

Student nurse documentation requires authentication by the supervising nurse. The supervising nurse will receive notification when nursing students complete medication administration, PowerForm documentation, or iView documentation.


Student Nurses Performing Documentation

Student nurses locate documentation from AdHoc rather than from the MPage. This allows for the supervising nurse to receive a task to authenticate the documentation.

STEP 1: Navigate to **AdHoc**.

STEP 2: Select the appropriate folder.

STEP 3: Select the **Form(s)** to complete and select **Chart**.

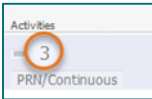
STEP 4: Complete the documentation and sign the form(s) using the green checkmark. 

Supervising Nurse Authentication – Inpatient

When student nurse documentation is complete for PowerForms and Medications administered, a task populates to CareCompass. For iView documentation, an indicator displays indicating the result hasn't been authenticated within the iView Band.

➤ **Authenticating PowerForm Documentation**

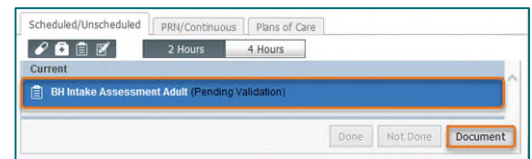
Once the student nurse documents a PowerForm, a task populates to CareCompass showing, **Pending Validation**. The supervising nurse must authenticate the documentation.

STEP 1: From the **Activities Column**, select the tasks displayed to open the activities window. 

STEP 2: Select the applicable form(s) indicating (**Pending Validation**).

STEP 3: Select **Document**.

STEP 4: Review the documentation, Sign the form(s) using the green checkmark.



➤ **Authenticating iView Documentation**

Once the student nurse documents within iView, the authenticate symbol within each cell appears to identify that it has not yet been authenticated.

Respiratory Rate	br/min	16
Oxygen Saturation	%SAT	
SBP/DBP Cuff	mmHg	122/88
Mean Arterial P...	mmHg	

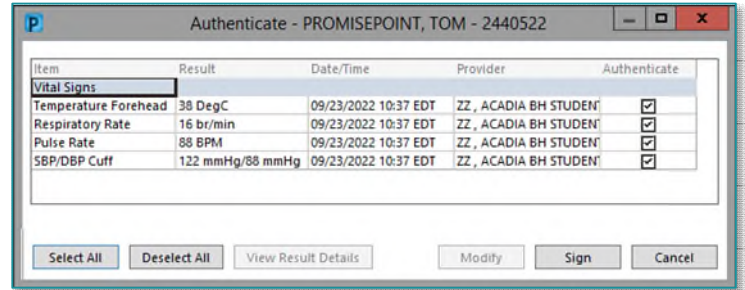
NOTE: Each iView band must be reviewed individually to authenticate documentation.

STEP 1: From each iView band select the **Authenticate** button



STEP 2: The **Authenticate** window populates. Review all documentation the student nurse completed within this band.

NOTE: Uncheck the **Authenticate** box to sign off on an item at a later time.



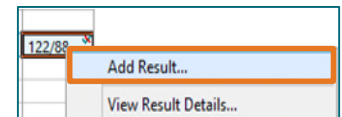
➤ **Modifying a result in iView**

While reviewing the student documentation, if a result needs to be updated the supervising nurse can modify and enter the correct value.

STEP 1: In the **Authenticate** window, select the **result** in the result column to modify. A border is displayed around the result cell.

STEP 2: Select **Modify** to open the documentation in iView.

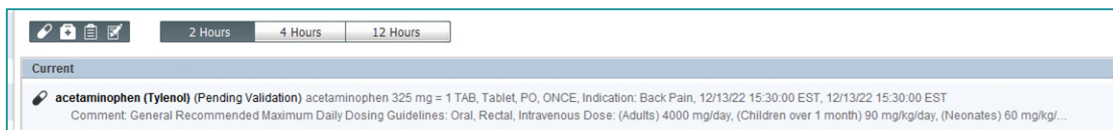
STEP 3: Right-click the cell and select **Add Result** to enter the correct documentation



STEP 4: Click the green checkmark to sign. Both results remain in the cell with the correct documentation displaying.

➤ **Authenticating Administered Medication**

Once the student nurse documents the medication administration, a task populates to CareCompass showing, **Pending Validation**. The supervising nurse must navigate to the MAR to authenticate the documentation.



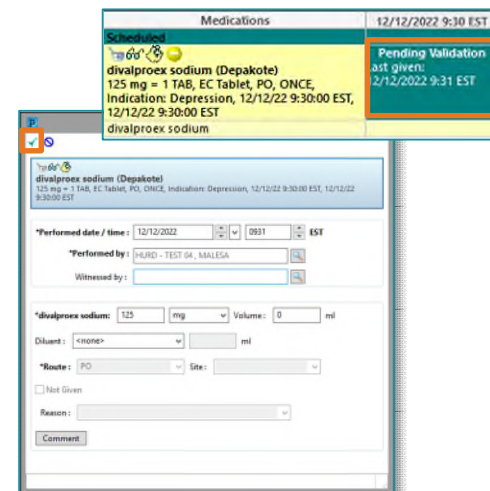
STEP 1: Navigate to the **MAR**.

STEP 2: Select the **Pending Validation MAR Task**.

STEP 3: The charting window populates, review as needed.

STEP 4: Select the green checkmark to sign to authenticate the task. Repeat this process for each administered medication.

NOTE: If the student nurse is administering a single medication, the supervising nurse can also authenticate using the witnessed by field and entering their credentials.



Supervising Nurse Authentication – Ambulatory and Emergency Department

➤ **Authenticating PowerForm Documentation**

The supervising nurse needs to navigate to **Form Browser** to authenticate PowerForms completed by the student nurse.

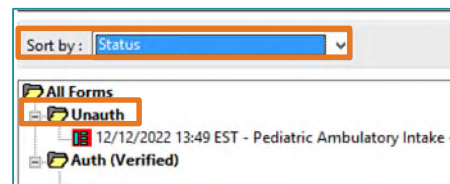
STEP 1: Navigate to **Form Browser**.

STEP 2: Filter the Sort by: field to **Status**.

STEP 3: Locate the form(s) in the **Unauth** section.

STEP 4: Right-click and select **Modify**, review documentation.

STEP 5: Select the green checkmark to authenticate the PowerForm.



NOTE: PowerForms documented in the Emergency Room need to be Authenticated promptly for the nurse activities to populate to LaunchPoint.

➤ **Authenticating iView Documentation**

Once the student nurse documents within iView, the authenticate symbol within each cell appears to identify that it has not yet been authenticated.

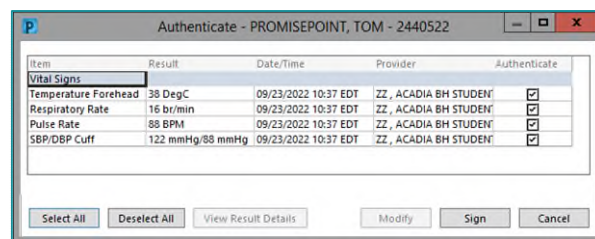
STEP 1: From each iView band select the **Authenticate** button.

Respiratory Rate	br/min	16
Oxygen Saturation	%SAT	
SBP/DBP Cuff	mmHg	122/88
Mean Arterial P...	mmHg	



NOTE: Each iView band must be reviewed individually to authenticate documentation.

STEP 2: The authentication window populates. Review all documentation the student nurse completed within this band.



Item	Result	Date/Time	Provider	Authenticate
Vital Signs				
Temperature Forehead	38 DegC	09/23/2022 10:37 EDT	ZZ, ACADIA BH STUDEN	<input checked="" type="checkbox"/>
Respiratory Rate	16 br/min	09/23/2022 10:37 EDT	ZZ, ACADIA BH STUDEN	<input checked="" type="checkbox"/>
Pulse Rate	88 BPM	09/23/2022 10:37 EDT	ZZ, ACADIA BH STUDEN	<input checked="" type="checkbox"/>
SBP/DBP Cuff	122 mmHg/88 mmHg	09/23/2022 10:37 EDT	ZZ, ACADIA BH STUDEN	<input checked="" type="checkbox"/>

NOTE: Uncheck the Authenticate box to sign off on an item at a later time.

➤ **Modifying a result in iView**

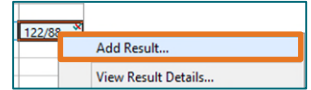
While reviewing the student documentation, if a result needs to be updated, the supervising nurse can modify and enter the correct value.

STEP 1: In the **Authenticate** window, select the **result** in the result column to modify. A border is displayed around the result cell.

STEP 2: Select **Modify** to open the documentation in iView.

STEP 3: Right-click the cell and select **Add Result** to enter the correct documentation.

STEP 4: Click the green checkmark to sign. Both results remain in the cell with correct documentation displaying.



➤ **Authenticating Administered Medication**

After the student nurse administers the medication to the patient. The supervising nurse needs to sign off on each medication.

STEP 1: Navigate to the MAR.

STEP 2: Select the **Pending Validation MAR Task**.

STEP 3: The charting window populates, review as needed.

STEP 4: Select the green checkmark to sign and authenticate the task. Repeat this process for each administered medication.

NOTE: If the student nurse is administering a single medication the supervising nurse can also authenticate using the witnessed by field and entering their credentials.

