



Students are able to access all information within ieMR but must work within their scope of practice. Student scope of practice is constrained by both the ieMR system and hospital policy. Students must have documentation such as progress notes and vital signs co-signed by their supervising clinician prior to the end of the current shift. Students should not place orders unless directed by their supervising clinician and will not order pathology or radiology and will not initiate or document in plans of care.

Progress Notes

When creating *Progress Notes*, students are not to sign the document. It must be signed by the supervising clinician.

1. After completing the progress note, click *Save & Close*.



Refer to QRGs for more information on creating progress notes.

2. Select the *Preliminary Report* from the *Documentation* list.

Service Date/Time	Subject	Type
16-Feb-2021 10:44 AEST	Consent Sample	Consents Procedural
16-Feb-2021 09:10 AEST	Surg 2 Student Nurse AM	Progress Notes Inpatient
16-Feb-2021 09:00 AEST	Acute Resuscitation Plan - SAMPLE	Alerts and Adverse Reactions
16-Feb-2021 09:00 AEST	Enduring Power of Attorney - SAMPLE	Legal
16-Feb-2021 09:00 AEST	Referral In - SAMPLE	Corro and Referrals Inward-Internal
16-Feb-2021 07:00 AEST	MED SPEC - Ward Round @ 0700	Progress Notes Inpatient
16-Feb-2021 04:00 AEST	WARD - RN - Night Shift @ 0400	Progress Notes Inpatient

3. Click *Forward* in the toolbar.

4. A *Confirm Forward* box will open asking you to confirm that you wish to forward an unsigned note. Click *OK*.

Confirm Forward


You are attempting to forward an empty anticipated document or a document that has not been signed or submitted. If this document is signed by the recipient, you no longer will be able to modify the document except with an addendum. Do you want to continue?

Do not display this message in the future.

OK Cancel

5. Select the *Forward* action of *Sign* from the drop-down menu.

Forward Only: Documents: TTHNURSEAD31, MARTHA

Additional Forward Action: Sign 

Comments:
(Limit 255)

6. Enter you supervising clinician’s name or use the binoculars icon to open the search menu.

 Enter names in the format *Last Name, First Name* for best results.


7. Enter any relevant comments.
8. Click *OK*.

PowerForms

After *PowerForms* are completed, they must be validated by the supervising clinician.

Documentation by Students

Students will complete PowerForms as per local procedures. Once completed, the PowerForm will be signed. PowerForms signed by students will remain on *Care Compass* or in *Activities and Interventions* as *Pending Validation*.

 Refer to QRGs for more information on completing *PowerForms*.

Validation of Student Documentation

PowerForms completed by students must be reviewed and signed by the supervising clinicians but must be accessed through *Documentation*. They cannot be opened through *Care Compass*.

1. After the *PowerForm* has been completed, navigate to *Documentation* in the menu.
2. Select the textual rendition of the form in the documentation list and click *Modify*.



3. Review the form and click the green tick to sign.

Student Documentation

Interactive View

Documentation by Students

Students must manually enter all documentation in *Interactive View* and are not to use devices to automatically enter information, e.g. using *Welch Allyn* machines to document vital signs. Information entered into *Interactive View* by students must be authenticated by the supervising clinician and can be identified by the *Unauthenticated Result* icon

e.g.

Authentication of Student Documentation

Results documented in *Interactive View* by students are identified by the *Unauthenticated Result* icon e.g. and must be authenticated by the supervising clinician.



Any results forward by the student nurse from *Interactive View* will appear in the recipients *Message Centre* and can be authenticated from there.

1. Locate the values that require authentication in *Interactive View*.
2. Click the *Authenticate* Icon in the toolbar.



3. The *Authenticate* window will open. This will show the *Item*, the *Result* documented, the *Date/Time* of documentation and the *Provider*.

Authenticate - TTHNURSEAD31, MARTHA - TTH 4069420

Item	Result	Date/Time	Provider	Authenticate
Vital Signs				
Mean arterial pressure cuff calc	106 mmHg	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Blood glucose, Capillary	8 mmol/L	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
AVPU	Alert	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Capillary refill	Less than 2 seconds	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Temperature Oral	38.1 deg C	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Peripheral pulse rate	61 bpm	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Oxygen Therapy	Room air	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Oxygen flow rate	0 L/min	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
SpO2	97 %	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Respiratory rate	15 brpm	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
SBP/DBP Cuff	155 mmHg/81 mmHg	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>
Pain Assessment				
SpO2	97 %	15-Feb-2021 9:00 AEST	NSTUTTH01, KATE SIN	<input checked="" type="checkbox"/>



All documented values are selected for authentication in the final column by default. De-select any that you do not wish to authenticate.



Ensure that you authenticate only your own student's documentation.

4. If any changes are required, select the value that needs to be changed and click *Modify*. The *Authenticate* window will close and you will be taken to the selected value in *Interactive View*.
5. Click *Sign* to finalise the results.