

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

	General Advanced	Epic Monitor		Use a template:	
	Nama	Students Needing Casian		++INPATIENT CASE MANAGER TEMPLATE 185770	\
🗡 🕶 📼 🖆 📓		Students Needing Cosign		++INPATIENT CUTOVER TEMPLATE 30450760	
Patient Lists	Owner:	INPATIENT, NURSE	<u></u>	++INPATIENT NEWBORN MEDICINE TEM 216596	
a	Available Columns 8 n	natches for 'cosign'	cosign X	++INPATIENT NURSE TEMPLATE 216594	
Fedit List - Properties -	Caption	Descri	ption	++INPATIENT OCCUPATIONAL THERAPI 216597	21
Create My List	Cosign Notes		R		
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- 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

General Advanced	Egic Monitor							
Name:	Students Needing Cosign							
Owner:	INPATIENT, NURSE	ρ						
Available Columns 8 n	natches for 'cosign'	cosign ×						
Caption		Description						
Flowsheet Requires Cosign		This column displays an icon if the patient has flowsheet data needing a cosign.						
Flowsheet Requires My Cosign		This column displays an icon if the user viewing the column has been requested to cosign the flowsheet data for the patient. The icon will not display if the user has not been requested to cosign any flowsheet data for the patient.						
Med Admin Cosign	Needed?	This column displays whether a patient has any medication administrations needing cosign.						
Cosign Notes		This column displays an icon if any notes in the patient's chart need to be cosigned						
Still Looking? Show ma	tches in descriptions	e I + Add Column I □ Copy						

NorCal Epic Go-Live Audience(s): Inpatient Student Nurse Instructor



- 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.

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Patient Lists											☆
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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 user," all cosigns requested for the order, or on the individual medication administration

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2 Summary Chart Revi Results Work List 🚯 MAR	Flowsheets Notes Education	Care Plan Orders Demo	Admit Discha Charg	Medic
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Safe Handling and Mobility Screen *	☆ Care Plan Problems & Adult Inpatient Plan of Care	Report		
Administrations with Cosign Requests				[Cosign all administrations]
Phs lp/Ed Nursing Student morphine injection 2 mg Status: Artive			5	[Cosign all from this user] [Cosign all for this order]
Action Dose Rate Given 2 mg	Route Sit Intravenous	e Time 09/30/21 1	Requested Cosigner 521 Nurse Inpatient, RN	
				[Cosign]



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 <u>Cosign All</u> flowsheet data needing cosign, all documentation for the Cosign Requestor, level, on the column level, or on the item level

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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



←→ Summary Chart Revi Results Work List 🚯 MAR Flow	Notes Education Care Plan Orders Demo Admit Discha Cr						
Notes							
the second sec	es 🗌 Show Notes by 🔶 My Last Note 🛛 💥 Mark All as Not New 🥃 Refresh 🚦 Leo						
All Notes Prog Notes eICU Notes Consults Procedures H	I&P Interim Summary Discharge Summary SNF Transfer ED Notes						
Number of notes shown: 4 out of 4. All loaded. *There are new	updates. Sort by new notes						
ort: Date Note Type Service Rarely Used • 📰 🛠 🎤 🖌 🖉	iit 🔋 Copy 🛛 🔽 🗸 Cosign 🕯 Attest 🗸 Sign 📲 Route 💽 Remove Cosign 🧹						
Phs Ip/Ed Nursing Plan of Care Nursing Student Date of Service: 09/30 1255 ~ File Time: 09/30 1256	Phs lp/Ed Nursing Student Plan of Care Date of Service: 09/30/21 Nursing Student Cosign Needed Creation Time: 09/30/21						
Onbase, Orca Op Note Date of Service: 09/30 0000	Testing fun for linda's bday						
File Time: 09/30 0950	Cosign Note						
	Are you sure you want to cosign the selected note?						
	Do not show me this again 5 Cosign Cancel						