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
- 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.

Chark Bry	Task	Status	Task Time	Documentation Time
	Bathing	SCH	03/22/2016 11-51-00 CDT	
	Mouth Care BID	SCH	03/22/2016 11-51-00 CDT	

3. Next click on authenticate icon.



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

P Authenticate - Mock, Je	inneneoyellow - 05000045								
Item	Result	Date/Time	Provider	Authenticate					
Basic Care									
Skin interventions	path, Mouth Care	05/22/2016 09:14 CD1	rest, Jeanne Student N	<u>u P</u>					
					~ :•	Complete	03/11/2016	14:00 CST	Bathing
					1	Complete	03/11/2016	14:00 CST	Mouth Care BID
Select All Deselect	All View Result Details	(Modify Sign	Cancel	will no	t change to I	pending valio	dation sta	tus:

Continuous infusions

Some tasks

- 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)

Medications	10/03/2015 1:00 CDT	10/02/2015 17:00 CDT	10/02/2015 16:55 CDT	10/02/2015 16:25 CDT	10/02/2015 16:24 CDT
Scheduled					
ு லீ ampicillin 10/02/15 17:00:00 CDT, Routine, 87.5 mg, IV, g8hr	87.5 mg Last given: 87.5 mg @ 10/02/2015 16:24 CDT	Pending Validation Last given: 87.5 mg @ 10/02/2015 16:24 CDT			
ampicillin					87.5 mg IV 🦰
Unscheduled					
තර hepatitis B immune globulin 10/02/15 17:00:00 CDT, Routine, 0.5 mL, IM, Unscheduled, 1 dose(s) administer at separate site from vaccination					Pending Validation Last given: 0.5 mL @ 10/02/2015 16:24 CDT
hepatitis B immune globulin					0.5 mL IM
PRN					
තරය PRN midazolam (Versed) 10/02/15 16:07:00 CDT, Routine, 0.35 mg, IV Push, q2hr, PRN Agitation			Assess	Pending Validation Last given: 0.35 mg @ 10/02/2015 16:25 CDT	
midazolam - CONTROLLED MED				* 0.35 ma IV Push	
Waste					
Continuous Infusions					-
ັດອີດ DSW 1,000 mL 10/02/15 16:07:00 CDT, Routine, IV, 1,000 mL Total Volume, rate= 5 mL/hr				Pending Last bag started: 10/02/2015 16:25 CDT	
Administration Information				Begin Bag 1,000 mL 5	
Dextrose 5% in Water					

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

Witnessed by is the preceptor's log in

Comment Field: 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.
- Decide which documentation you are authenticating by uncheck those you do not want to authenticate.
- Click Sign (be sure to use the scroll bar to see all documentation).

the toolba with all fie	ar Ilds	VS/Meas Media Warr Bed & Varia	urements/Focused cation Calculation Weig urements ing/Cooling Measures Temperatures Signs y Care/Suction	Assess ht	Find Rem	Critical	
u are					 Vital Signs 	08:59 CST	
aare					Temperature Celsius DegC	38.0	
vou do n	ot				Temperature Route	Axillary	ł
. you uo n	01				Temperature 1 Monitored DegC		
					Temp 1 Monitored Route		
					Heart Rate bpm	80 *	ł
P Authenticate - Mock, Sw	ethipicu - 05000017				Heart Rate Monitored bpm		
item	Result	Date/Time	Provider	Authenticate .	Respiratory Rate BR/min	20 *	\$
Vital Signs							
SpO2	92 %	03/22/2016 08:00 CDT	Test, Jeanne Student Nu				
Respiratory Rate	28 8R/min	03/22/2016-08-00 CDT	Test, Jeanne Student Nu				
Heart Rate	110 bpm	03/22/2016 08:00 CDT	Test, Jeanne Student Nu	2			
Temperature Route	Axillary	03/22/2016-08:00 CDT	Test, Jeanne Student Nu				
Temperature Celsius	37.2 DegC	03/22/2016-08:00 CDT	Test, Jeanne Student Nu				
SpO2	91 %	03/22/2016 06:00 CDT	Test, Jeanne Student Nu	2			
Respiratory Rate	30 BR/min	03/22/2016-06:00 CDT	Test, Jeanne Student Nu	2			
Heart Rate	100 bpm	03/22/2016 06:00 CDT	Test, Jeanne Student Nu	2			
	Authory	03/22/2016 06:00 CD1	Test, Jeanne Student Nu				
Temperature Route	36-8 DegC	03/22/2016 06:00 CDT	Test, Jeanne Student Nu	2			
Temperature Route Temperature Celsius	1 A.A. A.I		Test, Jeanne student nu				
Temperature Route Temperature Celsius SpO2	90 %	03/22/2016 04:00 CDT	Tool Income Charlent St.	12			
Temperature Route Temperature Celsius SpO2 Respiratory Rate	90 % 32 BR/min	03/22/2016 04:00 CDT	Test, Jeanne Student Nu	Ð			

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Tips & Tricks

View Result Details... View Defaulted Info..

View Comments...

Change Date/Time..

Modify...

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.

⊿ Intake Total		10	4
Medications		10	
ampicillin	mL	10	

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			$\overline{\mathbf{A}}$
⊿ 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.
- 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.



 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.

ect th	e tasks to complete:	
Ø	Task Mouth Care BID	Task Time 03/22/2016 09:40

Activity View

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.

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- 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.

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of Activity View	Complete Tasks with Signed Results



5. Click on the icon to open Task Completion window. The Task Time column will reflect the correct documentation time.

Select the tasks to complete: Task Task Time Mouth Care 800 03/22/2016 0940 OK Cancel

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.

