ORIENTATION FOR NURSING FACULTY

MedStar Good Samaritan Hospital
&
MedStar Union Memorial Hospital

PART 3

Student Documentation
In MedConnect

2021-2022

Revised July 2021
CMW
MedConnect News for Clinical Instructors
MedConnect Documentation

Electronic documentation was instituted at all MedStar Hospitals in 2009. All instructors must attend a MedConnect training class. Classes are offered as needed to orient new instructors.

Student Documentation

- Please review the PowerPoint on the pages in this section of the Faculty manual.
- Student documentation will be limited to better allow students to focus their assessment.
- Students will only document in the following sections of IVIEW/I&O:
  - Adult Quick View
  - Adult System Assessment
  - Adult Skin, ADL and Nutrition
  - Lines, Tubes and Drains
  - Patient Education
  - MAR

- Faculty/clinical instructors must “authenticate” (sign) all student documentation

Medication Administration – MAR available on Menu section of the patient’s chart

- Instructors will communicate to the nurse caring for the patient on the unit the plan of care for the patient i.e. if a student is to administer medications
- All medication administered must be documented using the TC51 or Blue Tooth Scanner for Positive Patient Identification (PPID)
  - Students will SAVE their medication and instructors will WITNESS and SIGN off on each medication
- Patient response to PRN medications and untoward responses to scheduled and STAT medication must be documented
  - Pain reassessment will be completed within 30 minutes for IV pain medication
  - Pain reassessment will be completed within 1 hour for po pain medication

Observation Patients

- Must have vital signs documented every 4 hours
- A Focused Assessment and a Nursing Note must be documented every 4 hours

Discharge Instruction

- Students must document any teaching performed in preparation for discharge

Documentation Remaining on Paper:

- Consent Forms
- Monitoring Strips
Steps for Instructor Co-Signing Nursing Students Progress Notes

1) Once the Student Nurse writes the progress note, the completion options are;
   
   o **Submit** – “Preliminary Report” Instructor MUST Co-Sign

2) **Box Colors**
   o Turquoise – “Submit” Instructor can Co-Sign

3) The Student MUST notify the Instructor that they have written a note they need them to Co-Sign.

4) When the instructor opens the note they can click on the 📃 icon to “Sign” and the “Preliminary Report” now becomes a “Final Report”

5) Once signed the box color changes to red – denoting a “Final Report”
Student Documentation

• Students will be allowed to view all parts of the patient’s medical record.
• Students will only document in the following sections of IView/I&O:
  – Adult Quick View
  – Adult System Assessment
  – Adult Skin, ADL and Nutrition
  – Lines, Tubes and Drains
  – Patient Education
  – MAR

Clinical Instructors must authenticate all student documentation
Student Documentation

- Student documentation in IView will be signed by the student user (just as the RN would sign with the checkmark.
- Upon student signing of documentation, each result displays with an unauthenticated icon.
- All student documentation must be authenticated by the clinical instructor.
Student Documentation

- The Supervising Clinician/Instructor selects this Pending Validation task from their task list and they are taken to the activity view documented by the student.
There will be an icon in the top toolbar of Interactive View for the Supervising Clinician or Instructor to select to review unauthenticated results. 

- Selecting the Pending Validation Task icon will open the authenticate window with the activity view data to be authenticated.
Within the Authenticate Window, the user can choose to authenticate all at one time or can Deselect All and select which items to authenticate.

To View the Result Details or Modify: Select the result within the result column and select View Result Details or Modify.

Sign
When the Supervising Clinician/Instructor selects Sign, the results are now in an authenticated status.
After the results are authenticated, the unauthenticated icon disappears and the results look like any other in IView.

You can always right click a result and select “View Result Details” and under “action List” tab see the trail of users who have edited this documentation.
Key Points
- iAware serves as a dashboard that aggregates data from multiple sources into new views. Information presented in these views allows rapid review and timely clinical decision making.
- Infusion volumes from the Alaris pump appear 5 minutes after the hour (volume data). Anytime you titrate a medication, the rate change will display immediately.
- Bolus out of scope if Rates 1000/hr. RN must enter volume infused manually (go to iView I/O right click “Enter Result”)

Opening IAWARE
- Logon to Powerchart
- Enter your login and password
- Search patient and open chart
- Find iAware icon under the organizational Tool Bar if not visible
  - Click on down arrow on far right, select “Add or Remove”>slide to “Customize”
  - A pop up box appears allowing you to customize
  - Customize by left clicking on iAware icon (hold left click) and drag iAware icon to new location (in front of Medication Administration Wizard) so it will be visible

Note: Your customized banner bar will save for future sign ons.

Note: When you choose iAware from PowerChart, it opens that patient in iAware, if you change the patient in PowerChart, it will not automatically change in iAware. Make sure you always are documenting in the correct right patient EMR.

Note: To access multiple patients in iAware first, you need to create and save Mylist.
- Go to MyList (upper Left corner icon) and type “GSH” and search for your unit
  - find “Encounters”
  - Save list (upper right)

Programming a Primary Infusion:
- Open Medication Administration Wizard (MAW) or log into TC51
- Scan patient armband
- Scan medication barcode for NS
- If using TC51: choose begin bag from “Add IV events” dropdown
- Complete required fields
- If using Scanner -Press “Program” button
  - Ready to scan message will appear
• Scan yellow sticker on pump channel
• Command line changes to “Programmed. Waiting confirmation”
• Verify rate and order are correct on pump
• Press “Start” **ON THE PUMP**
• “Confirmed Infusing” in green appears in MedConnect-Click Ok and Sign

**Note:** pump door must be closed to scan

**Note:** Starting the pump does not sign off the medication (and vice versa, signing off the med does not start the pump).
**Note:** If the “Volume to be Infused” needs to be changed, you must do it after the order is signed off. If the rate or VTBI does not match the order, that field will turn Red and display “Pump and Program Do Not Match.”

**Programming a Secondary Infusion:**
• To perform a secondary infusion, a primary infusion must be running.
• Open Medication Administration Wizard (MAW) or log into MC75
• Scan patient armband
• Scan medication barcode
• Complete required fields
• Press program button
• Scan the pump
• **Press the secondary button on the pump!!!**
• NOTE: If the secondary button is not pressed, you will restart the primary.
• Verify rate and order are correct on pump
• Press “Start” **ON THE PUMP**
• “Confirmed Infusing” in green in Medconnect -Click Ok and Sign

**Programming Subsequent Medication Administration**
Subsequent bags for the same order
• Open Medication Administration Wizard
• Scan patient armband
• Scan medication barcode
• Complete required fields
• Click Program button
• **Before you scan the pump, press Pause on the channel to reset your Volume**
• Scan the pump channel, “Programmed – waiting confirmation”
• Verify rate and order are correct on pump
• Press “Start” **ON THE PUMP**
• “Confirmed Infusing” in green appears in Medconnect-Click Ok and Sign
Programming a Titratable Medication
- Open Medication Administration
- Scan the wristband
- Scan the medication
- Complete required fields
- Click Program
- Scan channel
- Verify dose and rate
- Start pump

*Note:* For titratable the volume and dose appear in yellow
- Sign Med Administration form
- Open iAware and view medication bag start

Dose Titration
- Perform a Verbal PPID
- Make a rate change
- Open iAware
- Sign Rate change

*Note:* If medication needs a witness go back to MAR. Find the verified rate change on the MAR (*Right click, select modify to add a witness*)

**DIASSOCIATION:**

*Important:* If devices are not dissociated and attached to another patient, information from the new patient will flow into the previous patient’s chart until it is associated to a new patient.
Disassociate when transferring, discharging or sending to out of scope area.
Even when you choose New Patient on pump, it does not disassociate unless you associate to new patient.

It is responsibility of RN caring for patient who is leaving scope to dissociate! Don't forget look at data and sign off before dissociating.

Open iAWARE:
- Go to “Infusion Management”
- Go to “Patient Device Association”
- Click on “Select All”
- Click Disassociate button
- Can also disassociate medication by checking red X

**Key Features in IAWARE**
Subsequent bags for the same order

- **Signed Data**
  - Gray=value is the same as the previous signed results
  - Black= different from previous results
- **Unsigned data** Purple = unsigned data
  - Volume can NOT be seen in IView until it is signed in IAWare
  - You must sign “volume infused” for each hour it was infusing
Connect Nursing: Bar Code Medication Administration

1. Log into Connect Nursing with your MedConnect credentials.
2. Select appropriate Patient List by tapping on ellipses upper right corner.
   - *Connect defaults to your first custom or location list you have built in Care Compass.*
   
   - The location list that displays when logging into a unit computer will NOT show in Connect, only your custom or location lists you have built in Care Compass.

3. Tap on Patient or scan patient armband to open Patient Summary.
4. You will be prompted to Establish a Relationship if one does not exist.

5. The **Patient Summary** is a quick view of Items for Review, Vitals and Measurements and Allergies.
6. Navigate to **Medications** by tapping on the Patient Menu (3 bars top left) or swiping from left on screen.

7. Select the medication(s) from the Medication Activity List by tapping on the checkbox next to the medication or scanning the medication barcode.
   - **Tapping on the medication will open the order information for that medication and is VIEW ONLY.**
8. Once the medications are selected, tap “**Next**” to view the medications in your Med Cart.
9. Address any **Pharmacy Review, Nurse Review or Charting Early/Late** prompts.
   - When charting a medication Late or Early, a reason is required to continue.

10. **Scan Patient ID band**
    - If the patient ID band was scanned previously to open the Patient Summary you will be required to scan again to continue with medication administration.
    - Cannot be overridden.

11. **Scan Medication Barcode**
    - If the medication was scanned to select a medication in the Medication Activity List, you will be required to scan again to continue with medication administration.
    - If bypassing a medication scan, an override reason is required to continue.

12. **Complete any required fields** (ex. Site) and any additional charting elements (ex. Pain scale).
13. “Sign” medications once all required and optional fields are completed, including SPP steps if applicable.

14. Nurse Witness - if Nurse Witness is required, within the Witness view, medications will be sorted by “Required” and “Optional”.
   a. Tap “Continue”
   b. Hand TC51 to Witness personnel.
   c. Scan Witness badge or search Witness by name. Witness personnel will view all medication details and tap “Next”.
   d. When all medications have been viewed, the Witness Summary page will display.
   e. Witness personnel will enter MedConnect password, Save and Sign.
15. “Not Given” - Medications can be documented as “Not Given” from the Med Cart (after Scanning Patient) or Charting view. A reason is required to continue.

16. “Not Done” - Medications can be documented as “Not Done” from the Medications Activity List view. A Reason is required to continue.
Tips and Tricks

- There is no Refresh button-to refresh the screen, swipe down from top of screen.
- If you don't see the Save or Sign button, pull down on screen. It can be hidden in the banner bar.

Medication Administration Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Immediate Priority" /></td>
<td><strong>Immediate Priority</strong> – This icon is displayed when a medication task has a priority of STAT or Now.</td>
</tr>
<tr>
<td><img src="image" alt="Pharmacy Verification" /></td>
<td><strong>Pharmacy Verification</strong> – This icon indicates that the medication order has not been verified by a pharmacist.</td>
</tr>
<tr>
<td><img src="image" alt="Nurse Review" /></td>
<td><strong>Nurse Review</strong> – This icon indicates that the order needs nurse review.</td>
</tr>
<tr>
<td><img src="image" alt="Pharmacy Rejected" /></td>
<td><strong>Pharmacy Rejected</strong> – This icon indicates that the medication order has been rejected by the pharmacy. When a medication is in a rejected status, the application does not display other icons, but displays only the pharmacy reject icon. You cannot document a task that is in a rejected status.</td>
</tr>
<tr>
<td><img src="image" alt="Comment" /></td>
<td><strong>Comment</strong> – This icon is displayed when a medication has comments.</td>
</tr>
<tr>
<td><img src="image" alt="Alert" /></td>
<td><strong>Alert</strong> – This icon indicates there is a warning alert for the medication. E.g. Freetext Dose, Underdose</td>
</tr>
<tr>
<td><img src="image" alt="Critical Alert" /></td>
<td><strong>Critical Alert</strong> – this icon indicates there is a critical alert for the medication. E.g. Overdose = cannot continue without changing dose.</td>
</tr>
</tbody>
</table>