

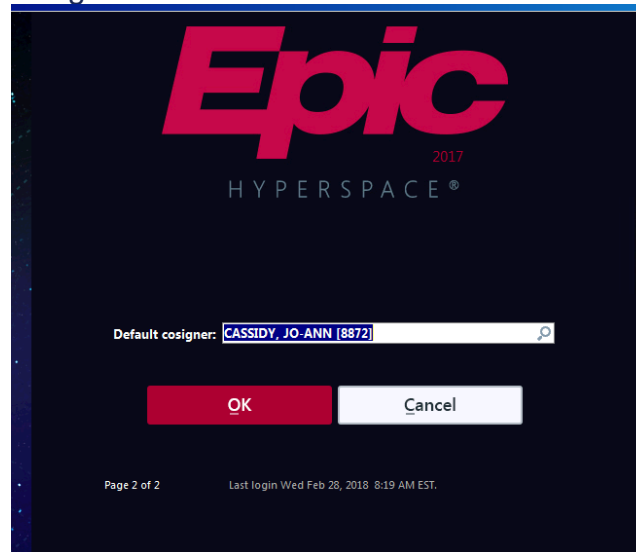


## TIP SHEET

### Nursing Student and Nursing Instructor Guide

#### Student:

1. Log into Epic into the department you are working today; and make sure to choose your nursing instructor. This is the individual from your school. This will allow the medication administrations to be sent to the instructors for cosignature.



2. You will open to your patient list workspace. This is where you will work with the staff RN to care for the patients. The two major activities are MAR and Flowsheets.
3. Go to the flowsheets now.

Vital Signs	2/27/18	2/28/18
Vital Signs	1145	0826
SpO2 (Calculated)	24.3	
Temp	37.8 (100)	
Temp Source	Oral	
Heart Rate	94	
Heart Rate Source		
Resp	18	
BP	125/51	
BP Location		
BP Method		
Patient Position		
M&P (msec)		
Oxygen Therapy		
SpO2		
Pulse Oximetry Type		
ETCO2 (msec)		
Capnography		
Patient Activity		
SpO2: Pre-Ductal (Right Hand)		
SpO2: Post-Ductal (Left Hand/foot)		
Pain Assessment		
Accessible Comfort Level (Numeric)		



## TIP SHEET

4. After documenting in the flowsheet, you will see your documentation as pictured below.

**Flowsheets**

Pend Add Rows Add LDA Cascade Add Col Insert Col Data Validate Hide Device Data Last Filed

Vitals Complex Assessment I/O IV Assessment Cares/Safety Screenings Blood Wound Assess/Care Best Pr

Cosign Report

Hide All Show All

VITAL SIGNS

Vital Signs

OXYGEN

PAIN

HEIGHT/WEIGHT

OBSERVATIONS

Accordion Expanded View All

	2/27/18	2/28/18
	1145	0839
<b>Vital Signs</b>		
BMI (Calculated)	24.3	
Temp	37.8 (100)	36.7 (98)
Temp Source	Oral	Oral
Heart Rate	! 94	84
Heart Rate Source		
Resp	18	20
BP	! 125/51	119/74
BP Location		Right arm
BP Method		Automatic
Patient Position		Lying
MAP (mmHg)		

Within the flowsheets activity, you are able to document in a PENDED state. You will notice that in the top left corner of the workspace, there is a PEND button. Other users will have FILE stated here.

5. Navigate to the MAR. This is where you will document medication administration. Every administration will require a dual sign from the staff RN.
  - a. As you can see in the administration window below, you will see the MAR with Benadryl listed as able to be given soon.

ALL Scheduled PRN Continuous Respiratory Due/Overdue Meds Override Pulls Chemo Running Infusions

Go to Now or Select Date: Wednesday February 28, 2018

Not Scanned

0400 | 0500 | 0600 | 0700 | 0800 | 0900

diphenhydrAMINE (BENADRYL) 25 mg in sodium chloride 0.9 % 50 mL IVPB : Dose 25 mg : 200 mL/hr : intravenous : Once

Ordered Admin Amount: 25 mg



# TIP SHEET

When scanning the patient and the medication, you will be brought to the medication administration window.

After administering the medication, there is a dual sign window. This is where the staff nurse you are working with that day will sign off on the administration.

After the dual signature is noted in Epic, the MAR appears as below.



## TIP SHEET

MAR

Report MAR Note Messages Legend Show All Actions Cosigner Link Lines

ALL Scheduled PRN Continuous Respiratory Due/Overdue Meds Override Pulls Chemo Running Infusions

Go to Now or Select Date: Scan Overridden

Wednesday February 28, 2018

0400 | 0500 | 0600 | 0700 | 0800 | 0900

diphenhydramine (BENADRYL) 25 mg in sodium chloride 0.9 % 50 mL IVPB : Dose 25 mg : 200 mL/hr : intravenous : Once

0830 NewBag 25 mg

Ordered Admin Amount: 25 mg | Last Admin: Today 02/28/18 at 0830

### Instructors:

As instructors, you will be co-signing documentation and medication administrations from the cosign report located in two places.

1. Log into epic to the unit where you are checking in with your students.
2. Enter the patient's chart by double clicking on the patient's name.
3. From the Summary activity, select the COSIGN report in the summary activity. You may need to use the magnifying glass to search for the cosign report and then using the wrench, add it as a button in your toolbar.
  - a. This report will give you all flowsheet and medication administrations that need to be cosigned by you, the nursing instructor.

Summary

Overview Patient Story Active Orders Chart Check/Handoff Blood Transfusion More

Cosign

All Flowsheet Data Needing Cosign

Cosign Requestor: Nursing Student Ip/Ed

Vital Signs

Row Name 02/28/18 1501

Vital Signs

Temp (P) 36.1 °C (97 °F)

Temp src (P) Oral

Pulse (P) 88

Heart Rate Source (P) Monitor

Resp (P) 16

BP (P) 110/70

BP Location (P) Right arm

BP Method (P) Automatic

Patient Position (P) Lying

Administrations with Cosign Requests [Cosign all administrations]

Nursing Student Ip/Ed [Cosign all from this user]

pneumococcal polysaccharide (PNEUMOVAX 23) 25 mcg/0.5 mL vaccine [Cosign all for this order]

0.5 mL

Status: Completed

Action	Dose	Rate	Route	Site	Time	Requested Cosigner
Given	0.5 mL		intramuscular	Left Deltoid	02/28/18 1501	Debora Horn, RN

[Cosign]



## TIP SHEET

4. From the Flowsheets activity, this is how it will appear to all nursing instructors and staff RNs who have not validated the data put in by the student nurse.

Flowsheets

File | Add Rows | Add LDA | Cascade | Add Col | Insert Col | Data Validate | Hide Device Data | Last Filed | Reg Doc | Graph | More

Vitals | Complex Assessment | I/O | IV Assessment | Cares/Safety | Screenings | Wound Assess/Care | Best Practice | Vitals

Cosign Report

Hide All Show All

VITAL SIGNS

Vital Signs

OXYGEN

PAIN

HEIGHT/WEIGHT

OBSERVATIONS

Accordion Expanded View All

1m 5m 10m 15m 30m 1h 2h 4h 8h 24h Based On: 0700 | Reset | Now

Admission (Current) from 3/8/2...  
2/28/18

1200 1501 Last Filed

Vital Signs		2h	Last Filed
Temp		36.1 (97)	37.2 (99)
Temp Source	Oral		Oral
Heart Rate	88		70
Heart Rate Source	Monitor		Popliteal
Resp	16		16
BP	110/70		130/60
BP Location	Right arm		Right arm
BP Method	Automatic		Automatic
Patient Position	Lying		Lying
MAP (mmHg)			

5. You can validate the data in a few ways:
- Select the file button in the top right hand corner
  - Highlight all of the cells with the slashed through them (indicating this information was pended by another user), and then right click > file selected
  - Use the COSIGN report in the top of the table of contents in the flowsheet template.
    - This only appears is there is data within the flowsheet that needs to be cosigned.
    - If this is how you would like to validate your data, select the report and the window below appears.

Flowsheet Data Needing Cosign

Needs Cosign

All Flowsheet Data Needing Cosign

Cosign Requestor: Nursing Student Ip/Ed

Vital Signs

02/28/18

Row Name 1501

Vital Signs

Temp (P) 36.1 °C (97 °F)

Temp src (P) Oral

Pulse (P) 88

Heart Rate Source (P) Monitor

Resp (P) 16

BP (P) 110/70

BP Location (P) Right arm

BP Method (P) Automatic

Patient Position (P) Lying