Nurse Disaster Documentation Checklist

April 30, 2020

Nurse Disaster Documentation Checklist

<table>
<thead>
<tr>
<th>Name and Role:</th>
<th>Location:</th>
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</thead>
<tbody>
<tr>
<td>Preceptor Name and Role:</td>
<td>Date:</td>
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### Review of Nursing Default Home Screen
- ☐ Learns about default layout of the home screen
- ☐ Learns about patient lists, dashboards, and task list
- ☐ Refers to the system when giving report

### Patient List-Work Task List
- ☐ Knows how to view and update patient assignment
- ☐ Knows how to view and complete tasks for patients

### Nursing Documentation
- ☐ Understands how to complete all admission related forms
- ☐ Understands how to document a focused assessment
- ☐ Knows how to access flowsheets and document on them
- ☐ Can document hourly rounding, vital signs, and I & O
- ☐ Knows how to document patient education
- ☐ Knows how to act on alerts and/or best practice advisories
- ☐ Knows how to validate device data if applicable
- ☐ Can document restraints

### Managing Orders
- ☐ Knows how to acknowledge orders
- ☐ Knows how to place, discontinue and/or modify orders
- ☐ Understands specimen collection processes
- ☐ Can find and review labs and testing

### Administering Medication
- ☐ Can navigate to the MAR
- ☐ Can find overdue, next medications, and PRN medications
- ☐ Understands how to document and administer medications with scanning
- ☐ Understands the process for medication administration when scanning is not available
- ☐ Knows how to review the history of medications that have been administered
- ☐ Can access the Pyxis and retrieve medications

### Discharge Documentation
- ☐ Understands how to complete all discharge documentation
- ☐ Knows how to provide patients with discharge information
<table>
<thead>
<tr>
<th>Additional Information:</th>
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<tbody>
<tr>
<td>Follow-Up Contacts:</td>
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<td>Training Follow-Ups:</td>
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<td>Signatures:</td>
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