

# **Student Nurse Cosign Request**

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 to cosign documentation.

### Assigning Default Cosigner at Login

- 1. Log into Epic
- 2. Select **Job**, then click **Continue** 
  - This step applies if you have more than one role at the facility
- 3. Search for and select the appropriate **Department**, then click **Continue**
- 4. Search for and select Default Cosigner, then click Continue
  - Remember to change your Default Cosigner when logging in for your next shift if appropriate
  - You can also change the Default Cosigner while logged into Epic (see pg. 2)



### **Medication Administration Cosign Request**

The *Default Cosigner* that you selected will appear on the medication administration window. No action is needed unless you need to change the name.

**Note:** If the cosigner is different you can change it on this screen.

MAR Schedu	ule Date/Time:10/04/21 1225
acetaminophen (TYLENOL) tablet 650 mg 😃 Dose: 6	650 mg : Oral : EVERY 4 HOURS PRN : Mild Pain
Admin Instructions: For mild pain, use as first line. If ineffective, give in conjunction with NSAID if ordered. (May use as adjunct for moderate or severe pain). Ordered Admin Dose: 2 tablet (2 × 325 mg tablet) Frequency: EVERY 4 HOURS PRN Route: Oral Ordered Dose: 650 mg Order Start Time: Today 10/04/21 at 1218 PRN Reasons: Mild Pain Pharmaceutical Class: Analgesics-Nonnarcotic References: Micromedex NeoFax	Action Data Given Date 10/04/2021 1 Route Site Oral Dose 650 mg O Request Cosign by IP, PHS IPRN

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



### **Flowsheet Cosign Request**

The *Default Cosigner* that you selected will appear on any flowsheet documentation.

- 1. Document on the desired flowsheet column
- 2. Click on a cell to view the cosigner name in Details Report on the right

Vital Signs Intake/Output Adult PCS Ad	dult Patient Profile Quick	chart LDA Acti Pain Ass	essment	Vital Signs 🔎 🌶
○ Accordion ○ Expanded	1m 5m	10m 15m 30r Interval S	tart: 0700 Reset Now	9/30/21 1400
	CTR NCCU	Temp		
		0/20/21	9/30/21	37.6 (99.7)
Q Search (Alt+Comma)	0051 1000	1205 140	1500	
g- Scarci (Alt Comma)	0851 1300	1305 140	0 1500	Comments (Alt+M)
Vital Signs			<u> </u>	
Temp		37.6 (		Ť
Temp Source		l ymp	anic	Value Information ——— 🗇
Pulse			68	37.6 °C (99.7 °F)
Heart Rate Source				Taken by:
Resp			18	Phs Ip/Ed Nursing Student at 09/30/21 1400 (4
BP		120	0/64	Becorded by:
MAP				Phs lp/Ed Nursing Student at 09/30/21 1436 (4
BP Method		Autom	atic	days ago)
BP Location		Left	arm 🖌	Cosign requested for:
SpO2			100	Nurse Inpatient, RN
ETCO2				
IPI				Mins/Maxes 🛛 🛛 🖈
Continuous Pulse Oximeter				Max: 65.6 °C (150 °F)
MEWS Total Score			1	Warn Max: 37.9 °C (100.3 °F)
Oxygen Therapy				Min: -17.8 °C (0 °F)
Flow (L/min)				
Oxygen Concentration (%)				Cosigners 🔶
O2 Device				Nurse Inpatient, RN (Requested)
High Flow Device Size				
Circuit Tomporatura		1		et a ett. dag d

## **Notes Cosign Request**

The *Default Cosigner* <u>will NOT</u> appear on notes documentation. You will have to enter the name.

- 1. Click New Note from toolbar
- 2. In the **Cosigner** field, search for & select the cosigner
- 3. Click Accept

debar Summary Edit No	ote 👻	
My Note		<b>∉</b> Ta <u>n</u> Details ⊗
Type: Plan of Care Date of Service: 10/4/20	Service:     1	]
I Cosign Required ☆ B ⊕ 🍄 😏 🔐	Cosigner: 🕒	P ↓ ↓ ↓ ↓

### **Changing Default Cosigner While Logged In**

- 1. Click Epic button, select Change Context,
- 2. Click **Continue** to stay in the same department
- 3. Click in **Default Cosigner** field to change the cosigner
- 4. Click Accept & Continue