

## The BJH Tool Book: Drug Dosing and Usage Guidelines

An introductory guide for new BJH/WUSM physicians, pharmacists, and pharmacy/medical students

The Tool Book is a perpetually updated, online publication of BJH-specific drug treatment guidelines, monographs, and algorithms created and maintained by the BJH Department of Pharmacy with input from numerous content experts across BJC, BJH, and WUSM. Originally, the Tool Book was a printed publication, but in June 2015, the 13th edition became a fully electronic publication hosted at Dorsata.com. The Tool Book is available on the web, on mobile devices. Epic access to the Tool Book is in the works. The 2019 updates represent the 17th edition.

The Tool Book editors are Ed Casabar, PharmD and Jane Portell, PharmD, who get of assistance from a group of clinical pharmacy specialists/chapter editors. Any questions about the Tool Book, including updates, new content, problems with registration, etc, should be directed to Ed Casabar ([ed.casabar@bjc.org](mailto:ed.casabar@bjc.org)) or Jane Portell ([jane.portell@bjc.org](mailto:jane.portell@bjc.org)).

### Registration

1. Tool Book access is limited to specific, qualifying e-mail domains (BJC, WUSTL, STLCOP, SIUE, XULA).
2. You may register using your desktop web browser OR mobile device. See instructions below for installing the iOS or Android app.
  - a. If you are registering using a desktop browser, Dorsata requires a modern browser (MS Internet Explorer [IE] 9 or greater, Google Chrome, Safari, Firefox)
  - b. See FAQ below for issues with older IE browsers.
3. If you are using a desktop browser, register your qualifying email address at:  
[https://pathways.dorsata.com/users/sign\\_up](https://pathways.dorsata.com/users/sign_up)
4. You will be prompted to create a personalized password.
5. You will receive an email from Dorsata that contains a link that will allow you to complete your registration. You must click on the e-mail link. Doing so takes you to Dorsata and electronically confirms that you and your e-mail address are real.
6. In the past, BJC e-mail would occasionally block this Dorsata confirmation e-mail. If you do not receive your confirmation e-mail within a couple of hours, please first check your spam/junk mail box.
7. Once you have completed your registration, please bookmark the log-on page:  
[https://pathways.dorsata.com/users/sign\\_in](https://pathways.dorsata.com/users/sign_in)
  - a. This log-on page also has links for "Forget your password?" and "Didn't receive confirmation instructions"?
  - b. If you still can't complete your registration, then contact Ed Casabar ([ed.casabar@bjc.org](mailto:ed.casabar@bjc.org)) or Jane Portell ([jane.portell@bjc.org](mailto:jane.portell@bjc.org)) for assistance.
8. Jane Portell and Ed Casabar will occasionally grant access to outside users

### Mobile access

1. Download and install the Dorsata app on your mobile device.
2. **Apple iOS devices**
  - a. Open the App Store app on your iOS device (requires at least an iPhone 5 to run)
  - b. Within the App Store, click on the magnifier glass search icon and enter search term: Dorsata
  - c. The Dorsata app will be a teal-colored rounded square with a white cross in the middle. Click Get to install the app onto your device.

### 3. **Android devices**

- a. Open the Google Play Store app on your device
  - b. Search: Dorsata. The Dorsata app will be a teal colored square with a white cross in the middle.
  - c. Click on the app to install
4. For either iOS or Android app, once the app is installed, if you haven't done so already, you can register your qualifying email address and create a personalized password. As with the desktop registration process, you will have to acknowledge and click on the link in the Dorsata confirmation-email sent to you.
  5. You only need to register once (either by desktop browser or mobile device).
  6. Because of the wide variety of devices, the Tool Book editors cannot assist personally you with your app install.

### **Using the Tool Book**

1. Online help can be accessed from a desktop web browser. Within Dorsata, click on Help, on the top menu bar
2. Search for any word or string of characters by in the search field.
3. A full list of all the monographs is listed in the Collection. The Collection is the first screen you see when you first log-on into Dorsata under your qualifying email address. Click on the Collection to enter it. Clicking on any link in the Collection takes you to that specific monograph.
4. Adding Favorites
  - a. Favorites are monographs which will appear at the top of the Collection in a highlighted section
  - b. Open the monograph you want to favorite
  - c. Click on the star next to the truncated name of the monograph at the top right of your browser screen

### **Frequently asked questions (FAQ)**

The Tool Book is used widely across BJC and WUSM. Its content has been referenced by various national and international organizations (e.g., CDC)

1. Since the launch of Epic in June 2018, the editors have worked on making the Tool Book accessible within Epic. This process has been slow, but progress is being made and it is hoped that the Tool Book will be included in the list of Clinical Web Portals located on the Epic main menu bar.
2. Through the Infectious Diseases Division, Ed Casabar maintains the following WUSM website primarily for the benefit of individuals and organizations outside of BJC/WUSM: <http://bjhtoolbook.wustl.edu/> .
  - a. An FAQ is available at this WUSM site: <http://bjhtoolbook.wustl.edu/faq.html>
  - b. An old PDF of the 2014 version is also available at this site. Printed copies of the most current content are no longer distributed throughout the medical center. The 2014 version should not be used for making clinical decisions since its content is now out of date.
3. Dorsata maintains an FAQ that can be accessed by clicking on FAQ on the top menu bar. The Dorsata FAQ includes keyboard short cuts and an introductory video
4. The Tool Book FAQ is: <https://pathways.dorsata.com/client#/guidelines/204/view>
  - b. Within the Tool Book FAQ you will see the most current information about accessing the Tool Book.
  - c. Prior to April 2016, BJC corporate computers were equipped with Internet Explorer 8, as their default browser. IE 8 was incompatible with Dorsata. Since then, the IE browser has been updated to a Dorsata-compatible version (v9 or higher).
  - d. BJH pharmacists and pharmacy students should also have access to Google Chrome on their dedicated BJH pharmacy desktop computers. Google Chrome is completely compatible with Dorsata and is the only other browser supported by BJC IS.
5. Updates to the Tool Book are listed by month and year. Search term: updates