Instructor Validation Process for Student Clinicians

I. Validate Student Documentation

1. The Instructors for Student Clinicians are required to sign and validate documentation performed by the student.
   - There is no validation for Continuous IV Infusions
2. Documentation that remains in an unauthorized or pending validation status may not be viewed by other clinicians, patient care givers and will not print when the medical record is published.

II. Reviewing and Validating Student Documentation

1. For Ad Hoc clinical documentation- go to Form Browser, Click on the dropdown arrow for Sort by and change to Status. All the unauthorized forms will appear together in a folder labeled Unauth.
2. Right click on each document, select “modify,” review the documentation, change if necessary and sign. When signed by the instructor the form status will change to authorized.
3. To validate documentation done in IVIEW/Intake and Output section, an “authenticate” icon is used to allow this documentation to be co-signed.

The “authenticate” icon becomes active when a student nurse documents I&O values or other clinical documentation in IVIEW section of the patient chart. When the instructor, preceptor, or nurse reviews the IVIEW/I&O the icon (noted above) will display in the column where data has been entered.
4. To co-sign the student I&O documentation, click on the Authenticate icon. A pop-up box will open that contains the documentation needing to be reviewed and co-signed. All documentation or part of the documentation may be selected for co-signature.
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When all student nurse documentation has been signed, the “authenticate” icon is dithered (no longer active).

5. From the Organizer Level, the Instructor can print a report that will list all unauthorized documentation by unit. Click on the Explorer Menu toolbar link. Double-Click on the Main Menu folder, then double click on the Nursing Folder.

6. Select Student Med Admin w/o Co-Sign (meds requiring validation) or Student Documentation items w/o Co-Sign (PowerForms requiring validation). There is a last 7 day cap on the Student Med Admin w/o Co-sign report.
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7. Use the dropdown arrows to enter the Facility, Nursing Unit, Report Starting on and Report Ending on date and time. The “Output to File/Printer/MINE” will default to “MINE” – do not change this.

8. Click on Execute to display the report. Once the report displays, use the print icon to print the report to the designated printer.

III. Medication Task Validation on the MAR (For Non-Point of Care Facilities)

1. Students may document scheduled, unscheduled and PRN medications.
2. A medication task completed by the student clinician will show the task as Pending Validation.
3. To complete the medication task the instructor will right-click the medication task, choose “chart details” Review the medication documentation making sure all pertinent data is present i.e. witness in comment for those medications requiring a witness, sign by clicking the green check ✓.

IV. Medication Task Validation in Point of Care Facilities

1. Print report titled Student Med Admin w/o Co-Sign. See Section II above for directions.
2. Select patient with medications requiring verification and click on the MAR tab.
3. To co-sign medications, right click on the dose and select “modify”.
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This dialog box will display:

4. After ensuring that everything is correct, simply click on the green check in the upper left corner. This will add your signature to the document.
5. At the end of the clinical shift, the Nursing instructor should give a signed copy of the report to the charge nurse to validate all medication tasks have been co-signed.

V. Tasks Pending Validation

1. The instructor may also view the Single Patient Task List on all patients cared for by students

2. The filter for Task Display found under Options must be set to include_pending validation

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3. Tasks completed by the student that require a PowerForm will display with

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>1/29/2008</td>
<td>19:00 EST</td>
</tr>
<tr>
<td>Pending Validation</td>
<td>1/29/2008</td>
<td>1:00 EST</td>
</tr>
<tr>
<td>Pending Validation</td>
<td>1/29/2008</td>
<td>17:22 EST</td>
</tr>
</tbody>
</table>

4. Double click the task and the form will open for review and signing by the instructor.
5. Tasks that do not have a PowerForm associated with them will be charted as “Done.”

VI. Clinicians Caring for Patients with Student Clinicians

1. The clinician caring for the patient with a student clinician should also be aware that the
   “Pending Validation” status will be present for tasks, forms and medications tasks.
2. The filter for the task list should also be modified for the clinician to include
   - Pending Validation
3. If needed in cases for transfer or emergent situations, any clinician may validate the
   student documentation.
4. Reports have been created to allow the instructor / preceptor to monitor documentation
   without co-signatures.
5. Go to the Organizer and click the Discern Explorer. Double click the “Main Menu” then open the Nursing Folder.
6. Print both reports noted in Section II steps 4-8 to see all documentation without a co-signature.
7. The reports can be Unit specific and should be run before the students are allowed to leave. The student documentation can be signed within the following 96 hours, and will require administrative follow up if not completed within that time period.

VII. Creating Patient Lists

1. Patient Lists available to the Student Clinician can be viewed under the Patient List tab in
   the PowerChart Organizer.
2. Click the list maintenance icon. (On the toolbar)
3. On the Modify Patient Lists window, click
4. On the Patient List type choose assignment or Visit Relationship, then click next
5. For assignment list name the list with the clinician name and the word assignment.
6. Naming is not required for visit relationship, patient’s names will appear after student establishes a relationship with the patient
7. Click