Quick Tips for RNs to work on Inpatient Units

**For additional assistance please call the Help desk at ext 48600 option 2 and request CI assistance**

**Remember to access “NURSE SHARE” to help with Epic Documentation workflows**

➢ **Signing In**

- Sign in with your EPIC login.
- Check your department location and change to correct location.
  - Example: HHI CCU [512010052]
- If the wrong Department is entered go to Red EPIC Button >> change context.

When do you chose “change context” this window will appear, and you can type in the correct department location.

Click “SIGN IN”- Complete:

- Enter phone number- Enter # first, then 5 digit VINA number: Ex: #12345_
- Choose Shift (12 Hours)
- Verify your Department – If not click on “Add Department”
- Next assign add yourself to a patient’s treatment team by selecting the box next to the patient’s name.
- Then click the “sign in” box.
- Once you have done this the assigned patients will appear on your Brain as well as your Patient Lists under “My List-My Treatment Team.”
- Validate that list of patients on your brain and treatment team is correct

**Once you have entered your Vina ext and choose shift “12 hours” one time, these choices should still be filled-in each time you begin a shift.**

**It is important to do this step so your phone number will be visible to other providers who need to reach you during shift. And if you choose “12 hours”, the system will now remove your name automatically as the patients’ provider after 12 hours.**
➢ **Work List or Brain**
  - Tasks listed for Medications, Assessments due, labs, etc
  - You can view what is overdue

➢ **Flowsheets**
  - Go to Flowsheets and use Adult PCS to document Head-to-Toe assessment.
  - Go to Flowsheets to also document:
    - Restraints
    - LDAs
- Blood Transfusion
- Progressive Mobility Protocol
- Suicide-Psych Observations: If patient assigned with mandatory sitter, it is mandatory to chart on this flowsheet q2hours.
- Wrench in flowsheets you don’t have:
  - For critical care you will document in Critical Care Adult PCS and Vital Signs Complex

- Key Points during shift:
  - Brain or Worklist To-Do’s / Tasks
  - Required documentation
  - Medication Administration

➤ Admitting a new patient to the unit
  - Go to Summary and update the Lab Collect status to Unit or Lab collect.
  - Go to manage orders and click on signed and held tab to release admission orders.

Points to remember for the Admit
  - Go to “Sign in”, and add this new patient to your patient list
  - Complete admission assessment and screenings in the Admit-Arrival Navigator
  - Please address in Admission Notification section the question, “Do you have a legal guardian or active healthcare decision maker? – Don’t leave blank!

1/14/2021 Nursing Education
- 4Eyes skin check within 2 hours
- Go to Adult PCA and complete head to toe assessment using “WDL” or “WDL except” to begin entries
- Go to Progressive mobility flowsheet and document activities throughout shift
- If patient has a central line, ensure standardized procedures for flushes are ordered
- Once MRSA screen complete, if applicable do MRSA swabbing
- Complete Primary Physician Notification and Family Notification, as needed
- Implement Fall Precautions as needed
- Add/document patient education
- Complete care plan

➢ Care plan

- Documentation is addressed at the End of Every Shift, Transfer, Discharge, or Change in Patient Status.
- Open Manage Plan and Document Progress from Toolbar

- For each item select an Outcome (at the top of items you can also use “Apply to all undocumented” option).

- Then at the bottom of screen select “Next”

➢ Summary and Note: Document your shift summary here and sign

- You must address restraints in your shift summary. Use the smart phrase created approved by Hoag. See steps 1-6 below to add the smartphrase to
your EPIC account from Meredith Padilla to ensure proper restraint documentation.

- Once you have added the restraint smartphrase to your list, go to your summary and type in .hoagrestraint ENTER and the smartphrase will pull into your summary for completion.

(See below for instructions)
➢ **Education**
   - Make sure Education has been addressed on Admit and make any changes as necessary during admission.

➢ **Discharge Checklist**

When discharging a patient complete the Discharge Checklist. Once you open the tab the checklist appears on the right side of your screen. Address each section.

**Documentation Frequency for Critical Care:**

- VS q1 hour in Vital Signs Complex flowsheet to capture hemodynamic monitoring
- I&O q1 hour
- Restraints q2 hours (even hours)
- Patient turn q2 hours

**End your shift – Did you?...**

1. Reconcile all Override pulls
2. Complete all required documentation dots or clocks
3. Validate vital signs data (applicable ONLY for monitors that auto-slave data into the computer/EPIC)
4. Verify telemetry strips are in Epic under chart review- media tab
5. Update Care Plan/Outcome Summary
6. Check EMAR for overdue meds
7. Check that all orders completed
8. Check that all orders acknowledged
9. **Sign out**
   - **End of shift** – Click sign out. Your “**My Treatment Team**” list should no longer contain any patient(s)