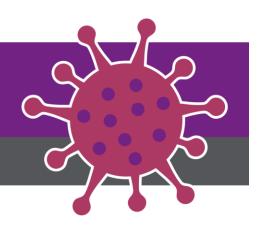
## **CO**RONA**VI**RUS **D**ISEASE 2019 (COVID-19)







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:
Review of Nursing Default Home Screen	Patient List-Work Task List
<ul> <li>□ Learns about default layout of the home screen</li> <li>□ Learns about patient lists, dashboards, and task list</li> <li>□ Refers to the system when giving report</li> </ul>	<ul> <li>Knows how to view and update patient assignment</li> <li>Knows how to view and complete tasks for patients</li> </ul>
Nursing Documentation	Managing Orders
<ul> <li>□ Understands how to complete all admission related forms</li> <li>□ Understands how to document a focused assessment</li> <li>□ Knows how to access flowsheets and document on them</li> <li>□ Can document hourly rounding, vital signs, and I &amp; O</li> <li>□ Knows how to document patient education</li> <li>□ Knows how to act on alerts and/or best practice advisories</li> <li>□ Knows how to validate device data if applicable</li> <li>□ Can document restraints</li> </ul>	<ul> <li>□ Knows how to acknowledge orders</li> <li>□ Knows how to place, discontinue and/or modify orders</li> <li>□ Understands specimen collection processes</li> <li>□ Can find and review labs and testing</li> </ul>
Administering Medication	Discharge Documentation
<ul> <li>Can navigate to the MAR</li> <li>Can find overdue, next medications, and PRN medications</li> </ul>	<ul><li>Understands how to complete all discharge documentation</li></ul>

<ul> <li>Understands how to document and administer medications with scanning</li> <li>Understands the process for medication administration when scanning is not available</li> <li>Knows how to review the history of medications that have been administered</li> <li>Can access the Pyxis and retrieve medications</li> </ul>	☐ Knows how to provide patients with discharge information	
Additional Information:		
Follow-Up Contacts:  Training Follow-Ups:		
Signatures:		

