Checklist – CareAware Connect Nursing

Document and forward any additional questions that you are unable to answer to the appropriate member of the team. Do not leave concerns open-ended; YOU are responsible for following up.

Please note the following are priorities during your time with the staff:

- For Respiratory Therapists – concentrate on Medication Administration and Specimen Collection
- For Nursing – Medication Administration and Specimen Collection
- Do Not use Chart Not Collected – it cancels the order requiring it to be reordered

Date:

CI/Support Name:

Staff Member Name:

Staff Position:

Task	Yes	No	N/A
1. Signing into Connect Nursing			
Creating/Editing/Removing PIN: Set up 4-digit PIN for quick and easy sign-on.			
2. Table of Contents (TOC)			
Location of TOC			
Review items within the TOC			
Review how to change status			
3. Selecting a Patient			
Review how to manually search for a patient			
Review how to use existing patient list to search for a patient			
(ED Nursing) Review how to create a location based patient list in powerchart			
4. Patient Chart Review			
Review dropdown to select a section of the chart to review			
Items for Review – how to complete Items for Review			
Allergies Review			
Chief Complaint Review			
Review Vitals			
Review Labs – last 72 hours or more outside of time range (can see up to 30 days)			
Review Intake & Output			
Review Problems – adding problems from Connect device			
Review Family, Social, Procedural History			
Review Media Gallery: • Viewing Picture already in the chart • Adding pictures to the chart			

Review Immunizations – does not have as much detail as in PowerChart			
5. Medication Administration			
Review how to navigate to Medication administration once in Patient Chart			
Review selecting the medications to be administered on the landing page			
Review patient bracelet scanning			
Review medication scanning			
Review documenting required information			
Review witness workflow when appropriate			
Review signing once required fields have been completed			
Review documenting medications not given			
Review scan override (to be done only if scanning is not functioning)			
6. Documenting within CareAware Connect			
Review documentation of Vital Signs			
Review documentation of Measurements			
Review documentation of Pain Scales and Assessments			
7. Specimen Collect			
Review how to navigate to Specimen Collect once in Patient Chart			
Review the specimen collect filtering			
Review orders and order details			
Review Label printing workflow			
Review scanning process after collecting the specimen			
STRESS DO NOT USE **CHART NOT COLLECTED**; this will delete the order			
8. Camera Capture			
Review ability to take pictures from device			
Review renaming of photo to what it is (i.e., wound location)			
9. Logging Out			
Review logging out of all applications at the end of shift			
10. Weird Gotchas			
11.Review where to find more materials			
12.Comments/Concerns			