



This Quick Reference Guide will explain how to:

Complete an ED or SSU nursing progress note using FirstNet.

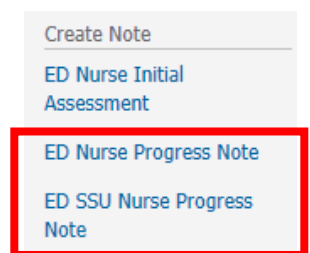
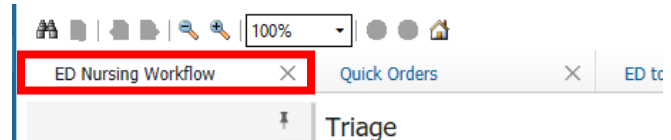
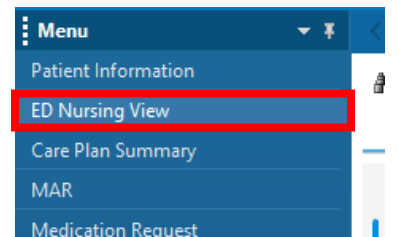
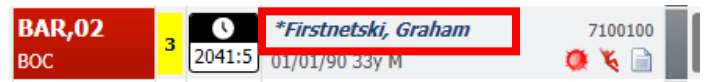


Important – Progress Note vs. Comment

FirstNet provides multiple spaces to complete free text notes. Progress notes are best suited for a narrative form to describe an event or clinical issue requiring a long form/complex explanation. Utilising the comments section on assessments will provide context for your comments, and ensures that 'Documentation' contains pertinent and relevant information across the organisation. Ask yourself, 'Does this need to be a progress note?'

Documenting Progress Notes

1. From LaunchPoint open the patients chart by selecting their name.
2. Open 'ED Nursing View' from the menu items on the left hand side of the screen.
3. Open the 'ED Nursing Workflow' tab at the top of your screen.
4. In the grey menu index to the left of the 'ED Nursing Workflow' page, scroll down to the bottom of all the listed subheadings until you locate the 'Create Note' subheading. Select 'ED Nurse Progress Note' or 'ED SSU Nurse Progress Note' if the patient is in SSU.
5. This will open a free text note page, you may write your progress note on this document.



Handy Hint – Finding Additional Data for Your Progress Note

While writing your note if you need to check other menu items to get data to complete your progress note, such as vital signs, secondary assessments, MAR etc. You can click onto the menu item on the left to view what you need, then return to 'Documentation' and your progress note will still be where you left it, so you can finalise your note then submit it.

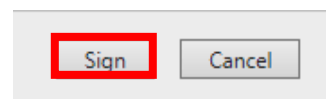


6. When you are happy your progress note is complete select Sign/Submit in the bottom right corner.



7. This will bring up a confirmation screen to confirm you are happy to sign your progress note. **Update title or date/time** if required. Then Select Sign.

Title: *Date: AEST



Handy Hint – Changing Note Title

Changing the title of your progress note to provide context to the subject matter you're reporting on may help provide context to other clinicians who are looking for particular information. Consider adding a title if you feel it would be helpful or relevant. Eg Code Grey, Family Discussion etc.

8. Your progress note has now been submitted and can be viewed via the 'Documents' section in the ED Nursing Workflow page .

