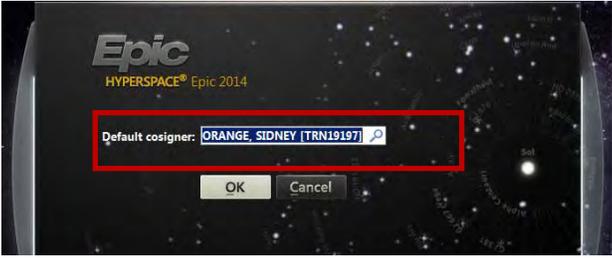
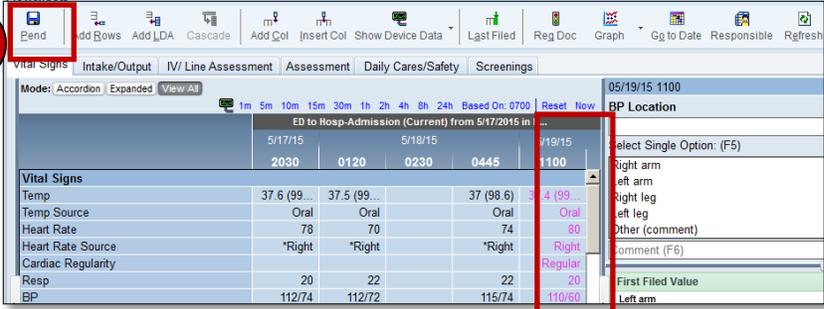
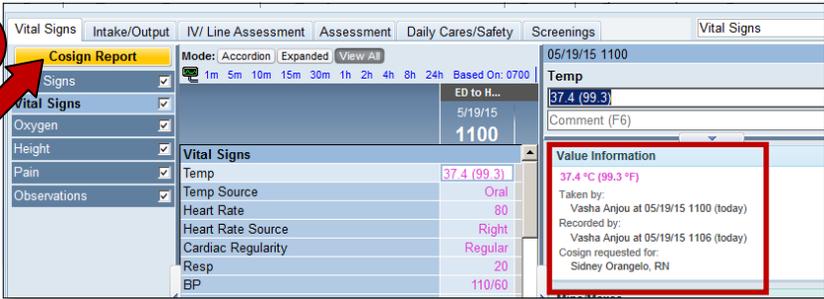
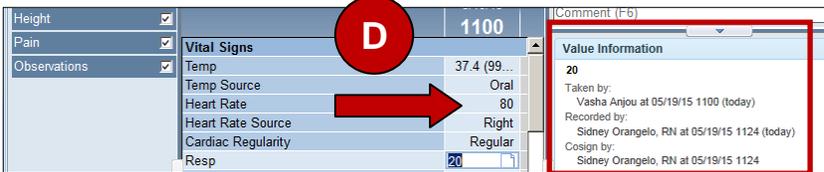
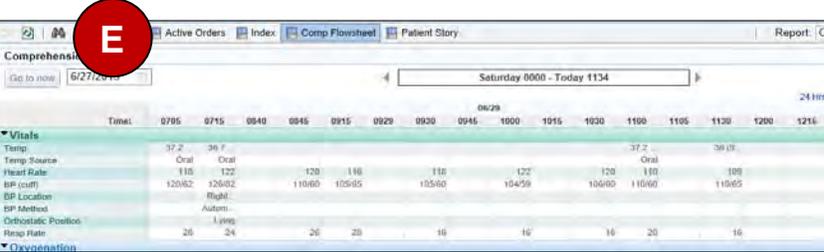


Nursing Student Documentation

Date: 7/28/2015



Key points on nursing student documentation in Epic.
Please see other Tip Sheets for general documentation details.

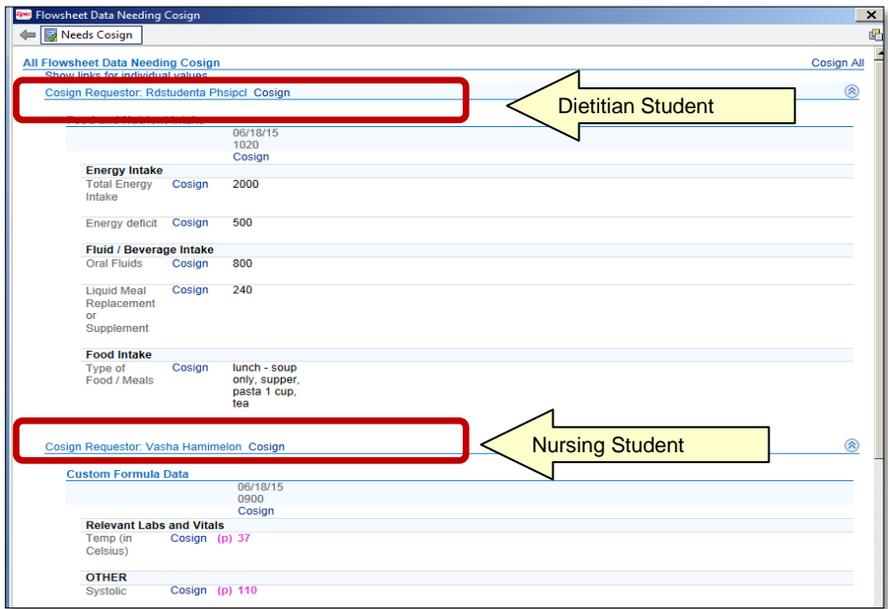
<p>1. SIGN IN</p> <p>After a student enters their Username, Password and Department, they are prompted to enter the name of their Clinical Instructor or Preceptor as the “Default cosigner”.</p>	
<p>2. FLWSHEETS</p> <p>A. After entering data into a flowsheet, the Student will “Pend” the data.</p> <p>B. Data remains pink until cosigned by an RN preceptor or instructor logs in and signs through the Cosign Report.</p> <p>C. Students can view the Cosign Report too, so they can check that their documentation has been cosigned.</p> <p>D. When Cosigned by the RN, data will appear in black font. Details of who documented & signed will be visible.</p> <p>E. RNs & PCAs can view pending Flowsheet data. Other disciplines cannot view flowsheet data until it is cosigned. When cosigned, the data populates “reports” and is visible to other disciplines.</p>	   

PLEASE NOTE: Cosign Reports are shared across ALL disciplines!

A. Documentation by Nursing and Health Professions students are part of the same Cosign Report.

B. The students Instructor/Preceptor needs to review the Cosign Report carefully and only sign their student's data.

C. In the example here the cosign information is sorted by student requester.



3. **NOTES**

A. **Notes** by students must be Cosigned by instructor/preceptor.

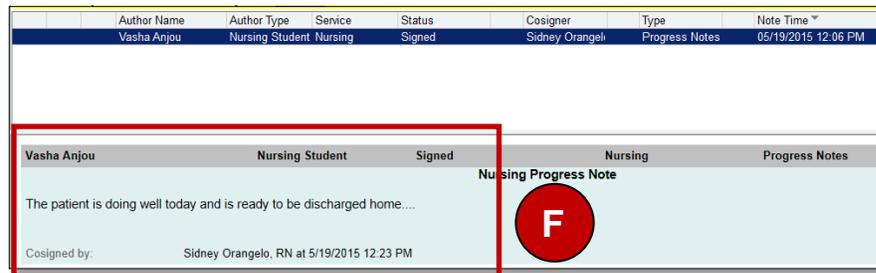
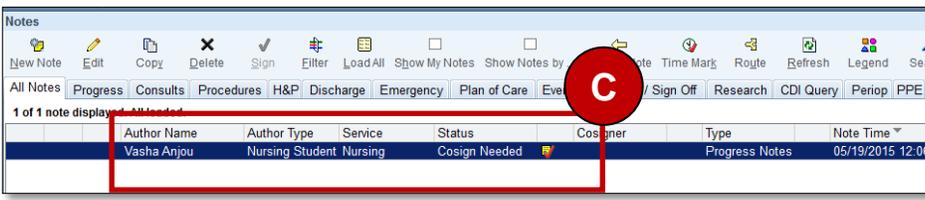
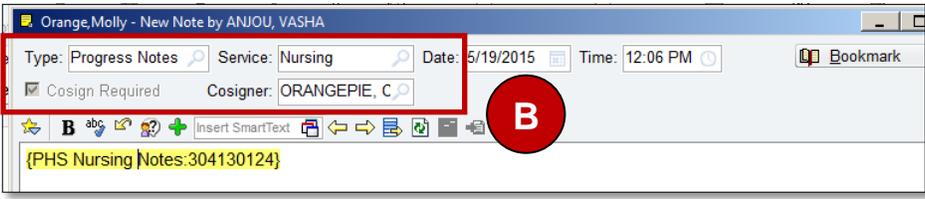
B. Enter: Type of Note, Service (Nursing) and name of the Cosigner. Date and Time will default in with the current date/time.

C. Notes that need Cosign are viewable to everyone prior to being cosigned.

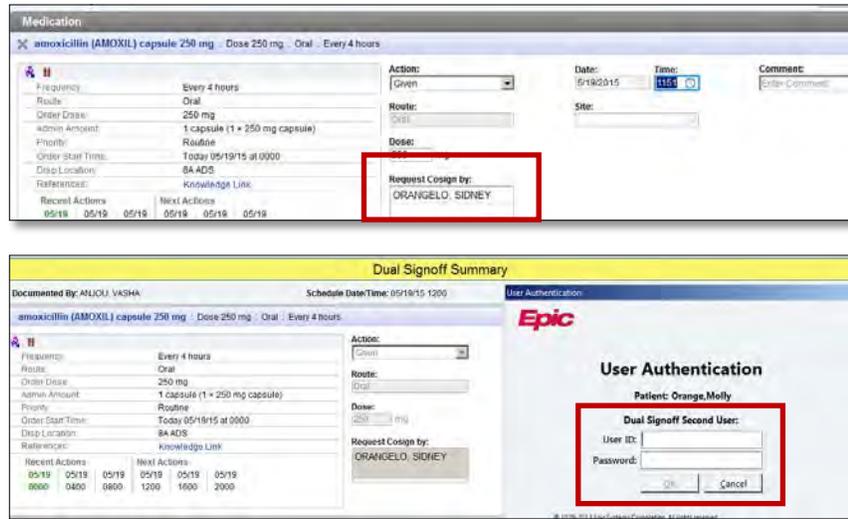
D. **RN instructor** or preceptor logs in, selects the note to be cosigned, then clicks on the Cosign icon.

E. If changes need to be made in the note, the student should login to edit it. (If the RN edits the note prior to cosigning, the student's name is no longer associated with the note.)

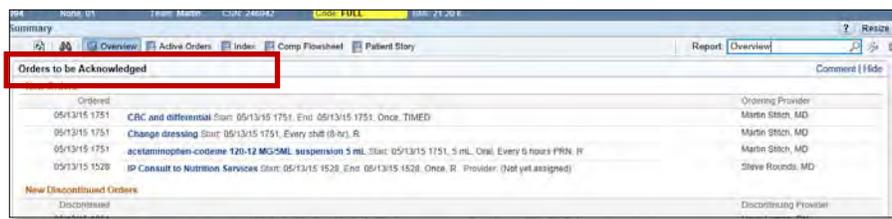
F. The cosigned note shows the original author as well as the cosigner.



4. **MAR documentation** by a student requires “Dual Signoff”. The student documents the administration of the medication and the instructor/preceptor signs at the time of administration in the “User Authentication” box. Any RN may sign for “Dual Signoff” in place of the instructor/preceptor in an emergency.

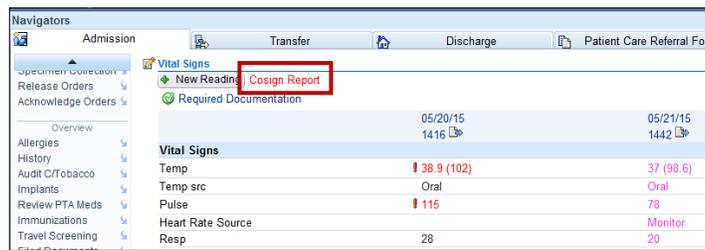


5. **Acknowledge Orders** – Nursing Students can view “Orders to be Acknowledged”. Only RNs “Acknowledge” orders.



6. **Navigators**
Admission
Transfer
Discharge
Shift Assessment

Students can document using the Navigators. When documentation has been entered that needs a cosign the documentation will remain pink, with a flag that it is part of a Cosign Report for the RN when they log in to their Epic account.



7. **Plan of Care**
Education
Patient Instructions
Allergies
Prior to Admission (PTA) Medications

Students have access that will allow them to enter documentation in some sections without requiring a cosignature. These sections include the Plan of Care , Education , Patient Instructions , Allergies and PTA medications. **Please note:** This documentation should only be done with the full knowledge of the preceptor or clinical instructor. **Remember:** Just because you can do something in Epic does not mean that you should without checking with your instructor/preceptor! Students do not Acknowledge or Release any Orders.