



This Quick Reference Guide will explain how to:

Commence, complete ICU Nursing Progress Notes utilising the ICU Nurse's Admission and Manage mPages.

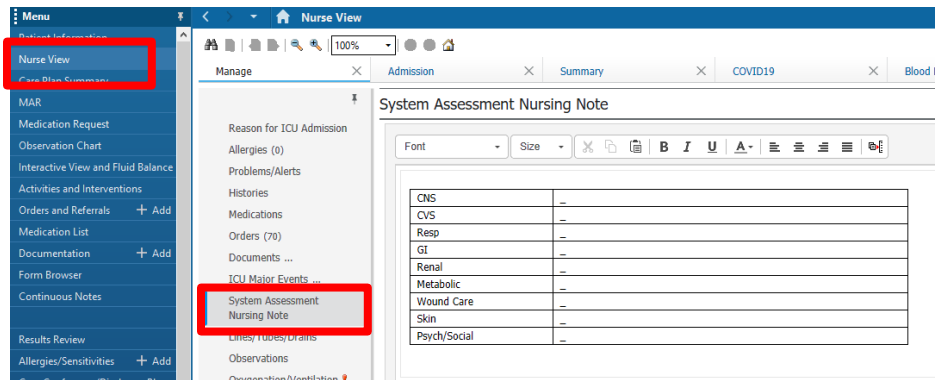
Important –



- These notes are single-contributor note type so make sure to sign/submit at the completion of the shift so other clinicians can view them.

Documenting a Systems Assessment Nursing Note within Nurse Admit or Manage MPage

1. Select **Nurse View** from the Menu to access the **Manage or Admission MPages** and locate the **System Assessment Nursing Note** Component



2. They **System Assessment Nursing Note** component is not the complete version of the **ICU Nursing Progress Notes** but an **optional** table to being entering any free text information besides the relevant system throughout your shift. Text entered here can be edited at any time. Clicking **Save** will auto-populate this information into the ICU Nursing Progress Note once generated




Important –



- **Saving** the Systems Assessment Nursing Note, will **NOT** create a submitted document.
- The ICU Nursing Progress Note must still be created



Handy Hint – side to side view

- Optional functionality of the mPages allow clinicians to scroll through and review saved information or results to the left while entering notes in the table to the right via a side by side view.
- To do this, click on 

The screenshot shows two side-by-side windows. The left window, titled 'ICU Major Events', contains a table for 'Lines/Tubes/Drains' with columns for Type, Location, and Inserted. The right window, titled 'System Assessment Nursing Note', shows a form with various system assessment categories like CNS, CVS, Resp, GI, Renal, Metabolic, Wound Care, Skin, and Psych/Social. A red box highlights a small icon in the top right corner of the right window, which is used to toggle the side-by-side view.

- Return to normal mPage view by clicking the same icon used to create the side-by-side view

Creating and Documenting ICU Nursing Progress Notes via the mPages

1. To create an ICU Nursing Progress Note, click on the **ICU Nursing Progress Note** hyperlink under Create Note from either Manage or Admission mPages

The screenshot shows a 'Create Note' menu with three options: 'Create Note', 'ICU Nursing Progress Note', and 'Select Other Note'. The 'ICU Nursing Progress Note' option is highlighted in blue.



Handy Hint –

The ICU Nursing Progress Note hyperlink is accessible to commence shift notes with and without using the Systems Assessment Nursing Note template



2. Documentation window will open to display note. Begin to enter free text documentation within **ICU Note**, **Systems Assessment** and **Plan** sections. The Systems Assessment table will contain any information saved from Systems Assessment Nursing Note.

ICU Admission date, **Line Changes Due** and **Access** sections will display with most recently saved information from Powerchart.

The screenshot shows the 'ICU Nursing Progress Note' form. It includes a title bar with 'Tahoma' and '9'. The form is divided into several sections: 'ICU Note' (with a rich text editor), 'ICU Admission Date', 'Systems Assessment' (a table with columns for CNS, CVS, Resp, GI, Renal, Metabolic, Wound Care, Skin, and Psych/Social), 'Line Changes Due' (showing a date and time), 'Access' (with a 'General' dropdown), 'Arterial Line', 'Pulmonary Artery Line', 'Endotracheal Tube', and 'Gastrointestinal Tube'. Each section contains specific clinical information and activity instructions.

Saving Notes throughout the shift

1. Enter your free-text notes

- a) Use the **Save** and **Save & Close** buttons throughout the shift to continue making edits before finalising the document without addendum

This screenshot shows the 'ICU Note' form with the 'Save' and 'Save & Close' buttons at the bottom right highlighted in red. The form displays 'ICU Admission Date' (26/04/23 09:30:00), 'ICU Discharge Date/Time' (27/04/23 10:00:00), and 'ICU Outcome' (Survived ICU). The 'Systems Assessment' table is also visible.


- b) Save Note window opens- update the Title appropriately to reflect shift type. ie. D12/N12
- c) Click OK
- d) Navigate back to the mPage – click Refresh **0 minutes ago**
- e) Your note will now display within the **Documents** mPage component under In Progress

The screenshot shows the 'Documents' mPage with a list of documents. The 'In Progress (1)' status is highlighted in red. The list includes columns for 'Time of Service', 'Subject', 'Note Type', and 'Author'. One document is listed as 'ICU Nursing Progress Note (In Progress)' with a note type of 'ICU Nursing Note' and author 'Cernertest, Nursing - ICU P2'.



Editing Saved Notes throughout the shift from the mPages

1. a) Locate the Note from the mPage's **Documents** component under the "In Progress" header.
- b) Click on the black text of the selected "In Progress" note
- c) ICU Nursing Progress Note pop out appears displaying note. Click **Modify** on the pop out view of the Nursing note to edit
- d) Documentation opens to allow for edits

2. Update auto-populated sections of the note prior to going into a finalised report by hovering over the selected box and clicking the refresh icon: . This allows the note to be updated if entries in iView have been removed or added since the note was created

3. To save the note, click on **Save or Save/Close**



Handy Hint –

The ICU Nursing Progress Note can also be accessed and modified from Documentation within the table of contents Menu – scroll through to find the In Progress Note you created and double click to open

Finalising/ submitting a note

1. Once a note is ready to finalize and be uploaded as a Completed note on view for all Clinicians, Click Sign/Submit. This note will now sit under *Completed* within the Documents mPage component or *Auth (verified)* within Documentation from the table of contents Menu.

Edits can no longer be made to saved information

Addendum to submitted notes

Once you have submitted and signed off on a note, you will not be able to modify it. Instead, you can add an addendum to your note.



Important –

- In MPages, it will just sit with “Completed”. Clinicians will then have to modify via the **Documentation** tab on the **Table of Contents**, which will add an Addendum.

1. Locate and click on your signed note within **Documentation and**
It will be displayed as **Auth (Verified)**

It will display with a preview note with ***Final Report***

2. Right click on the preview document and select **modify**



3. Complete your additional note under **Addendum** and sign.
Your note will now display an Addenda has been included

*** Final Report ***
Document Contains Addenda

Addendum by Cernertest, Nursing - ICU P2 1 on Thursday March 02, 2023 16:07:40 AEDT (Verified)

ICU Note
x

ICU Admission Date
ICU Admission Date/Time: 13/02/23 09:19:00 ICU Discharge Date/Time: 22/02/23 10:48:00 ICU Patient Acuity: ICU