PHRED Handbook for Clinical Instructors & Students

Student Documentation Guidelines

Students will document assessments, medications, and patient cares in the Electronic Health Record, PHRED, while at Children's Mercy Hospital.

- Students will chart assessments based off of systems and norms set by Children's Mercy Hospital.

- Students **will** chart: system assessments, vital signs, measurements (Ht, Wt, HC), intake & output (IV fluids only with RN), basic cares (bed, bath, linen, oral care, turning, ambulation, etc), procedures performed, and medications administered.

- 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.

- A clinical instructor and/or nurse **MUST** Validate/Authenticate ALL student charting and medications, after reviewing with the student before students leave for the day.

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

The 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/orientation the following must be completed to have access to systems:
1. Set Up Network Login & Password- below
2. Set Up Patient List (specific to your area)

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/instructor)
3. Enter **password**: (this was given to you by your school/instructor)
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.

PHRED Handbook for Clinical Instructors & Students

Navigation

Review of CARECOMPASS (List of patients)

- **Patient List**
  - Drop down menu
  - Top selection defaults open
- **List Maintenance** - Adjust Patient List order
- **Establish Relationship** –
  - Select Relationship
  - Select Establish
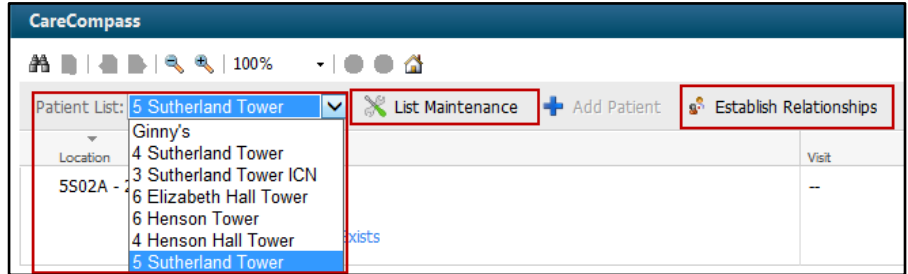
- **Unit List**
  - Location - Room and bed number (organize ascending or descending)
  - Patient - Name, age, sex, resuscitation status, allergies, diet (organize ascending or descending)
  - Visit - Reason for visit and length of stay
  - Care Team - Attending's for this encounter
  - Med Calc Weight
  - PEWS - Result changes colors when score increases
  - Cardiac PEWS - Result changes colors when score increases
  - Patient Discharge - Discharge order signed then date of order will populate(replaces person icon)
  - Activities - Tasks
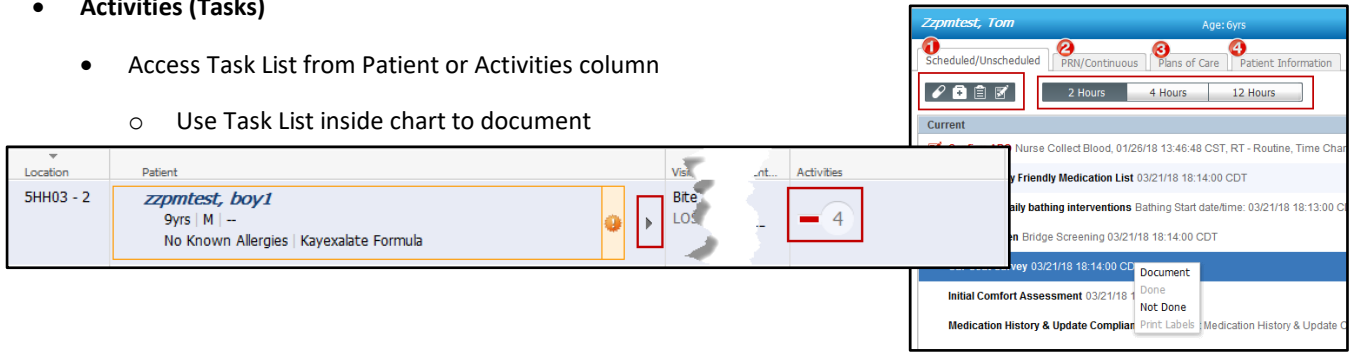

  - Hover to discover - See more information

- **New orders and results**
  - Orange box - New orders or results
  - Red box - STAT orders or results
    - Click on exclamation point to open

PHRED Handbook for Clinical Instructors & Students

- **Activities (Tasks)**

  - Access Task List from Patient or Activities column

    - Use Task List inside chart to document

- **CARECOMPASS Icons**
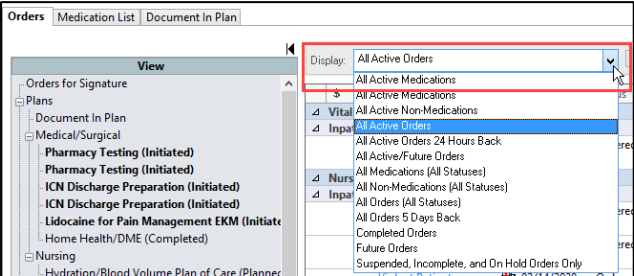
Icon Identification	
👓	**Nurse Review**
◆	**Immediate Priority:** STAT/NOW orders.
!	**Critical Results:** Indicates Critical results for a patient.
↑	**High Result:** Normalcy indicator indicates result is High.
↓	**Low Result:** Normalcy indicator indicates result is Low.
✸	**Non-Critical New Information:** Indicates new non-critical results or orders for a patient.
✸	**Critical New Information:** Indicates new critical results or STAT orders.
⚠	**High Risk Alert:** Indicates the patient has high risk indicators. Placing your pointer over this icon shows additional information about the high risk indicators.
☣	**Isolation:** Hover to see isolation type(s).
⚑	**Patient is confidential:** Hover to see reason.

PHRED Handbook for Clinical Instructors & Students

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.

Menu	📌
MPages	
Orders	➕ Add
I-View	
Adverse Reactions	➕ Add
MAR	
MAR Summary	
RxStation Medication Queuing	
Anesthesia Med / Med Request Su…	
Task List	
Documents	
Forms	
Results Review	
Oncology	
Transfusion Summary	
Immunizations	
Appointments	
Growth Chart	
Patient Info/Visits	

Band	Description
MPages	View a brief summary of patient information and assessment.
Orders	View Current Orders to guide your care Under Display select *All Active Orders*
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 labs, & weights (unit/shift dependent). DO NOT document oral care or baths from here.
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 Toolbar:

Lexi-Comp: Medication Information & Pathophysiology
Clinical Skills: Nursing Skills- Procedures & Nursing Consult- Education
SCOPE/ Policy Manager: Children's Mercy intranet, find Policies and Procedures
Medication Administration: Bar Code Medication Administration, click here and then scan medication at administration
Learning Live: Access help with documentation from inside PHRED

PHRED Handbook for Clinical Instructors & Students

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-** To change the search criteria so you can see more days, Right click Clinical Range bar, change search criteria, select dates
>
> **Recent Results Tab**- documentation from I-View and Documents
>
> **Infection Control Devices-** documentation related to Hospital Acquired Conditions
>
> **Patient Family Education-** documentation done related to education of patient and family
>
> **Graph icon-** shows results in a graph format

> **Sort by Table, Group or List-** Changing the way the screen is viewed (Group or List) makes finding data easier. Examples: Heights & Weights
>
> **Choose your Flowsheet-** Clinical Info defaults open and shows all sections with clinical documentation. There are many options for more specific views:
> - Vitals View
> - Pulmonology View
> - Diabetes Flowsheet

PHRED Handbook for Clinical Instructors & Students

Review of the eMAR (REVIEW and play with to make bullets match screenshot)

The eMAR is to be used as the source of truth.   Good practice includes checking all rights on MAR as a first step before scanning.

- Meds are organized by scheduled, unscheduled, PRN, continuous infusions, & discontinued

- Blue Boxes indicate a medication dose is due

- Red Boxes indicate medication is overdue or STAT

- Green Boxes indicate a PRN medication and the last given information

- Gray Boxes indicate a dose scheduled beyond the next scheduled dose.

- 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.

1. Previous administration documentation
   a. Shows in time in that time column
      i. 8/15/2019 @ 0911
   b. Shown in future task boxes (#3)
2. Current time column
3. Task box
   a. Use this to document current dose, if not using MAW for BCMA
   b. Will show when a previous dose was given or if *Not given within 8 days*
4. Future doses
   a. Greyed out
   b. Can't document on the task, informational only

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 Assessment & Procedures in I-View

I-View, is where most documentation occurs.

- 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.
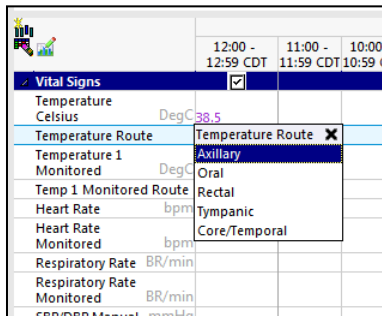
Basic Navigation
To document in I-View you need to activate the column
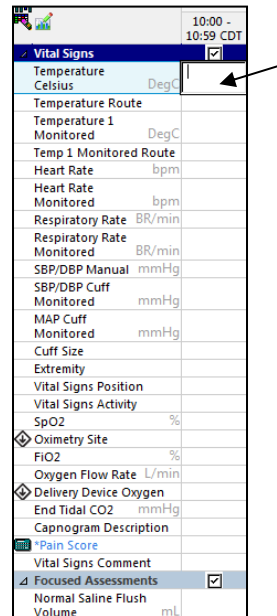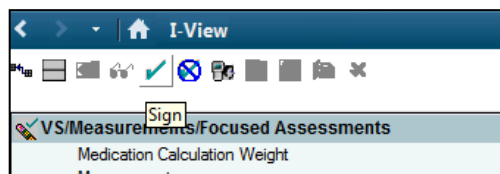1. Double click on the time to activate time column
   Note the white boxes and check marks in all sections

2. Click in area you want to document

3. Sign by clicking on Green Checkmark

- Other commonly used icons:

   Takes to previous location in system

   View only documented values by selecting Show Empty Columns/Rows Button

   Stops and clears documentation, without signing

Assessment Documentation

Assessments are done by documenting system norms. Assessment findings that are not normal are documented in other sections of I-View often below the Norms. In the example below the patient is not on room air so it is not selected and then Oxygen information is documented elsewhere.
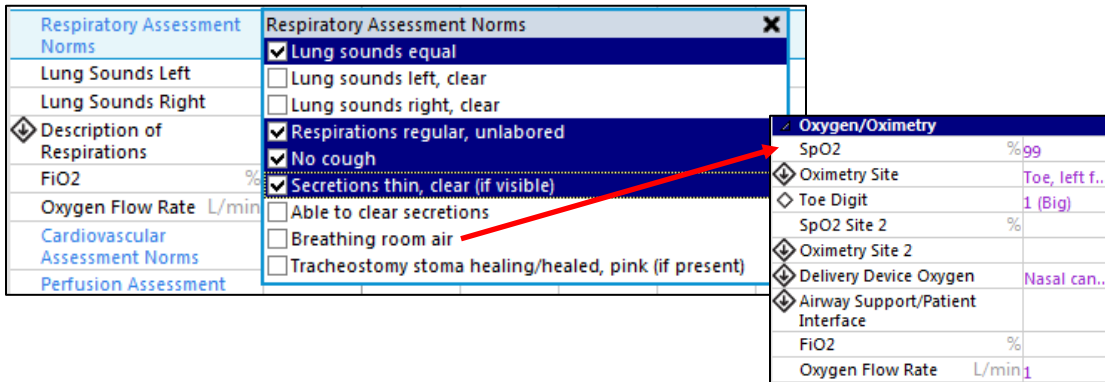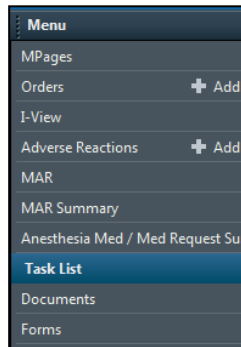

Printing Lab Labels

To complete lab label view: Collections Inquiry- Pathnet Barcode Labels Demand Print

Completing a Procedure on the Task List

- Task list helps to organize your day, like an electronic brain.
- Task "Performed on" date/time will default to the date/time the task is scheduled.
- You will complete some procedures from in task list, for example lab draws.
- DO NOT document *Mouth Care and Bathing* on the Task List.
- It's important to **NEVER** document medications from the Task List.

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

2. Right click on task you want to complete and click Chart Done.

Completing Lab Task:
- When documenting lab draw you will need to verify Date, Time, and Performed by then Click OK