

Name: _____

Date Begun: _____

Unit: _____

Completion Date: _____

Registered Nurse Orientation Guidelines

1. Clinical EHR Educator will print the PowerChart RN Orientation Skills Checklist, sign and date the Content Reviewed sections.
2. New staff will bring the checklist with them to each PowerChart class.
3. If the RN begins orientation to the unit prior to classroom orientation, the unit educator will deliver the initiated checklist to the first PowerChart class. It will be returned to the unit educator once classroom orientation is documented.

Schedule	Date Content Reviewed/CEE Instructor	Time/Coarse	Content
Wednesday, Week 1:		1230-1630 On Line Doc	Confidentiality, PAL, Charting PAL tasks, Ad Hoc, Nursing Launcher, IView, Tasking to IView, corrections, Focus Notes vs. Shift Summary, pain assessment, and viewing completed documentation in Results Review/Patient Assessment.
Thursday, Week 1:		0800-1200 BCMA	Medication administration process, PDA use, MAR Summary, Intake/Output, titratable IV's, MAR corrections, navigation.
Friday, Week 1:		0800-1200 Allergy, Meds by Hx, Orders, Discharge process	<ol style="list-style-type: none"> 1. Orders-standard order viewing, basic single order entry, corrections, order management. 2. Allergy entry, corrections, viewing. 3. Medications By Hx/Med Rec process-entering meds by hx., corrections, viewing. 4. Discharge process-Pt. education, MPage, Pt. Instructions.
3-6 weeks after orientation		0800-1200 RN Orientation Review	Staff assigned to a review class the month following orientation.. Class reviews key PowerChart content for all aspects from documentation to PowerPlan order entry. Includes special processes such as: heparin/electrolyte protocols, blood, restraints, etc. Competency established.

PowerChart RN Orientation Skills Checklist

PowerChart Skill	Preceptor initial and date each skill area.
PowerChart Basics	
1. Honors & protects patient confidentiality request & health information privacy	
2. Uses "refresh" between actions	
PAL	
1. Navigates PAL for information, order notification, results, tasks	
2. Completes PAL tasks	
Form Documentation	
1. Form documentation-Documents nursing care using appropriate forms.	
2. Shift Summary/Focus Notes	
3. Modifies, uncharts form documentation by going to FORMS tab	
Interactive View & Nursing Assessment	
1. Completes (all systems) nursing assessment q8hrs. or per unit's practice.	
2. Customizes view: adds/removes sections/items	
3. Inserts Date/Time for back charting	
4. Charts "real time" events (VS/ADL/etc.)	
5. Corrects IView charting errors	
6. IV's-charts hourly volume even if rate is unchanged in I & O	
7. Creates labels to chart dynamic groups ie, wound, drain, IV assessment/care and inactivates when appropriate.	

PDA & BCMA	
1. Changes battery, warm boots, & aligns screen at beginning of shift and as needed	
2. Refreshes frequently	
3. Scans meds/IV's & uses positive pt. ID to administer	
4. Follows isolation & PDA cleaning processes	
5. Charts meds as given/not given	
6. Views Order Comments/MAR notes prior to med administration	
7. Checks for last dose given (using MAR Summary) prior to med administration	
8. Back charts meds to reflect actual administration time	
9. IV-scans all IV's and charts as "begin bag"	
10. Rate Changes-rescans IV bag and enters new rate	
11. IV Drips-charts hourly rate in acute care prior to entering hourly volume's in Intake & Output	
12. IV Bolus-tap "bolus" instead of begin bag for bolus orders	
13. Corrects medication administration (modify/unchart) documentation via MAR	
14. Utilizes MAR Summary to view meds administered, last given PRN, IV's begin bag time	
15. Frequently checks for Unscheduled meds per PDA/Mar Summary	
16. Navigates to view results & reports	
Allergy Entry	
1. Enters, modifies, cancels, reviews allergies	
Order Entry	
1. Views orders using standardized approach ie., "order view" & "powerplan order tree"	
2. Sets filter view for proper view of order display	
3. Reviews current orders prior to placing new orders	
4. Adds, modifies, discontinues orders via single order & PowerPlan formats	
5. Cancels orders in correct sequence	
6. Checks PAL q 2 hrs. & utilizes for notification of new, modified, discontinued orders	
7. Nurse Reviews orders via Orders tab, prior to acting upon order	
8. Checks that pharmacy has verified medication orders prior to Nurse Reviewing and/or administration	
Medications by History	
1. Enters Patient's home meds	
2. Modifies, cancels and adds compliance to existing medications & prescriptions	
3. Verifies Status Bar displays green checkmark for Home Medication entry being completed.	
Discharge Process	
1. Charts Pre discharge assessment	
2. Uses Discharge MPage to add Pt. Education materials given to pt.	
3. At time of Discharge, click Review and Sign button, reviews Patient Instructions for completeness, prints and clicks Final/Distribute.	
4. Charts Discharge note.	

Preceptor Topics to Cover on Unit	<i>Preceptor initial and date each skill area.</i>
Blood product ordering/administration process	
CAUTI	
CIWA	
Critical Values	
Electrolyte Protocol	
Heparin Protocol	
Insulin	
Orders Management	
Plan of Care/Standard of Care 1. Documents plan of care on admission & once per shift 2. Initiates, reviews and resolves problems & revises plan of care once per shift 3. Refers to Standards of Care available from desktop or intervention field of plan of care	
Restraints	
Sepsis	
Downtime 1. Follows Downtime process ie., uses ad hoc form to doc. downtime, uses paper MAR during downtime & charts medications in PowerChart during uptime 2. Locates Downtime Survival Kit on unit	
Unit Specific Charting <ul style="list-style-type: none"> • Sheath 	
Unit Specific Charting	
Unit Specific Charting	
Unit Specific Charting	

Preceptor-Print Name & Initials	Signature
1.	
2.	
3.	
4.	
5.	
6.	