**Ordering a PICC Line:**

We understand that ordering PICC lines may be a source of confusion, and have met with the IR team to clarify the **PICC Line Ordering Process and Workflow**, outlined below.  ***Seniors****:  please make a strong effort to encourage your teams to follow these workflow guidelines.*

When identifying a patient in need of a PICC line, follow the below steps:

**1.        Place a Cerner Order**

* Be as specific as possible in the “Indication”, including urgency of PICC
* If your patient has a specific need for a **double lumen PICC line, you must put this in the order**(either in “Indication” or “comments”)
  + Patients requiring double lumen PICCs include those on:
    - TPN *in addition to* antibiotics
    - Pressors
    - Chemotherapy
    - If you have any changes/updates to the PICC order, you should **CALL the IR Team at x3791** and speak with the IR team or leave a voicemail (this applies to nights and weekends as well)
      * This voicemail is checked first thing every morning, and all messages pertinent to our patients are relayed promptly to the IR team
      * If, for example, your patient who previously was ordered for a Single Lumen PICC then develops the need for a Double Lumen PICC, the team should leave a message on this voicemail as soon as this information is known (including nights/weekends!)

**2.       Timing of your Cerner Order**

* Please place all PICC line orders by 12 noon (before Noon Conference)
  + Any orders placed after 12 noon will be “queued” for the following day
    - Exception #1: if your patient is already NPO **or**does not require sedation, IR may be able to accommodate a PICC within a few hours. The last PICCs are placed at 3pm.
    - Exception #2: if you order a PICC for a later date/time, the PICC order will queue appropriately
    - All PICC orders placed after working hours (nights + weekends) are reviewed at 7:30 am Monday-Friday by the IR staff, and then scheduled according to urgency and NPO status.
    - When placing a PICC order, *also place an NPO order assuming the patient’s procedure will occur at 8am the next morning.*
      * **The IR team will call the** **physician in the “Admit To” order** if a PICC line has to be delayed or cannot be accommodated that day, therefore allowing the physician to change NPO status accordingly
      * **It is therefore important to ensure the appropriate information is placed in the Admit order for crucial updates on PICC line placements**
      * If a patient is admitted overnight and will need a PICC line the next day, place an order on admission, make the patient NPO, and the patient will be accommodated accordingly.
        + *The physician in the “Admit To” order will be notified if the PICC cannot be done that day!*
      * The bedside nurse will be informed by the IR team regarding PICC line timing- please check with the bedside nurse prior to calling/paging the IR team!!!

**3.       Sedation**

* **Please do not promise the family sedation!!**Please instead inform families what might be typical for a child of a particular age, but that the IR team will decide with the family what is most appropriate.   If a parent or patient requests sedation and does not meet criteria, you can respond with, “We will have the IR team speak to you about how they will help your child be comfortable during the procedure, which may or may not mean sedation.  They are happy to work with you one on one to create a plan that you’re comfortable with.”
* **In general, patients who are 12 and under will receive sedation.***Rare cases for sedation in a patient >12 include autism, developmental delay, and severe anxiety disorder.*

**4.       Family Communication**

* **Please talk to your families before or immediately after placing the PICC line,**and inform them that the IR Team will come to consent them verbally and answer any specific questions they have regarding the procedure.  Many families have expressed frustration and anger when (1) the IR team arrives and the family has no idea about the PICC, or (2) the primary team guarantees them sedation/ no sedation and the IR team decides differently.
* Please **order the Get Well Network (GWN) videos** relevant to PICC lines:  “Procedure Video” (*for parents only*! Can be scary) and “Going home video” (for parents and patients).

**5.       Special Circumstances**

* Any complex IR procedures beyond a straightforward PICC placement require a conversation with the IR team (treat this as a Consult)

**6.       PICC-Line DO-NOTs**

* Do not place an order for TPN until your patient’s PICC has been placed
  + This avoids wasting a bag of TPN if the PICC line placement is delayed
  + NEVER order a bilateral PICC line!  *$ The patient will be charged twice! $*
  + Do not promise the family sedation!