

## Checking in, assign to patients and checking out – nursing

### Quick reference guide

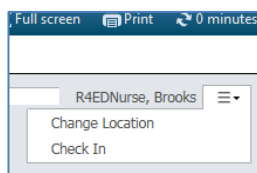
All Emergency Nurses will use the FirstNet check in and check out process at the change of every shift.

This allows them to be assign and reassign patients for the duration of their shift.

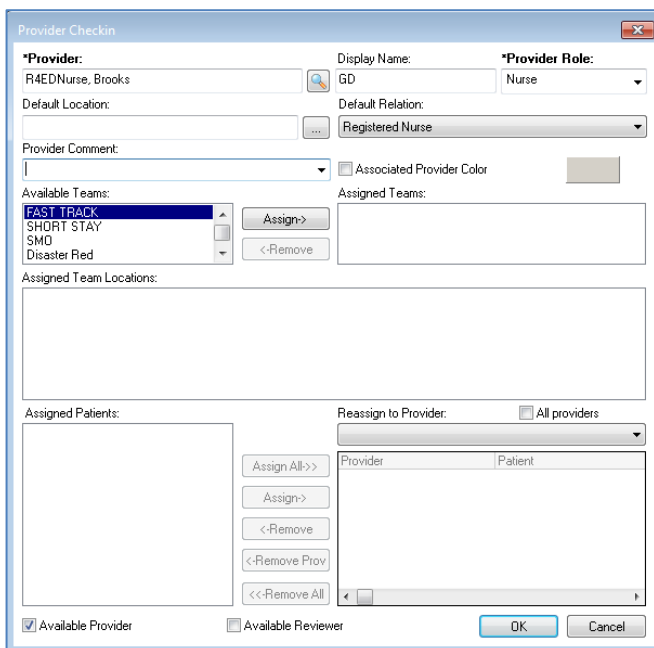
After logging in to **FirstNet**, the ED Nurse coming onto the shift must complete a **Provider Check In** and outgoing nurse **Provider Check Out**.

### Checking In as a Provider

- From **ED LaunchPoint** screen, click on **Provider Check in** drop down (top right side of screen).



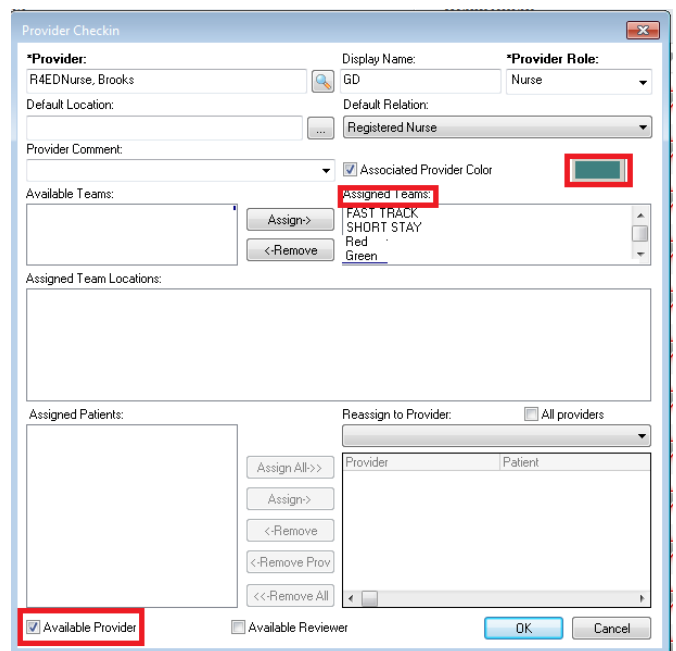
- The **Provider Check in** dialogue box displays and allows user to enter Provider information. Type user's own initials in **Display Name** field.



- In the mandatory field (yellow) **Provider Role**, click on drop down arrow to select **Nurse**.
- Select from the **Default Relation** drop down list (e.g. **Registered Nurse** or **Nurse-Enrolled**).
- Select an **Associated colour** for your default relationship.

Role	Colour
Clinical & Registered Nurses	Teal
Enrolled Nurse	Green
Student Nurse (including USIN)	Yellow
Agency/Casual Pool Nurses	No Colour

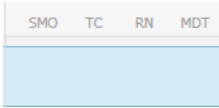
- Select all teams in the **Available Teams** section.
- Ensure **Available Provider** check box (bottom of screen) is ticked. Click **Ok**.
- The ED Nurse is now **Checked in** as a **Provider** to **FirstNet** and is ready to be assigned patients.



**Note:** The ieMR system will remember your default details each time you check in.

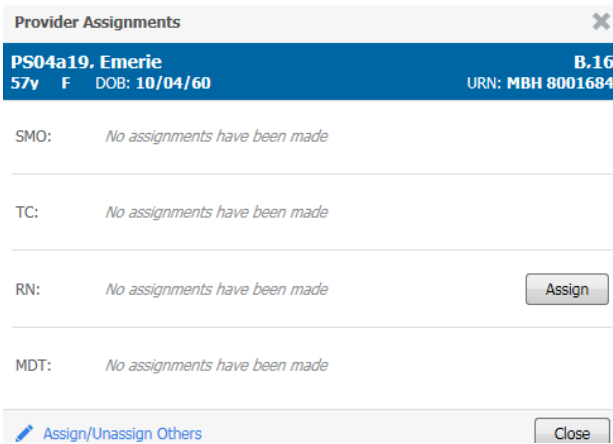
### Assign yourself to patient(s)

1. In **LaunchPoint**, click in the staff assignment column on the patient's row, i.e. under SMO TC RN MDT

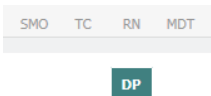


**Provider Assignments** screen opens.

2. Click on **Assign** button to assign yourself the patient.



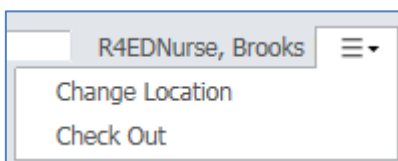
Your initials will display under the **Provider Role** selected at **Check In**.



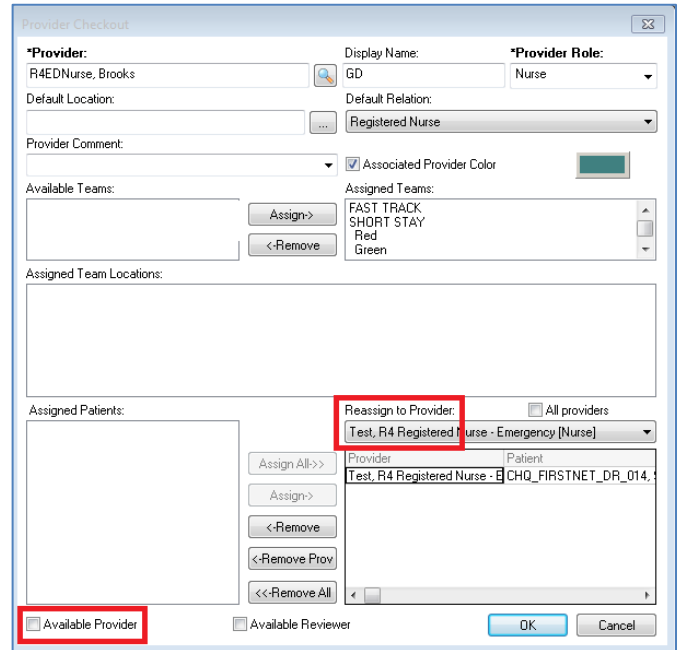
### Checking Out as a Provider & Re-Assigning Patients

The ED Nurse must "**Check out**" as the end of a shift. This is done once patients have been handed over and reassigned to another nurse.

1. From **ED LaunchPoint screen**, click on **Provider Check out** drop down (top right side of screen).



2. Ensure the **Reassign to Provider** process has been completed.
3. Note the **Available Provider** is now unchecked.



4. Click **OK**.

