RN Checklist

September 2013

System Support Services

Computer Training
### Inpatient Whiteboard
1. Screen saver on all clinical workstations (CWS)
2. Displays the unit where the CWS is located
3. HIPAA compliant - doesn't show specific patient information
4. "Orders" column indicates new stat/routine orders
5. Indicators are reminders of nursing tasks to be completed

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#### Press the space bar to log on

<table>
<thead>
<tr>
<th>Bed</th>
<th>Pt. name</th>
<th>Age</th>
<th>LOS</th>
<th>Sta. Ph.</th>
<th>Attending</th>
<th>Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>6203X</td>
<td>L, MJ</td>
<td>65y</td>
<td>21.23</td>
<td>OT</td>
<td>G Kronenberg, M W</td>
<td></td>
</tr>
<tr>
<td>6204X</td>
<td>A, ME</td>
<td>74y</td>
<td>10 d</td>
<td>IA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6205X</td>
<td>L, PN</td>
<td>83y</td>
<td>2</td>
<td>IA</td>
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<td></td>
</tr>
<tr>
<td>6208X</td>
<td>H, RT</td>
<td>30y</td>
<td>14</td>
<td>IA</td>
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<tr>
<td>6212X</td>
<td>L, GM</td>
<td>77y</td>
<td>18</td>
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<td></td>
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<tr>
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<td>L, WC</td>
<td>61y</td>
<td>10</td>
<td>IA</td>
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<td></td>
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<tr>
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<td>38y</td>
<td>10</td>
<td>IA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6219X</td>
<td>S, PB</td>
<td>61y</td>
<td>14</td>
<td>IA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The screen saver view of the Inpatient Whiteboard is HIPAA compliant, has Orders column to acknowledge new orders and Indicators for nursing care.
Signing on

1. Click the space bar
2. Make sure the “Logon to VCWS” box is checked
3. Enter your VUNet ID
Desktop

Open StarBrowser at the beginning of each shift.
StarBrowser

1. StarBrowser is a form of StarPanel
2. On the left side of the black menu bar are the “Go To” icons
Setting up StarBrowser

1. These steps need to be done only once.
2. Click the red “Customize” in the black Menu bar
3. Click on “Preferences”
1. Scroll down until you see the yellow Pt. Chart boxes, under the second Pt. Chart box you will see “Show items automatically when logging in?” no
2. Click on the blue no and change to yes
3. Click on the circle next to PtLists
4. Click on the circle net to Inpt wboard
1. Click on the red “Dashboards”
2. Click on “Inpt Whiteboard”, hold down the mouse button and drag up to the Favorites section, when it turns green let go.
1. Click the blue “Select which beds to show” link
2. Click on the unit and “Show the selected unit” button
3. Click the “Select which beds to show” link to choose individual beds.
Electronic Medical Record

1. When a patient’s chart is open there is a yellow ribbon with several yellow and white tabs at the top.
2. To search for a specific document click on the line next to “Title” and begin typing, the document list will filter to just that document name.
3. Small white tabs under the Title will filter by specific document type i.e. radiology, respiratory, labs, notes.
4. Documents are listed in reverse chronological order (most recent at the top). Each document name is in blue (link) click on the link to open the document.
Acknowledge Orders

*Note: Before clearing orders go to Care Organizer and confirm new medication orders using the Orders screen for reference.
Fast Labs

1. Hover over a test name/result

2. Click on a result and a box opens with trended results, click on the blue link "Graph" and the data is graphed. Click the blue $\times$ to close.
3. Critical Labs values are marked with yellow, to see information on this lab result documentation click on the "Critical Lab" link.

```
01/13/10 03:10 BasicMetab N a 139  K 4.3  Cl 100  CO2 31  BUN 33  Creat 1.83  Gluc 150  Ca 9.0  AN
          G A P  8
01/12/10 20:20 Coag PTT pt 189.9  PTTCh 27.0
01/12/10 17:20 Coag PTT pt > 200.0  -->Critical Lab  PTTCh 27.0
01/12/10 15:20 Coag PTT pt: Incorrect sample volume submitted. • Sodium citrate tubes MUST be full. • To perform coagulation testing. • Incorrect sample volume will produce • Erroneous test values.
01/12/10 15:20 MiscLabs TSTCtL PTT  REACTtL Incorrect sample volume submitted. • Sodium citrate tubes MUST be full. • To perform coagulation testing. • Incorrect sample volume will produce • Erroneous test values.
01/12/10 04:00 CBC WBC 17.1  Hg 12.2  PCV 37  Plt Ct 201  RBC 4.19  MCV 89  MCH 29.1
```

4. The Lab sends a page of critical lab results to the attending team pager. You can see who got the page and acknowledged it.

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Critical Lab Result Documentation:
```
Item Name: Patient PTT
Value: > 200.0
Specimen Collected: 01/12/2010 17:20:00
Event Type: CREATED
Event Time: 01/12/2010 18:59:13
User: SYSTEM

Item Name: Patient PTT
Value: > 200.0
Specimen Collected: 01/12/2010 17:20:00
Event Type: ACKNOWLEDGED
Event Time: 01/12/2010 19:00:22
User: ADAMS
User Name: MICHAEL ADAMS
User Pager Number: 6158354905
Team Name: CHF-A
Team Pager: 6158316485
```
The Overview of Patient Care is a multi-disciplinary document that pulls information from several applications (HED, HEO/Wiz, Team Summary) and puts it into a template. The OPC updates every 15 min.
There are four views of Care Organizer, it automatically opens to the "Active" view. The "To Do" view shows your Worklist at the bottom of the screen.
Create Assignment

Click the Search button and enter your last name.

Click the Assign button after you have highlighted your patients, a pop-up box tells you your "Assignment Succeeded". Click the Exit button when finished.

Hold down the Ctrl key to choose more than one patient.
Confirming Orders

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Medications highlighted in yellow need to be "confirmed". Click on the Medication name, then click the Confirm button to open the confirmation screen.

Confirm the order is correct by referring to the electronic order.

Make sure the schedule is attached and appropriate, if everything is right click confirm, if you want to send a message to the Pharmacy click send Rx Message Only and type in message. Click OK when finished.

HEW/IT order number
Click the drop down arrow to see the census then click the Relationship Tab at the bottom to see just your assigned patients.
HED

1. Click the Show All button above the left menu to see all the charting sections.
2. Sections in All Caps should be charted at least once per shift.
3. Drop down arrow at the far right will open a drop down menu with more Tabs.
HED

Charting WNL means there are no deviations in the assessment for that section. Charting Baseline means the patient has a condition they are not being seen for, on admission the baseline assessment should be annotated.

When charting a problem in the assessment, chart in all appropriate boxes.
HED

Under the CARE Plan tab the problem Assessment will show what was charted in each section. To the left are the Priority Problems.
HED

Nursing Summary and Plan Priorities

Priority Problems
Choose only 2-3 priority problems for each patient.
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Click on "Links" to open a drop-down menu of resources (i.e., Priority Problems→Nursing Problem Definitions).

Tethered and Wireless (using for "wireless" dock and wait for "pac-man" sounds before 2nd Scan)

Resetting the scanner will correct up to 90% of problems with scanning a bar code.
To copy a previous assessment done by **YOU**, right click between the date and time, then click copy from the box. The copied assessment will show in the next column. An assessment can only be copied for **72 hours**.
AdminRx
Matched Med Orders

Bar Code printed on the side of the vial

Tadpole tag hangs on the vial

Two insulin orders—one for scheduled insulin 5 units TID, the other is for Sliding Scale TID. When the Insulin vial bar code is scanned the computer can’t tell which insulin order you are giving.
A Matched Med Orders box will open when the first Insulin barcode is scanned. Choose which Insulin you are charting against first by clicking on it, it will be highlighted in blue.

Matched Med Orders

New Order

OK

Cancel
Enter the correct number of units to give then click on the drop down arrow to chart the site.
Did you know?

VIAL = 1 Unit
TadPole = 2 Units

When the tadpole tag is scanned the Matched Med Orders box will open again, this time click on the scheduled Insulin order (highlighted in blue).

Again enter the correct number of units to give for the scheduled dose. Click the drop down arrow to choose the same site field as the sliding scale dose.
Cosigning

To cosign someone else's insulin you witnessed while they are logged on the computer, click the Cosign button.

Enter your RACF ID (the other ID, not the one you use for your email) and Password, then click OK.
Cosigning

To Cosign an Insulin you witnessed later you will open the patient in HED, click on AdminRx, find the Insulin entry you witnessed and click on it. This box will open, click on the Cosign box, no need to enter your ID and password. You must click on both insulin entries to Cosign them.
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