/31/2016		0.00	3.00	1.00	CFU	1/1/2017		Completed	aalfrey
Select	Checking Counter Surface in Compounding Area	12/31/2016		0.00	3.00	3.00	CFU	1/1/2017		Completed	aalfrey
Select	Ante Chamber Right Inside Surface	12/31/2016		0.00	3.00	2.00	CFU	1/1/2017		Completed	aalfrey
Select	Ante Chamber Right Outside Handle	12/31/2016		0.00	3.00	1.00	CFU	1/1/2017		Completed	aalfrey
Select	ISO 5 Compounding Surface Left Chamber	12/31/2016		0.00	3.00	0.00	CFU	1/1/2017		Completed	aalfrey
Select	ISO 5 Compounding Surface Right Chamber	12/31/2016		0.00	3.00	0.00	CFU	1/1/2017		Completed	aalfrey
Select	Check Humidity in CFA	1/1/2017		0.00	60.00	26.00	%RH	1/1/2017		Completed	aalfrey
Select	Check Humidity in CFA	1/1/2017	Measured yesterday, but not logged	0.00	60.00	35.00	%RH	1/1/2017		Completed	aalfrey
Select	Left Hand	1/1/2017	Completed 1/1/17	0.00	3.00	0.00	CFUs	1/1/2017	aalfrey	Completed	aalfrey
Select	Right Hand	1/1/2017	Completed 1/1/17 Updating the result value (Edit user: aalfrey, Date: 1/7/2017, Status: Completed.)	0.00	3.00	5.00	CFUs	1/1/2017	aalfrey	Completed	aalfrey


- Click the red “Select” button to choose a record. Once selected, click the “Edit” button to display the edit screen.

- The Edit panel will allow the system administrator to correct any values that were entered in error. Available fields are:
  1. Submit Date
  2. Edit Comment
  3. Results
  4. Result Date
  5. Status
  6. Employee
- Click the **“Save”** button to save edits to the database.

 **Email Alerts Table:** The email alerts table has a new alert type added called “**Sample Alerts**”. The users linked to this alert type will get email alerts anytime a sample result is below or above the target range for the measurement.

- To use simply select the alert type “**Sample Alerts**”
- Select a user from the green drop down list
- Click the “**Add User**” button.
- To add additional users repeat the steps above.



 **Reports:** There are several new reports related to sample documentation, and there will be more to follow.



Sample Regional Health		Sample Log Activity Report										
		Printed by: john doe		Date: 1/15/17		Date Range: 1/15/17 to 1/16/17						
Sample Type	Submit Date	#	Sample Name	Min	Max	Result Value	Unit	Compliant	Result Date	Status	Employee	Facility
Gloved Finger Tip Sampling	1/15/2017	1	Left Hand	0.00	3.00	4.00	CFUs	False	1/15/2017	Completed	aalfrey	RUSH
		2	Right Hand	0.00	3.00	1.00	CFUs	True	1/15/2017	Completed	aalfrey	RUSH
				Total:		5.00						