



EMR Quick Reference Guide

Documentation – Authorising/Verifying Nursing Students Entries

Unverified Student Nurse entries in to the EMR are marked with a ✖ symbol. They must be verified by a Supervising Nurse.

- Observations entered into the **Interactive View and Fluid Balance Chart (iView)** using a Student account **CAN** be directly verified by the supervising nurse.
- Observations entered into the **Observation Vital Signs Chart (Powerform)** **CANNOT** be directly verified.

Part 1. To authorize results entered directly in to the Interactive View and Fluid Balance Chart:

1. Follow the pathway **Interactive View and Fluid Balance** → **Adult Quick View** and review the results marked with a ✖ symbol.

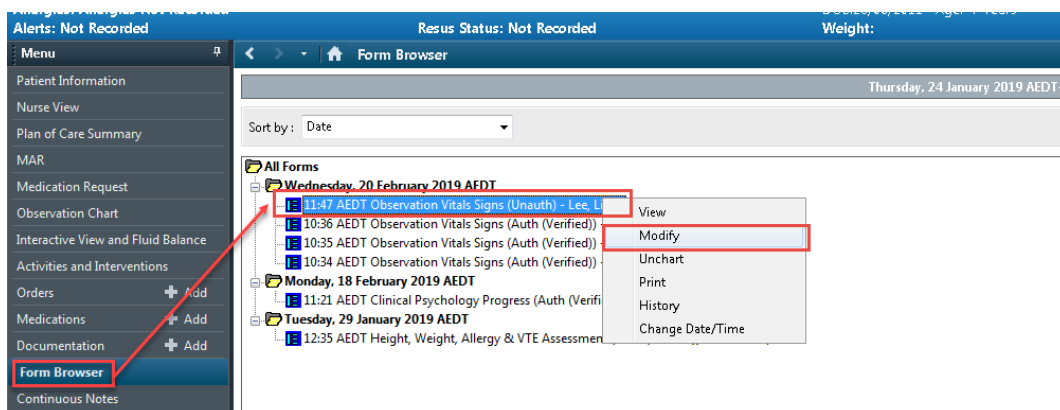
Item	Result	Date/Time	Provider
VITAL SIGNS		09/04/2019 10:14	
Respiratory Rate	br/min	18	✖
Respiratory Distress			
SpO2	%		
Oxygen Delivery			
Oxygen Delivery - High Flow			
Oxygen Flow Rate	L/min		
FIO2	%		
SBP/DBP Cuff	mmHg	120/80	✖
Mean Arterial Pressure, Cuff Calc	mmHg		
Peripheral Pulse Rate	bpm		
Heart Rate Monitored	bpm		
Temperature Temporal	DegC	37	✖
Conscious State			
Looks Unwell			
Family Worry			
New Change in Behaviour/Thinking			
Observation Comments			
Blood Glucose	mmol/L	5	✖

2. Click on the ✖ symbol in the toolbar to open the **Authenticate** page. Choose the result(s) to be verified and click **Sign**.

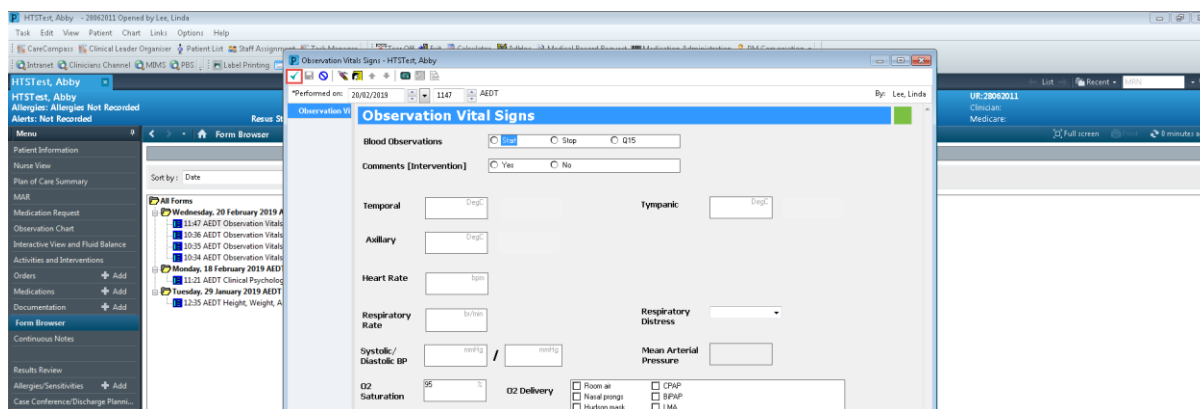
Item	Result	Date/Time	Provider	Authenticate
Vital Signs		09/04/2019 10:06	Reich, Stephanie	<input type="checkbox"/>
Respiratory Rate	18 br/min	09/04/2019 10:06	Reich, Stephanie	<input type="checkbox"/>
Blood Glucose, Capillary - Non Lab	5 mmol/L	09/04/2019 10:06	Reich, Stephanie	<input type="checkbox"/>
Temperature Temporal Artery	37 DegC	09/04/2019 10:06	Reich, Stephanie	<input type="checkbox"/>
SBP/DBP Cuff	120 mmHg/80 mmHg	09/04/2019 10:06	Reich, Stephanie	<input type="checkbox"/>

Part 2. To authorise results charted into Powerforms (ie the **Observation Vital Signs Powerchart**):

1. To authorise results charted into Powerforms go to the **Form Browser** tab. Then select the **Unauth** result and right click to reveal the **Modify** option.



2. This will open the **Observation Vital Signs** Powerchart which will be populated with the student's entries. The Supervising Nurse should review the Student's documentation. If the Student's entries are deemed verifiable... Go straight to Click on the **Green Tick** and this will authorize the Student's result(s).



3. The Powerform result is updated to **Auth (Verified)** in **Form Browser** and **iView**.

- To verify that the result is authorized: Either, right click on any result in **iView** to open the **Result Details** screen. The result should be marked as **Auth (Verified)**.

The screenshot shows the iView interface with a table of vital signs. The 'Respiratory Rate' is highlighted with a red box containing the value '18'. A red arrow points from this box to the 'Result Details' window. In the 'Result Details' window, the 'Respiratory Rate 18 br/min (Normal)' is displayed, and the 'Status Auth (Verified)' is also highlighted with a red box.

Result	Comments	Flag	Date
01/04/2019			
VITAL SIGNS			
Respiratory Rate	br/min	18	
Respiratory Distress			
SpO2	%	96	96
Oxygen Delivery		Room air	Room air
Oxygen Delivery - High Flow			
Oxygen Flow Rate	L/min		
FI02	%		
SBP/DBP Cuff	mmHg	128/84	130/72
Mean Arterial Pressure, Cuff Calc	mmHg		
Mean Arterial Pressure, Cuff	mmHg	99	91
Peripheral Pulse Rate	bpm	72	70
Heart Rate Monitored	bpm		

or, open the **Form Browser** in the TOC to see that the results entered in a particular powerform are marked as **Auth (Verified)**.

The screenshot shows the TOC (Table of Contents) with the 'Form Browser' option highlighted in a red box. A red arrow points from this box to a list of forms in the 'All Forms' section. Several entries in the list are marked as 'Auth (Verified)', including '06:35 AEDT Observation Vitals Signs (Auth (Verified)) - Stacl' and '01:58 AEDT Observation Vitals Signs (Auth (Verified)) - Stacl'.