

Student documentation and supervisor sign-off

Care Delivery

Quick reference guide

Summary of student ieMR access:

- Students are able to access all information but must work within their scope of practice. All users activities within the ieMR are traceable/auditable.
- Students should communicate with their supervisor and forward documentation for co-signing.
- Students should not place orders unless directed by their supervisor.
- Students will not order pathology/radiology.
- Students will not order/initiate or document in [Plans of Care](#).

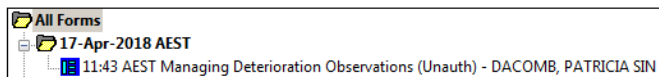
It is the responsibility of the supervising clinician to review and sign the documentation on the same shift.

Supervisor authorisation of student:

- Managing Deterioration forms and PowerForms
- Interactive View
- Progress Notes

Managing Deterioration forms and PowerForms


When a student completes and signs a [PowerForm](#), including [Managing Deterioration forms](#), the form will display as [Unauthorised](#) in the [Forms](#) menu. A clinician will need to co-sign (authorise) this form.

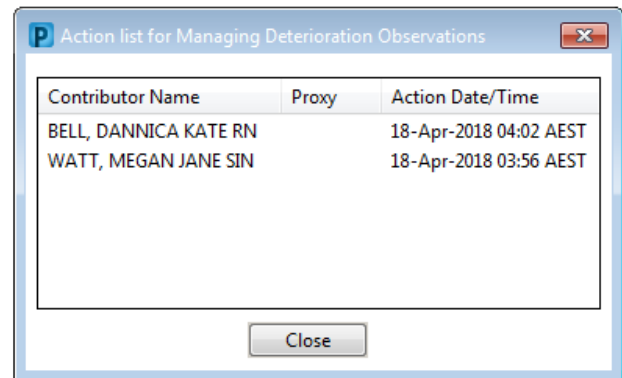


Vital signs cannot be signed off in Interactive view if they have been entered via the Managing Deterioration form.

To authorise student documentation via a [PowerForm](#):

1. Navigate to [Forms](#) from the main menu.
2. Right click on the form that you wish to authorise and click [Modify](#).

3. This will take you back to the students' documentation within the [Managing Deterioration PowerForm](#) – click  if the information documented by the student is correct.
4. To review the users that have recorded and signed for the documentation, right click on the [Managing Deterioration PowerForm](#) and select [History](#) from the menu displayed.




Contributor Name	Proxy	Action Date/Time
BELL, DANNICA KATE RN		18-Apr-2018 04:02 AEST
WATT, MEGAN JANE SIN		18-Apr-2018 03:56 AEST

Interactive View

It is the responsibility of the student nurse to inform their supervisor of the patients they have documented [Interactive View](#) results for and **in which iView bands**.

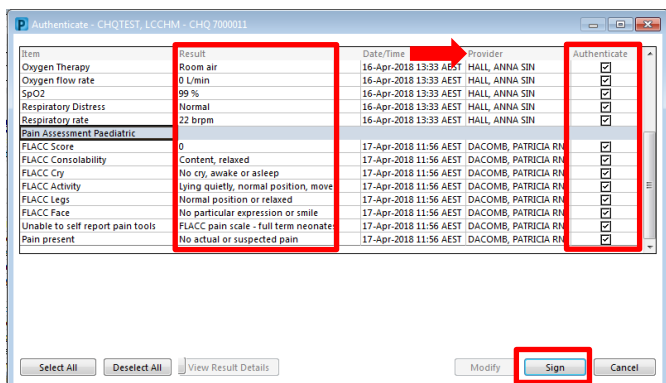
To authorise the result:

1. Navigate to the iView band and field containing documentation by the student nurse.
2. Click the [Authenticate](#) icon .
3. Ensure the fields that you wish to authenticate are selected in the column on the right and make sure that the students name is listed in the Provider column.
4. Supervisor will review and either [Modify](#) or [Sign](#) the result/s – to [Modify](#) the documented fields, select the value within the [Results](#) column and modify as required.





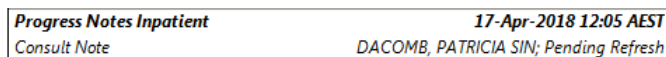
ieMR Advanced



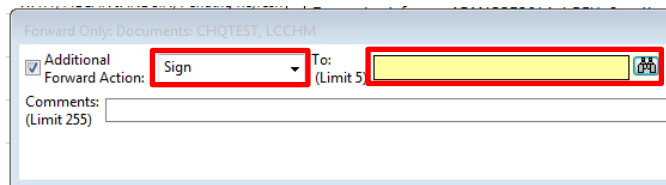
- Repeat steps 1 - 4 for any other **iView Bands** that your student has documented against.

Progress Notes

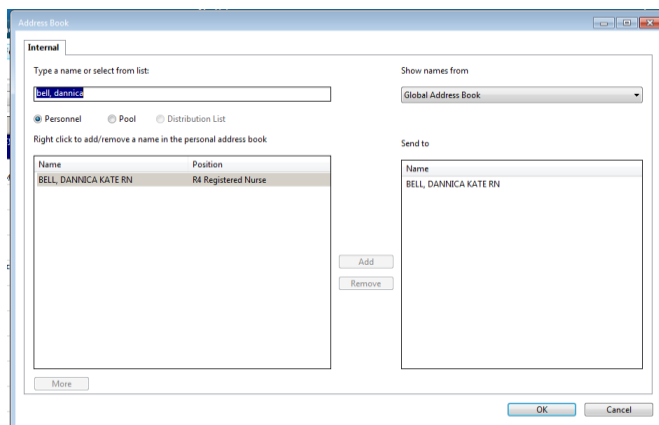
- Student is to complete the patient's **Progress Note** and select **Save & Close**, followed by **OK**



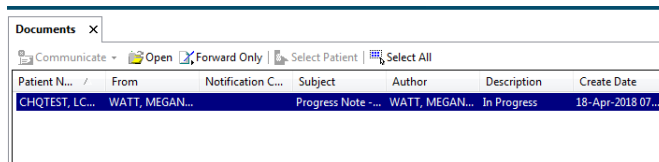
- Student to then select the note that is to be forwarded for cosign, then click **Forward**
- The **Forward Only: Documents** screen will appear.
- Select **Sign** from the first dropdown window and then search for the Registered Nurse that is to cosign the documentation. Click **OK**



- The **Address Book** screen will appear.
- Highlight the RN's name on the left side and select **Add**. This will move the RN's name to the box on the right. Select **OK**



- Once the student has forwarded the document to the RN for cosign, the clinician can action this via their **Message Centre**.
- Double click on the item for cosign.



- Review the progress note and then select either **Sign** or **Refuse**, followed by **OK** and **Next**

