

The Medical Center of Central Georgia

Nursing Student Documentation Education Module



Important Policy Information for Students

- Nursing Students when working directly with a Licensed Nurse have special inclusions in the Georgia Nurse Practice Act allowing them to perform functions normally only allowed with Licensure
- All nursing functions performed as a student REQUIRE that a Licensed Nurse co-sign all chart entries. This should generally be your School Clinical Instructor, but can be a MCCG Nurse.
- Please keep in mind that performing Nursing Functions is ONLY allowed when you are here as a Nursing Student. If you have another role as an employee with the hospital (Nurse Extern or Clinical Tech.) you are not granted the same permissions. You are considered an Unlicensed Assistant and can document a more limited number of items.
- You will have 2 separate Cerner Codes if you are both employed and a student and these codes MUST be used as appropriate to the role you are in.



Medical Record Documentation

- The Medical Center uses Cerner's Suite of Programs to enter information into the electronic medical record. It is also used to retrieve information that has been entered.
- At this time, MCCG has what we call a hybrid system of documentation. In active charts some documentation exists in the computer, and some exists on paper until discharge when all paper documentation is converted to an electronic format.
- Nursing documentation is 90% an on-line process with the notable exception of the Nursing Plan of Care consisting as a mostly paper process (there are a few other exceptions that you may or may not experience)
- Others who document on-line include: Respiratory Therapy, Physical Therapy, Occupational Therapy, Speech Therapy, some Physicians, Lab, Surgery Center and Radiology though this list is not all inclusive.



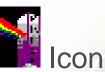
Logging in to Cerner PowerChart

To sign into the Charting system:

Double Click

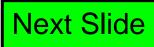


- Enter Network User Name and Password,
- Double Click the



 Enter Cerner User Name and Password

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The Medical	Center TESTING/TRAININ	IG
Log in 💿	Welcome	
User name:	Please log in	_
	To log in, enter the credentials required, and then click Log In.	
Password:	If you do not know your log in information, please contact your help desk or system administrator.	
Advanced Options >>>	Message Center	
	The Message Center displays any information or error messages that may occur.	





- The First screen that will display is a screen that will ask what shift you are working. As a student, the time frames may not match exactly.
- Click the 7a-7p example below





Click OK





- A screen will display to assign a relationship to all patients on the unit list. Due to HIPPA regulations you are not taking care of all patients on this list so you should only enter and assign relationships to those patients to whom you are assigned!
- Click on CLOSE button to close this screen

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		OK	Close Apply

- The Patient Access List or PAL will display but "No Relationship" will display on all patients (you will do this later).
- The PAL is basically a nursing clipboard that will display information about the patients on the list when a relationship becomes established
- To add a relationship to a patient click on Test, Darcy (your patient)

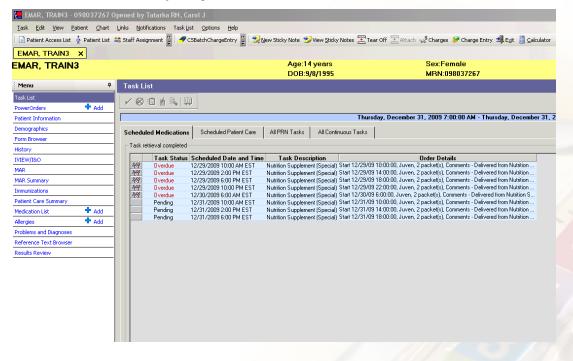
PowerChart Organizer for Test, EV Nursing School	
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🞽 Adhoc 党 New Sticky Note 🏓 View Sticky Notes 📓 Calculator 😪 Charges 🔎 Charge Entry 🗐 Egit 🖾 Tear Off 🖾 Attach 🔗 Message Sender 🔒 PM Conversation 🔹 💂	
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• You will then be asked to assign a relationship because you are trying to enter a patient chart Choose "Nursing Student"

📒 Establish Relationship	<u> ×</u>
Select an appropriate relationship:	
Nursing Student	<u> </u>
E TEST, DARCY	
I	
	OK Close Apply

- The Patient Chart will display
- Note along the left side of the window, there is a **Menu** of items that in a "real" patient are clickable.
- This is your Navigation area where you move from one patient information display to another





FIRST DAY customization

- The first time you are in the hospital and enter the computer system, you will want to maximize the information available to you
- The attached Microsoft Word Document will open and display instructions for completing this process (it is a good idea to print this file to take with you on the first day of clinical).
- Follow instructions exactly

- Be sure that YOU create a custom list as the instructions tell you to do
- If you do not, and work instead from the Unit list, you will experience time delays (sometimes VERY long) when entering the system

CLICK ON BELOW DOCUMENT:

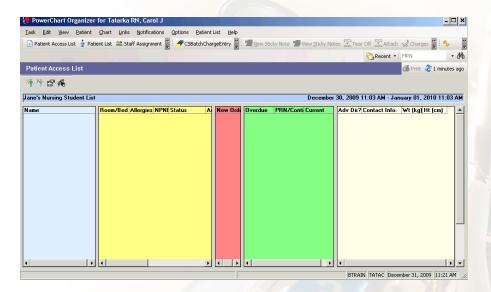


Microsoft Word Document



Customizing your List and Assigning a Relationship

- Once you have created your custom list please remember that the only updates to it come from your actions. The hospital will not add or remove patients when they are admitted or discharged
- At the end of Clinical Day, you will want to remove all patient from your list so next week you start fresh. This will keep you from entering information in the wrong charts







• Results Review on the Menu

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 The different Tabs will display information you might need

Lab Results	Demographics	Form Bro	owser	History
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	April 05 2006 1 ige Search Criteria. o Today		- April	0 <mark>6, 200</mark> 0

 The date/ time bar can be adjusted as needed by right-click >change search criteria

. Level:		Y
	April 05, 2006 11:09 Change Search Criteria Set to Today	AM - April 06, 2008

• The Navigator is a short cut to get to different areas of the chart. This saves time you would spend scrolling





 Click the Critical Result to open a "Result Details" window..

General Chemistry Panel	
∎ K	* C 8.5
📕 MG	H 4.0
CBC/Diff	
∎ WBC	6.00
RBC	L 4.00
I HGB	L 6.3
I HCT	L 19.0
MCV	98.0
MCH	27.0
MCHC	H 36.0
I RDW	L 11.0
I PLT	300
I MPV	9.0



• Click "Comments to see the attached comments

🐫 Result Details - EMAR, TRAIN3 - Potassium Level 📃 📕
Result History
Value Valid From Valid Until 8.5 5/20/2009 11:23 AM Current
Result Specimen Comments Action List
K 8.5 mEq/L (CRIT)
Normal Low 3.5 Normal High 5.0
Critical Low 2.5 Critical High 6.5
Date/Time May 19, 2009 6:00 PM
Contributor System PowerChart
Accession Number 000002009139000048
Service Resource MCCG DL 2000
Status Auth (Verified)
1478044399 Print Close



• Click Close when finished

📒 Result Details - EMAR, TRAIN3 - Potassium Level 📃 🗾 🗙
Result History
Value Valid From Valid Until 8.5 5/20/2009 11:23 AM Current
Result Specimen Comments Action List
1.) (Medium Importance) Result Comment by Test , EV PN Med Tech on May 20, 2009 11:23 AM Results called to Nurse Susie by tmw on 5/20/2009 11:19 AM.
1478044399 Print Close



 Click on *Port Chest Routine to bring up Radiology interpretation

Navigator X	Diagnostic Results	
Diagnostic Radiology	Diagnostic Radiology	Port Chest Routine
Diagnostic Hadiology	12/30/2009 9:03 AM	* In Progress
	11/10/2009 7:53 AM	
	11/6/2009 2:02 PM	* In Progress
	5/20/2009 10:56 AM	* Port Chest Routine



• Click OK when finished

📒 Port Chest Rout	tine - EMAR, TRAIN3 - 098037267	×
Result Type: Result Date: Result Status: Performed By: Verified By:	Port Chest Routine Wednesday, May 20, 2009 10:56 AM Auth (Verified) Bouchard, Jonathan on Wednesday, May 20, 2009 10:56 AM Test , EV Radiologist on Wednesday, May 20, 2009 11:30 AM	•
	* Final Report *	
Reason For Exam Abnormal posture		
for this reason, a p	t ified) tour norm al. The lungs are probably clear. However, the left lower lobe is partly obscured by the heart and arenchymal process in the left base cannot be excluded. Slight widening of the upper mediastinum is achiocephalic vessel dilatation. There is no evidence for pneumothorax or pleural effusion.	
Impression: No fo	cal or acute process demonstrated, although there is incomplete evaluation of the left lower lung.	
Signature Line Dictating Radiolog	gist Signature: Test , EV Radiologist	
Transcriptionist In	itials: ET	•
	History Forward Image Print OK	



Nursing Students will no longer document on forms outside the Student Nursing Folder that they see when clicking the ADHoc Button

Instead, they will document using the Nursing Student Systems Assessment form

Additional forms that might be necessary are available to the Nursing instructors and should be used only when the Licensed Nursing Instructor opens them with their code.

It is the Nursing Student's responsibility to notify the Nursing Instructor or their Preceptor if they have completed any documentation forms to ensure that the co-sign takes place!!



• To open a new form, click the ADHoc button

	Dpened by Tatarka RN, Carol J
	🎎 Staff Assignment 🍟 🖣 CSBatchChargeEntry 🛞 Explorer Menu 🛷 CSChargeViewer 🔞 Schargevook
🔀 New Sticky Note 🏂 View Sticky Not	tes 🎛 Tear Off 🔝 Attach % Charges 🦻 Charge Entry л Exit 🏢 Calculator 🔏 Messag, Sender 🏁 AdHoc 备 PM onversation 🖣 🛄 Communicate 🔹
EMAR, TRAIN3 X	🖕 [Open ad Hoc charting dialog] 🛛 🗸 🗸
MAR, TRAIN3	Age:14 years Sex:Female Location: A4W; A473; 03 ** Allergies ** DOB:9/8/1995 MRN:098037267 Fin#:0980372678066 Inpatient [3/6/2008 11:4.
Menu 🕂	Results Review 🚭 Print 👌 35 minutes a
Fask List PowerOrders 🕈 Add	
Patient Information	Transcribed Docs IV/Vasc Dietitian Ambulatory Respiratory Microbiology
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illergies 🕂 Add	5/20/2009 10:56 AM * Port Chest Routine
Problems and Diagnoses	
Reference Text Browser	



Click on the Focused Body System Re-Assessment Adult form

😓 Ad Hoc Charting - TEST, G		1×
 Nursing Student Forms All Items 	Nursing Student NNICU Systems Assessment Nursing Student Systems Assessment Viral Signs	
J	ChartClose	<u>,</u>



- Note that there are "Normal" definitions as defined by MCCG, if any of these items does not apply then you will click the "Not WNL" area of each body system.
- Click "Not WNL" in the Neurological Assessment

😓 Focused Body System Reassessment - EMAR, TRAIN3 🚽 🐨 🐨 🖾									
*Performed on: 1									
Physical Assessr Neurological	Physical REassessment								
HEENT	System	Not Assessed	WNL = W	ithin Nomal Limits	Norms				
Pulmonary Cardiovascular	Neurological		O WNL	O Not WNL	Alert, oriented X3; PERRLA; MAEE; sensation intact, speech appropriate; denies complaints				
Gastrointestinal Genitourinary	HEENT	O NA	O WNL	O Not WNL	Face symmetrical; no swelling or lesions in oral cavity; no difficulty swallowing; sensation, movement, vision & hearing intact; tongue w/o swelling or deviation; denies complaints				
Musculoskeletal Integumentary	Pulmonary	O NA	O WNL	O Not WNL	Chest symmetrical; clear breath sounds; no cough; regular rate, depth, rhythm; denies complaints				
	Cardiovascular	O N/A	O WNL	O Not WNL	Regular rhythm; capillary refill 2 -3 sec; nail beds & mucous membranes pink; distal pulses equal & palpable; denies complaints				
	Gastrointestinal	O NA	OWNL	O Not WNL	Abdomen soft, non-distended; bowel sounds present; denies complaints				
	Genitourinary	O NA	O WNL	O Not WNL	Bladder non-distended; urine clear & amber; denies complaints				
	Musculoskeletal	O NA	OWNL	O Not WNL	Moves all extremities equally with normal strength; denies complaints				
	Integumentary	O NA	O WNL	O Not WNL	Skin warm, dry, intact; no swelling; no redness, rash or bruising noted; denies complaints				

- In a real chart the body system opens for you to enter details of your assessment.
- Some areas are single select
- Some areas are multi select
- Some areas are fill in the blank
- Some are charts that you have to enter something in each column
- Some are charts that change to and "X" if you click the fields
- Use "comments" area if there is no other place to document the item for that body system
- Some answers trigger other required forms or sections to open



Late Entries of Documentation

- The computer system has a "Performed On" time that can be adjusted. It tracks all dates and times associated with documentation including when you actually documented it
- Nursing students will follow the MCCG processes for documentation of Late Entries
 - If the entry is considered Late, the Student will identify the late entry by typing Late entry somewhere on the PowerForm comment area.
 - They may include a reason why the documentation was late
 - They understand that they cannot add information to a Deceased patient chart or a Discharged patient chart beyond the end of the shift where the patient expired or discharged
 - If the patient is still admitted in the hospital, the student may enter documentation up to 24 hours past the time that the item needed to be written or was performed / discovered
 - Nursing Instructors must co-sign all late entries



Medication Administration and Medication Documentation Policies

- All nursing students will administer medications according to policy/protocol under the direct supervision of their school of nursing instructor.
- School of Nursing Instructors will document medications administered by nursing students electronically at the bedside using the Hand Held scanner whenever possible. If handheld system is down, eMAR PC view is also acceptable for documenting
- Nursing instructors will ensure that they and the student abide by all policy and procedure guidelines when administering and documenting medications.
- Nursing students directly under the supervision of a Medical Center Nurse without their school of nursing instructor present on site may administer medications under the direct supervision of the Nurse. The MCCG Nurse is responsible for documentation of medications electronically.

Medications and IVIEW/I&O Documentation

- All IVP, IVPB, and Gastric Routes such as PO, NG, JJ, etc. medication routes will document the Intake volume associated with them when the Nursing Instructor/Preceptor scans and signs them into the Patient Chart.
- Nursing Students use the I&O tracking sheet in the patient room to document I&O. The MCCG Nurse/CT will be responsible for entering the totals into the electronic chart
- Totals can be viewed in the Patient Record under the Menu Item called IVIEW/I&O.
- No Nursing Student will document volumes directly in the IVIEW/I&O area
- If in the Critical Care Area, Nursing Students will document ONLY items that a Clinical Tech would be allowed to document. These still require Nurse co-signature.



MAR Summary

- Medication administration information is vital for many aspects of patient care. Having clear, concise information readily available is a key to making good clinical decisions. Because of this need, clinicians need a view of the Medication Administration Record (MAR) to see more medication information, including both pending and given administrations, more concisely.
- The MAR Summary is a separate Component within PowerChart that condenses medication administration data. This view starts at a high level and displays order information, with corresponding task and result information. MAR Summary creates time intervals (time buckets) in which to display task and result information; therefore, one column can have multiple tasks and/or results with exact times specified. The user can customize the time frame, time columns, sections, and IV Events according to his/her individual needs. This tool is currently display-only; so, users cannot chart from this view.



MAR Summary

Next Slide

This screen cannot be documented on, it is for View ONLY purposes

Menu P	MAR Summary							6	Print 👌 O minutes ago
Task List	May 07, 2009 0000 - May 10, 2009 2359								
Patient Chart Summary									
IVIEW/I&O		5/7/2009 0000 - 0359	5/7/2009 0400 - 0759	5/7/2009 0800 - 1159	5/7/2009 1200 - 1559	5/7/2009	5/7/2009 2000 - 2359	5/8/2009 0000 - 0359	5/8/2009 📤 0400 - 0759
PowerOrders 🕈 Add	Scheduled	0000 0000	0400 0100	0000 1100	1200 1000	1000 1000	2000 2000	0000 0000	0400 0100
Allergies + Add Results Review	citalopram (Celexa) 20 mg, IVPB, BID, Routine, Start 05/04/09 22:26:00			20 mg @0900					
MAR									
MAR Summary Medication List + Add	citalopram (Celexa) (Citalopram 20 mg tab) 20 mg, tab, PO, BID, Routine, Start 05/08/09 21:00:00, Dispense from Robot								
Immunizations	furosemide (Lasix) (Furosemide 40 mg tab) 40 mg, tab, PO, Q Day, Start 05/04/09 21:51:00, Stop			40 mg @0900 r				L	
Patient Information Form Browser	05/08/09 0:00:00, Dispense from Robot				furosemide: 40 mg PO				
History	furosemide (Lasix) (Furosemide 40 mg tab) 40 mg, tab, PO, Q Day, Start 05/08/09 17:02:00, Dispense				Date/Time: 5/7/2009 0900				
Problems and Diagnoses	from Robot				Performed By: Test , EV Clin1				
Reference Text Browser	piperacillin-tazobactam (Zosyn) (Zosyn) 3.375 g, / 50 mL, IVPB, Q6HR, Start 05/05/09 10:00:00, Stop			3.375 g @1000					
Demographics	05/09/09 9:59:00, over 30 min, Dispense from Central						Details		
	piperacillin-tazobactam (Zosyn) (Zosyn) 3.375 g, / 50 mL, IVPB, Q6HR, Start 05/08/09 18:00:00, over 30 min, Dispense from Central Pharmacy								
	PRN								
	insulin regular (Novolin R) (Insulin Human Regular (U-100) Dose) (BS - 100) / 40 = # UNITS, inj, SC, PRN, PRN, Start 05/09/								
	meperidine (Demerol) (Meperidine 100 mg/1 mL Inj) 100 mo ini IM 0.4H PBN Start 05/05/09.946:00 for 3 Dave								



More Detailed Information

- At any time, more detailed information may be accessed at the Medical Center on any computer by the following click string
 - Go to the Hospital Intranet Site
 - Locate the center GO Menu on the Home Page
 - Click the pull down arrow and choose "Online Documentation"
 - Click the "Education" word link located below the Online Doc header on this page
 - Locate the EV Nursing Manual
- This Manual should not be printed as it is quite long but is always available to you when you are in the hospital.



Quick Reference Guide

 Click the following attached item to display and print the Nursing Student Quick Reference Guide that can be used to help when you need a quick answer for PowerChart Documentation







Next Slide

- Please open the Adobe "test" document by clicking on it below
- Complete the test
- Re-Check your answers if necessary because you must Score 100% when it is given to your instructor or you will be required to complete the information again
- Be sure you write your name and the date on the Test and give to your instructor for your education file.



Adobe Acrobat Document

Bella says: "You are Done Good Job!"