

# CORONAVIRUS DISEASE 2019 (COVID-19)



## Nurse Disaster Documentation Checklist



**Audience:** Nursing Leaders, Professional Development, Health Informatics

**Revision Date:** 4/3/2020

**Version:** Version #2

### Nurse Disaster Documentation Checklist

Name and Role:	Location:
Preceptor Name and Role:	Date:
<b>Review of Nursing Default Home Screen</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learns about default layout of the home screen</li> <li><input type="checkbox"/> Learns about patient lists, dashboards, and task list</li> <li><input type="checkbox"/> Refers to the system when giving report</li> </ul>	<b>Patient List-Work Task List</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knows how to view and update patient assignment</li> <li><input type="checkbox"/> Knows how to view and complete tasks for patients</li> </ul>
<b>Nursing Documentation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understands how to complete all admission related forms</li> <li><input type="checkbox"/> Understands how to document a focused assessment</li> <li><input type="checkbox"/> Knows how to access flowsheets and document on them</li> <li><input type="checkbox"/> Can document hourly rounding, vital signs, and I &amp; O</li> <li><input type="checkbox"/> Knows how to document patient education</li> <li><input type="checkbox"/> Knows how to act on alerts and/or best practice advisories</li> <li><input type="checkbox"/> Knows how to validate device data if applicable</li> <li><input type="checkbox"/> Can document restraints</li> </ul>	<b>Managing Orders</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knows how to acknowledge orders</li> <li><input type="checkbox"/> Knows how to place, discontinue and/or modify orders</li> <li><input type="checkbox"/> Understands specimen collection processes</li> <li><input type="checkbox"/> Can find and review labs and testing</li> </ul>
<b>Administering Medication</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can navigate to the MAR</li> <li><input type="checkbox"/> Can find overdue, next medications, and PRN medications</li> </ul>	<b>Discharge Documentation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understands how to complete all discharge documentation</li> </ul>

<ul style="list-style-type: none"><li><input type="checkbox"/> Understands how to document and administer medications with scanning</li><li><input type="checkbox"/> Understands the process for medication administration when scanning is not available</li><li><input type="checkbox"/> Knows how to review the history of medications that have been administered</li><li><input type="checkbox"/> Can access the Pyxis and retrieve medications</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Knows how to provide patients with discharge information</li></ul>
Additional Information:	
Follow-Up Contacts:	
Training Follow-Ups:	
Signatures:	