Student Documentation Authentication/Validation

Authenticating Student Documentation

- o   Clinical Instructors or Staff Nurses must authenticate/validate student documentation.
- o   This effects: Student Nurses, Nurse Externs, Capstone Students, and Paramedic Students.
- o   Unauthenticated student documentation will show on the Task List, MAR, & I-View
- o   **Medications MUST be validated, or the next dose CANNOT be Administered. Validations MUST be done when student administers medication.**

Authentication Sequence
This sequence is important for authentication.

1. Task List (except Patient Education Form and Calorie Count)
2. MAR
3. I-View
4. Forms
5. Note that *Patient Education Form* and *Calorie Count* should **NOT** be authenticated until the **END OF STUDENT'S SHIFT** because once authenticated the student can no longer make additions.
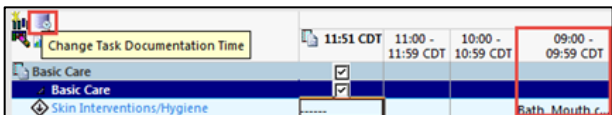
Authenticating from Task List
Tasks that are attached to forms or Activity View in IView that students have documented on will be in a *Pending Validation* status.
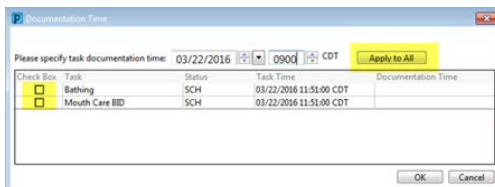
Authenticating Form tasks: Double clicking on tasks in pending validation status, the form attached will open with the student documentation. The nurse/instructor can review/add/modify the documentation before signing.

Authenticating IView (Activity View) tasks outside of hourly column of student documentation:
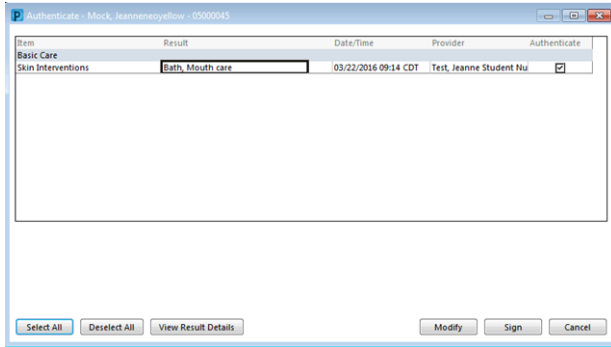1. Click on Change Task Documentation Time icon.

2. Documentation Time window opens. Change date/time to the top of the hour of the student's documentation date/time. Select Apply to All or Check Boxes then OK.

3. Next click on authenticate icon.

4. Authenticate window opens showing documented result. You can modify or sign. Tasks are now in complete status.

Some tasks **will not change to pending validation status:**

- Continuous infusions
- Nurse collect (Lab tasks)
- Chart done/not done tasks

Tasks that have a next step (Lab Tasks), require a bolus or rate change right away (Continuous Infusions) or have no associated documentation to validate (done/not done tasks) **will not** go to Pending Validation.

Medication Administration: Authenticating from MAW/MAR

Best practice is to use the MAW (Barcode Scanning) for medication administration with nurse/instructor witnessing each medication, after scanning the medication. If medication tasks witnessed on MAW then validation will be complete. Scheduled, Unscheduled & PRN medications that are not witnessed on the MAW will show a *Pending Validation* task on the MAR.

==Medications MUST be validated or the next dose CANNOT be Administered. Validations MUST be done when student administers medication.==

Note that the MAR shows the time the medication was given while leaving the box so it can be validated by the nurse/instructor.

Continuous Infusions do not generate a pending validation task. Nurse/Clinical Instructor will need to monitor to make sure it is documented correctly.

PRN Meds ==MUST== be witnessed on MAW at time of administration, after scanning. ==(ADD SCREENSHOT OF MAW)==

Witness/Wasting of Medications:

The instructor/preceptor/nurse documents their observation of all medication administration using the <u>Witnessed by</u> field in the administration window on the eMAR/MAW. Controlled substances must be witnessed & verified by two licensed staff.

Example:

<u>Performed by</u> is the student's log in

<u>Witnessed by</u> is the preceptor's log in

<u>Comment Field:</u> Include 2nd licensed staff name with the volume wasted
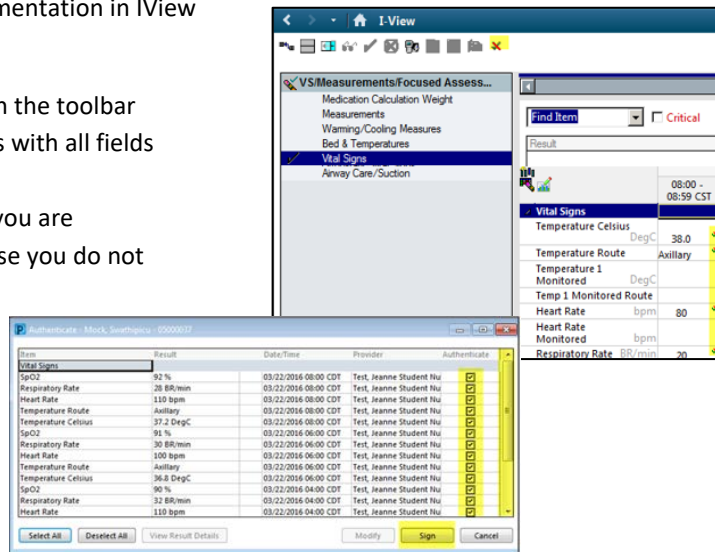
Authenticating from I-View

The symbol   indicates student documentation in IView needs authentication.

To authenticate:

1. Click on *Authenticate* symbol in the toolbar and an *Authenticate* box opens with all fields checked.
2. Decide which documentation you are authenticating by uncheck those you do not want to authenticate.
3. Click *Sign* (be sure to use the scroll bar to see all documentation).
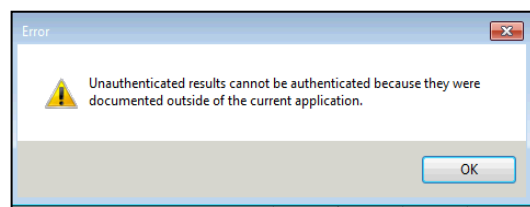
Tips & Tricks

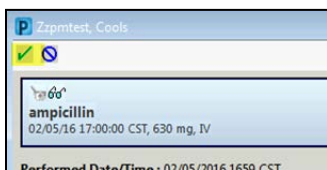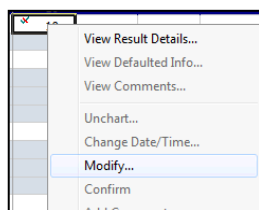## I&O Validation on Medication Tasks:

This message will appear in IView/Intake & Output band when trying to authenticate I&O volumes that have been documented from the MAW.
This will not occur if Pending Validation medication tasks with volumes are validated from the MAR before reviewing I&O in IView.
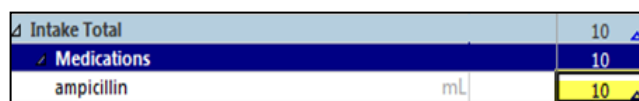
If you get this error:

1. Right click on documentation & select *Modify*
2. Click checkmark to sign.

3. Volume will be authenticated & you will see a blue triangle.

Review I&O Totals:

If there are any recalculate symbols (these symbols happen with additions/changes to any documentation that flows to I&O after the I&O totals have been calculated/signed), the student will need to go back to I&O TOTALS & recalculate all fields that have the unequal symbol. To recalculate, right click on the result & select Recalculate.
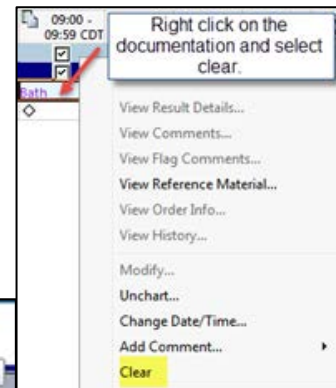
12 Hr I&O Summary			☑
⊿ 12 Hr Intake			☑
IN: Fluid	mL		0
IN: Nutrition	mL	≠	195

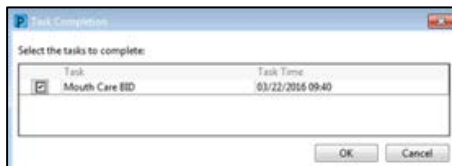**Task list authentication issues:**

Nurse/instructor authenticates from IView before task list.

Tasks will remain in pending validation status. If it has been over 24 hours then there is no way to complete the task.

1. Double click on Pending Validation task (if there is more than one highlight both & double click on the last one).
2. I-View will open to Activity View with a current date/time column.
3. Click on Change Task Documentation Time icon.
4. Documentation Time window opens. Change date/time to the top of the hour of the student's documentation date/time.
5. Select Apply to All or Check Boxes then Click OK (see screenshots from Best Method above). The correct date/time column opens for documentation. Select one field and click away from the documentation box.
6. Right click on the documentation and select clear.
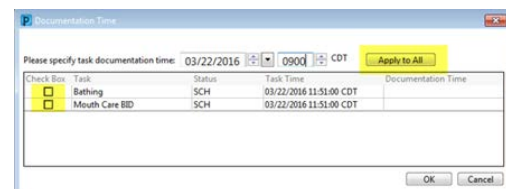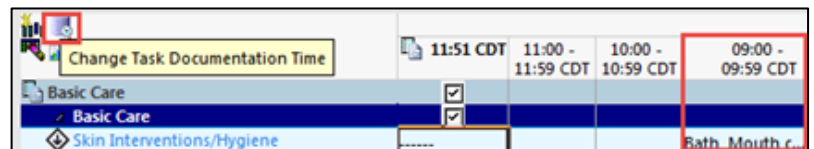7. The Completed Tasks with Signed Results icon is now available.

8. Click on icon to open Task Completion window. Select task(s) and click ok.
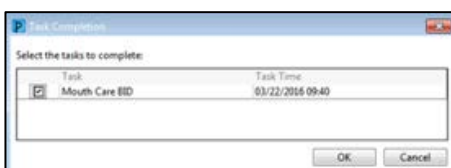   Task(s) will change to complete status on the Task List.

Nurse/Instructor double clicks on task(s) from Task list and authenticates from IView (activity view) but forgets to change the date/time of documentation to the top of the hour when student documented. The task will remain in pending validation status on the Task List.

1. Double click Task to open I-View.
2. Click on Change Task Documentation Time icon. Documentation Time window opens.
3. Change date/time to the top of the hour of the student's documentation date/time.
4. Select Apply to All or Check Boxes then OK. The Completed Tasks with Signed Results icon is now available.

5. Click on the icon to open Task Completion window. The Task Time column will reflect the correct documentation time. Select task(s) and click ok. Task(s) will change to complete status on the Task List.

Modifying documentation after validation:

Student cannot modify documentation after the nurse/instructor has validated. A nurse/instructor may un-chart the documentation and the student can re-chart with correct information.

Declined care:

If a patient declines care, i.e. bath, this should be charted as declined in I-View, not the Task List. This allows for the task to remain available and to be rescheduled for another time.

Results Review:

- There is no indication in results review that the values are unauthenticated
- Right clicking & selecting view detail will show the student performed the documentation & once authenticated will show the nurse/instructor verify.