Nursing Student Documentation Guidelines

Nursing students will document medications as well as patient care in the Electronic Health Record, PHRED, while at Children’s Mercy Hospital.

- No assessment findings (including pain scores) will be documented in the patients chart by the nursing student.
- Nursing students will chart: vital signs, measurements (Ht, Wt, HC), intake & output (not IV fluids), basic cares (bed, bath, linen, oral care, turning, ambulation, etc), procedures performed, and medications administered.
- Nursing students should communicate all information with the staff in a timely manner in addition to charting. The student should initiate a conversation with nurse to review their documentation before leaving the unit.
- Clinical instructor and/or nurse will verify student charting and medications after reviewing with the student in the Student Verification Form in PHRED (see instructions below under Review & Verification).
- If changes are needed the student should make these changes at this time.

The Nursing School is responsible for verifying that all students complete the following before starting clinical rotation:

1. Watch Training Videos
2. Review Training Material
3. Complete Training Quiz - retain for school records only

First day of clinical Network login, PHRED login, & PAL (Patient Access List) One Time Set-up will need to be completed to allow access to the Electronic Health Record (instructions on Page 2).
Initial Set-up for Network & Electronic Health Record Logon

Creating a Network Logon
You must be in the hospital to be able to set-up your network logon.

1. Start at the login screen for a computer. If the computer is already on the desktop use Ctrl + Alt + Delete or Switch User.
2. Enter username: (this was given to you by your school)
3. Enter password: (this was given to you by your school)
4. You will be prompted to enter a new password, enter new password, & Confirm.
5. Once you have set-up your new password please Log Off the computer.

You will now be able to use this username and password to access the Intranet at Children’s Mercy on any computer without signing into the computer.

Creating an PHRED (electronic health record) Logon

1. Double Click on PHRED Icon located on Desktop
2. Click on Powerchart Prod
3. Enter Username: (this was given to you by your school)
4. Enter Password: (1st time you log in, your password is your username, you will be prompted to change)
   A. How to create a strong password:
      • Must be AT LEAST 8 characters long – the longer the better!
      • Contains both upper and lower case letters (A-Z, a-z)
      • Includes at least one number (0-9) and at least one special character (,!@#$%^&*-_+){|}<,.?/:"[]) if allowed by the system
      • Is NOT a word in any dictionary, slang or jargon
      • Does NOT contain personal information, such as the names of family or pets
      • Does NOT contain obvious patterns, such as abc123 or qwerty
5. Establish Relationship as Student Nurse to any new patients
Building an PAL (Patient Access List) - **ONE TIME SET-UP**

1. Right-click the *Clinical Range bar* and select *Change Patient List*. Your Available Patient List window opens.
2. Click *New*.
3. In the Patient List Type window select *Location*.
4. Click *Next*.
5. Click the plus sign (+) next to *Locations* on the right side of the window.
6. Click the plus sign (+) next to *Children’s Mercy Hospital*.
7. Click the plus sign (+) next to the *second Children’s Mercy Hospital*.
8. Select desired unit by placing a check mark in the unit box.

9. On the left side of the window select *Encounter Types*.
10. Select *Inpatient*.
11. Select *Observation*.
12. On the left side of the window, select *Discharged Criteria*.
13. Select *Only Display Patients That Have Not Been Discharged*.
14. Click *Finish*.
15. In the Establish Relationship window select *Nurse* from the list.
16. Click *OK*. 

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**Updated: 8/24/2015**
Navigation

Review of PAL (Patient Access List)

<table>
<thead>
<tr>
<th>At a Glance:</th>
<th>Name</th>
<th>Diets</th>
<th>Room Number</th>
<th>PEWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit Reason &amp; Team</td>
<td>CNFD</td>
<td>Isolation</td>
<td>Pain Score</td>
<td></td>
</tr>
</tbody>
</table>

Allergies: Double click on icon to view patient allergies
Continuous Infusions: Double click to view ordered continuous IVF and/or medications
New Order/Lab Notification: Do not click on – orders are viewed within the chart
Patient Care Activities Icons: Do not click on – this is completed inside the chart.

Review of the Patient Chart

Double click on the patient name to access patient chart. This is where you will obtain your current & historical clinical information. If menu is not visible, hover over menu tab and click on push pin to keep open.

<table>
<thead>
<tr>
<th>Band</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPages</td>
<td>View a brief summary of patient information and assessment.</td>
</tr>
<tr>
<td>Orders</td>
<td>View Current Orders to guide your care</td>
</tr>
</tbody>
</table>
| I-View | Used for charting and view of I&O 24hr totals
View I&O Totals
1. Click on I-View Section
2. Click on I&O Band (towards bottom)
3. Scroll to right to see last 24hr intake (blue columns) |
| Adverse Reactions | View reactions and allergies |
| MAR | Used for obtaining Med List & for Med Administration |
| MAR Summary | View last administered medication dose/time |
| Task List | Helps organize tasks to complete. Use this to document bathing, labs, & weights (unit/shift dependent). |
| Documents | History & Physical, Progress Notes, Consult Notes, etc.
If H&P is not listed – change time frame to look closer to admit date.
(Right click on time range bar and select Change Search Criteria, Select dates around admit date.) |
| Results review | Change timeframe (use arrows to move date)
Lab Results- double click on result to view normal high and low results
Radiology Results (click on test to view results)
Recent Results – View Clinical Documentation
All Results Flow sheet |
| Growth Chart | View Patient Weight & Height/Length(under 3 years)
1. Click on Measurement
2. Click Table to view all entries |
| Patient Info/Visits | View past visits |
PHRED Handbook for Nursing Clinical Instructors & Students

PHRED Toolbar:

Lexi-Comp: Medication Information & Pathophysiologies
Mosby’s: Nursing Skills- Procedures & Nursing Consult- Education
Scope: Children’s Mercy intranet, find Policies and Procedures
Medication Administration: Bar Code Medication Administration, click here and then scan medication at administration

Viewing Documentation from Results Review

From the Patient’s Chart click on Results Review

Note tabs across the top
Lab - To change the search criteria so you can see more days, Right click Clinical Range bar, change search criteria, select dates
Radiology
Recent Results Tab - documentation from I-View
Infection Control Devices
Review of the eMAR

The eMAR is to be used at the source of truth

- Meds are organized by scheduled, unscheduled, PRN & continuous infusions
- Blue or Red Boxes indicate a medication dose is due or overdue in the corresponding column
- Green Boxes indicate a PRN medication and the last given information
- The location of the medication is listed with the medication details (i.e., 6H2 – Pyxis or Med Drawer).
- Check your 5 Rights here on all your medications, even when Bar Code Medication Administration is used.
- Medications are considered on time at Children’s Mercy Hospital when given within 30-60 min of the scheduled time. Please note this depends on the medication and you should note time critical and time sensitive medications.
  - Medications can be rescheduled by the nurse using Reschedule Admin Times. Talk with patient’s RN to ensure an appropriate schedule.
PHRED Handbook for Nursing Clinical Instructors & Students

Documentation

Documentation on the eMAR

At Children’s Mercy Hospital we use Bar Code Medication Administration to assist in our delivery of medications.

- Our number one priority is patient safety. BCMA adds one more safety check in the medication administration process
- Scanning does not replace use of the eMAR and checking your 5 rights
- The eMAR will still be available as a resource and to be utilized as the source of truth
- BCMA is not intended to speed up the medication administration process

View the Bar Code Medication Administration Training video & handouts for medication documentation utilizing scanning technology.

Documentation of a Procedure in I-View

I-View, is where most documentation occurs. You will document tasks and procedures that you complete.

- I-View is organized by bands and sections and will vary depending on your position in the system.
- The colored clinical range bar is set to a specific time frame and can be changed by right clicking. The time columns are also set to specific time frames and can also be changed by right clicking.

**Basic Navigation**

To document in I-View you need to activate the column

1. Double click on the time to activate time column
   **Note the white boxes and check marks in all sections**

2. Click in area you want to document

3. Sign by clicking on Green Checkmark

Updated: 8/24/2015
Completing a Procedure on the Task List

- Task list helps to organize your day, similar to an electronic brain.
- You will complete some procedures from the task list, for example baths and lab draws.
- Baths MUST be documented on the Task List. If there is other care that populates from the bath task that you have not completed, you can chart those in I-View once you are done. Don’t wait to document bath on Task List because you haven’t completed all other hygiene/skin care.
- It’s important to NEVER document medications from the Task List.

Complete a Task:
1. Click on Task List from the Menu

![Task List Menu](image)

2. Right click on task you want to complete and click Chart Done. Bathing & Lab are the most common tasks nursing students complete.

![Task Completion](image)

3. Verify Date, Time, and Performed by

![Date Verification](image)

4. Click OK
Review & Verification of Student Documentation

Instructor & Nurse verification of the review of Medication Administration & Documentation can be completed in one of the following:

Documentation
   o I-View under Nursing Activities, Safety Checks, Student Documentation Verification
   o Student Documentation Verification Form in Ad Hoc.

Medications
   o Witness on the MAR/MAW for medications

If changes are needed the student should make these changes at this time.

Verification of Medications:
1. Type name into Witnessed by field

2. Click on check mark to sign
3. Type in your password
4. Click OK
Verification in AdHoc:

1. Click on Ad Hoc in the top toolbar
2. Open the Nursing Forms folder, select Student Documentation Verification Form, Click Chart.
3. Select Reviewed/Verified, Click OK. Then sign.

Verification in I-View:
Select Reviewed/Verified, Click OK. Then sign.