

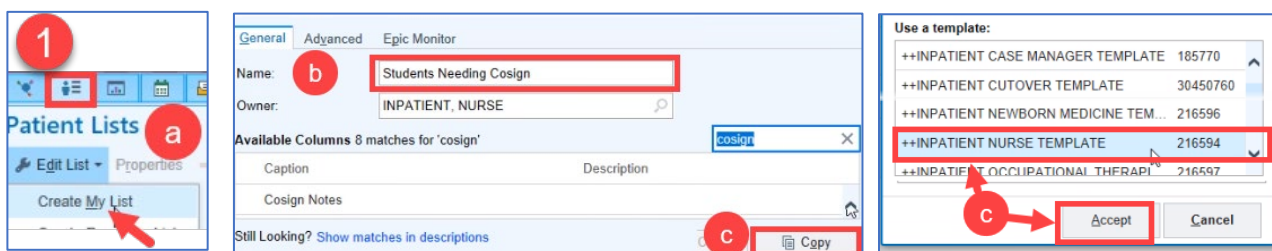
## Monitoring & Cosigning Student Nurse Documentation

Student nurses can document on the MAR, Flowsheets and Notes activities but must have a supervising RN cosign their charting.

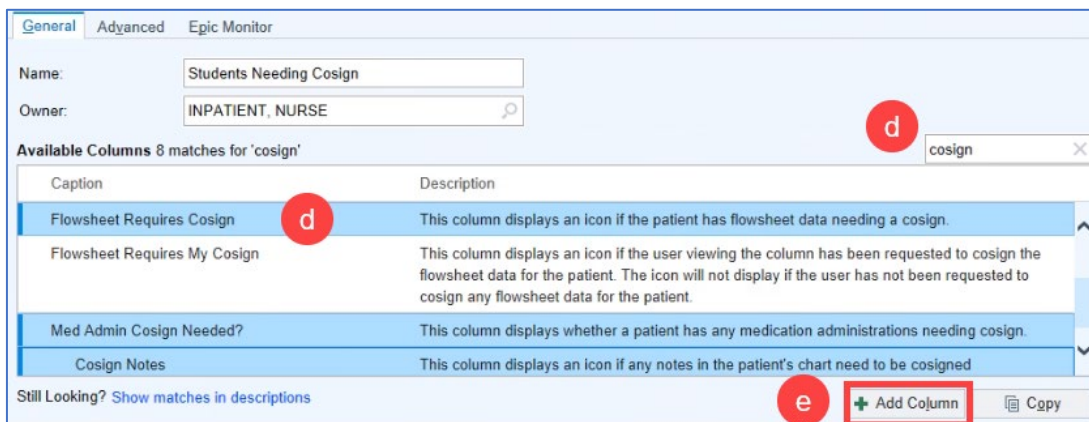
- The student nurse will enter the name of a cosigner after logging into Epic.
- The supervising nurse will log into Epic separately to cosign documentation.
- The supervising nurse or nursing instructor can monitor the cosign status for a group of students via a custom patient list.

### 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**



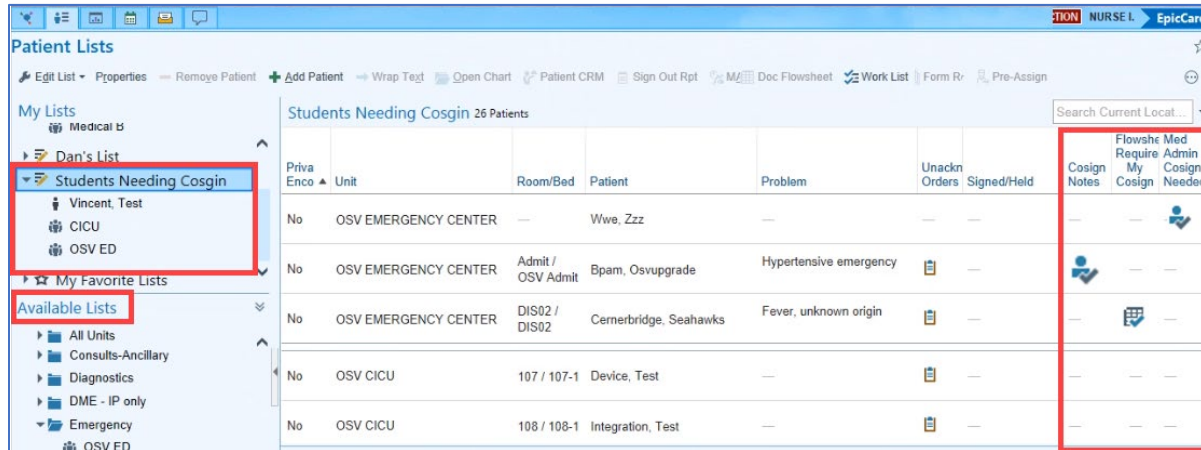
- d. In the search field, type *Cosign* & select the following columns:  
*Cosign Notes*  
*Flowsheet Requires Cosign*  
*Med Admin Cosign Needed?*
- e. Select each, then click **Add Column** until all are selected, then **Accept**



# NorCal Epic Go-Live

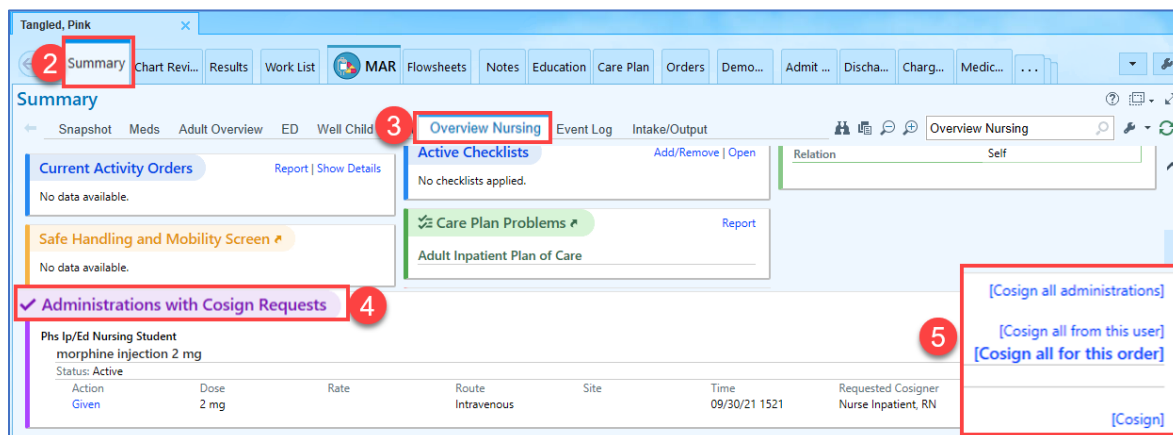
**Audience(s):** Inpatient Student Nurse Instructor

- Under **Available Lists**, open the *facility* folder and the **All Units** folder
  - For the ED patient list, go the **Emergency** folder
- Select the department to view the list of patients
- 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

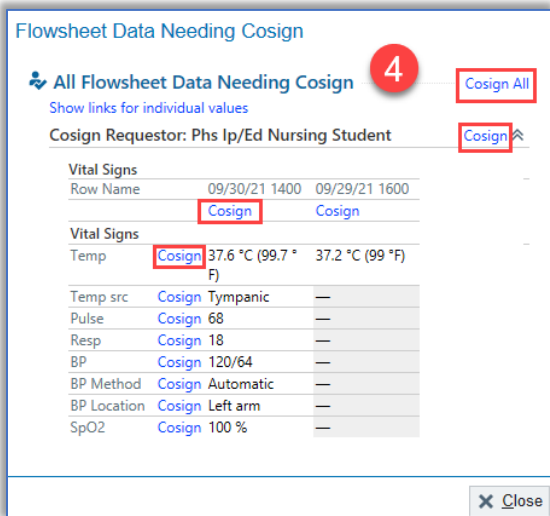
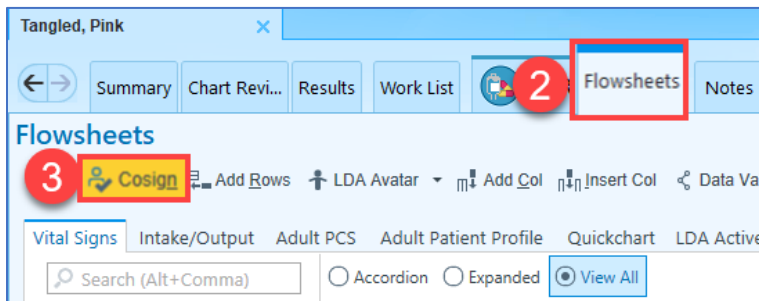
- Open the patient's chart
- Navigate to **Summary**
- Click **Overview Nursing** report
- Scroll to find the **Administrations with Cosign Requests** section
  - You can cosign all administrations in the *Administrations with Cosign Request* section, "all from the user," all cosigns requested for the 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

# NorCal Epic Go-Live

**Audience(s):** Inpatient Student Nurse Instructor

The screenshot shows the Epic Notes interface. At the top, a navigation bar includes buttons for Summary, Chart Revi..., Results, Work List, MAR, Flow, Notes (highlighted with a red box and number 2), Education, Care Plan, Orders, Demo..., Admit..., and Discha... Below this, the 'Notes' section is active, showing a list of notes. The first note is selected and highlighted with a red box and number 3. The note details are: 'Phs Ip/Ed Nursing...' (Plan of Care), 'Nursing Student' (Date of Service: 09/30 1255), and 'Cosign Needed' (File Time: 09/30 1256). To the right, a toolbar contains buttons for Edit, Copy, and Cosign (highlighted with a red box and number 4). Below the note list, a table shows details for the selected note: 'Phs Ip/Ed Nursing Student' (Plan of Care, Date of Service: 09/30/21), 'Nursing Student' (Cosign Needed, Creation Time: 09/30/21), and the note content 'Testing fun for linda's bday'. A 'Cosign Note' dialog box is open in the foreground, containing a warning icon and the text 'Are you sure you want to cosign the selected note?'. It has a checkbox for 'Do not show me this again' and two buttons: 'Cosign' (highlighted with a red box and number 5) and 'Cancel'.