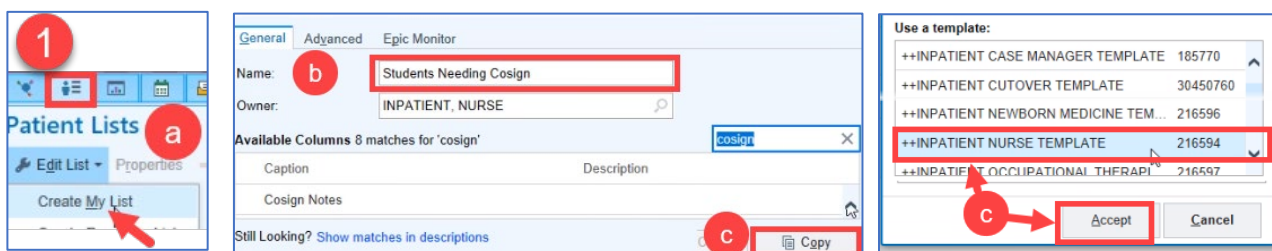# Monitoring & Cosigning Student Nurse Documentation

Student nurses can document on the MAR, Flowsheets and Notes activities but must have a supervising RN cosign their charting.
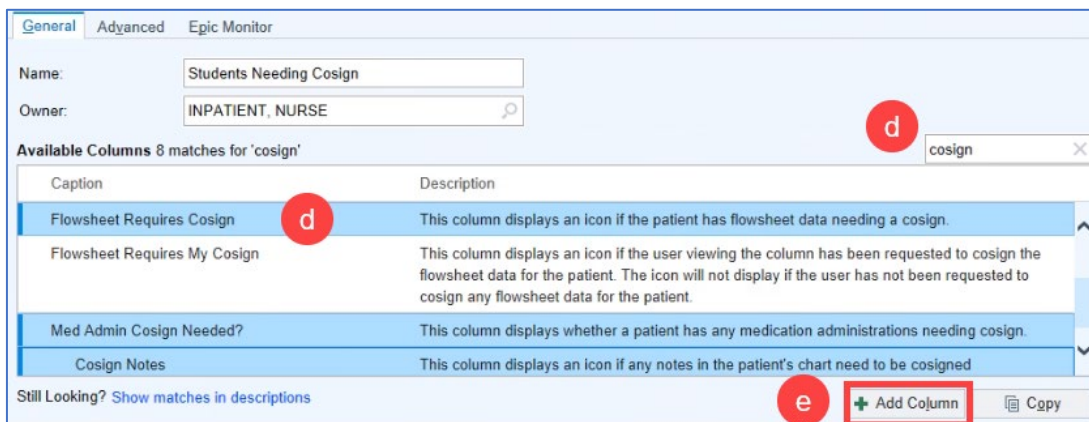
- The student nurse will enter the name of a cosigner after logging into Epic.
- The supervising nurse will log into Epic separately to cosign documentation.
- The supervising nurse or nursing instructor can monitor the cosign status for a group of students via a custom patient list.

Creating a Custom My Patient List to Monitor Cosign Status

1. Navigate to **Patient List**
2. Create a custom list

    a. Click **Edit List**, then click **Create My List**

    b. Name the list (Hint: *Students Needing Cosign*)

    c. Click **Copy**, scroll down, and click **Inpatient Nurse Template** & **Accept**
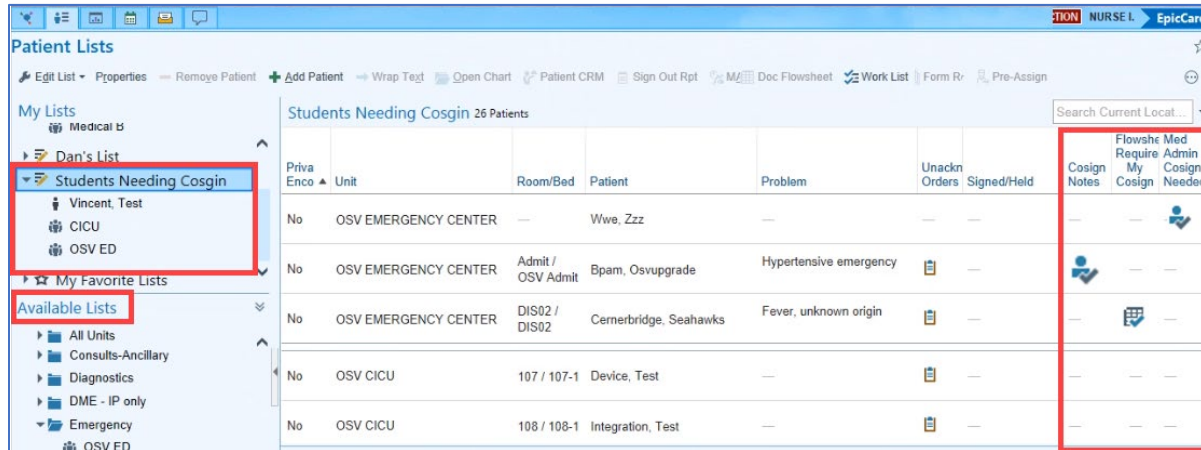

   d. In the search field, type *Cosign* & select the following columns:
   Cosign Notes
   Flowsheet Requires Cosign
   Med Admin Cosign Needed?

   e. Select each, then click **Add Column** until all are selected, then **Accept**

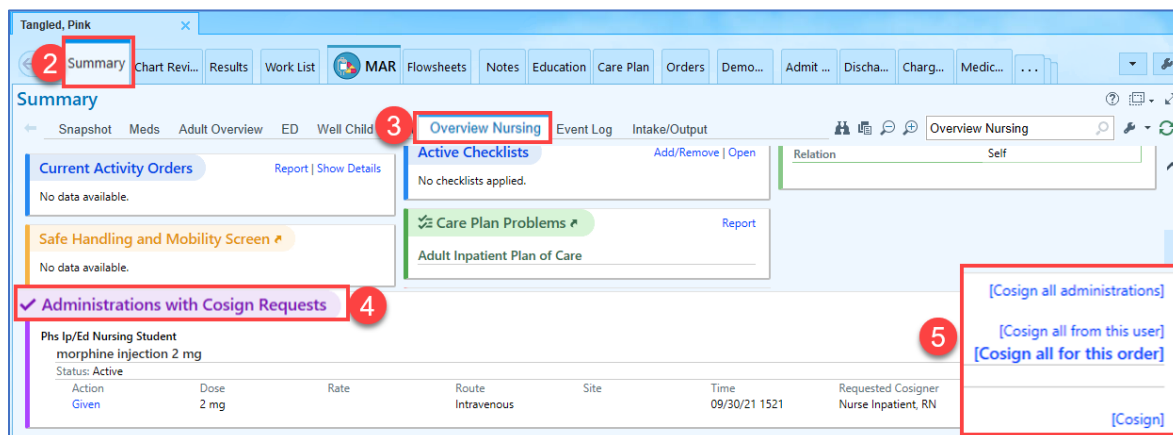3. Under **Available Lists**, open the *facility* folder and the **All Units** folder
   - For the ED patient list, go the **Emergency** folder
4. Select the department to view the list of patients
5. Left click, hold & drag your students' patients to your new custom patient list
   - Note: An icon in the cosign columns indicates that a cosign is needed. If a cosign is not needed, the column for the patient will be empty.
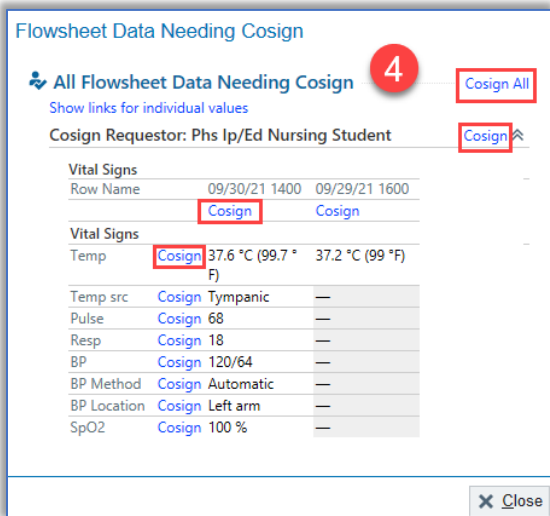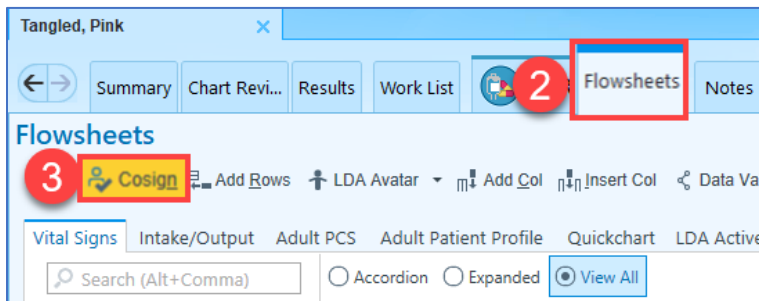

Cosigning MAR Documentation

1. Open the patient's chart
2. Navigate to **Summary**
3. Click **Overview Nursing** report
4. Scroll to find the **Administrations with Cosign Requests** section
5. Click one of the **[Cosign]** options
   - You can cosign all administrations in the *Administrations with Cosign Request* section, "*all from the use*r," all cosigns requested for the order, or on the individual medication administration

Cosigning Flowsheet Documentation

1. Open the patient's chart
2. Navigate to **Flowsheets**
3. From the Flowsheet toolbar, click **Cosign** (the orange highlighted button)
4. Click one of the **Cosign** options

> You can *Cosign All* flowsheet data needing cosign, all documentation for the *Cosign Requestor*, level, on the column level, or on the item level

Cosigning Notes Documentation

1. Open the patient's chart
2. Navigate to **Notes**
3. Select the nursing student's note you are cosigning
4. Review the documentation, then click **Cosign** from preview pane toolbar
5. Click **Cosign** again

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