

# QUICKSTART

A series of helpful guides provided by the Information Technology Department

## **Assistant In Nursing (AIN) Documentation**

### **Creating an AIN Document**

- On the Documentation tab, click +Add.
- Select Nursing Progress Note in Type.
- Click on the **Student/AIN Note** template on the right.
- Click OK.



Documentation

- Enter your information in the textbox.
- The note contains a preset text that can't be deleted.



- Click Sign/Submit.
- Enter your **Supervising Clinician** in the search box. Their names are added to the Recipients list for signing.

| Sign/Submit Sav   | ve Save & Close Cancel   |
|---|--|
| *Type:  | Note Type List Filter:   |
| Nursing Progress Note                                   | All  |
| *Author:  | Title:   |
|   | Student/AIN Note   |
| Forward Options     Favorites Recent Relationships scho |  |
| Contacts           Contacts           Contacts          | Recipients     Cor <ul> <li>Default</li> <li>Name</li> <li>Cor</li> <li>Schormuller, Stefanie</li> <li>Unspecified - DBA V1</li> </ul> |
|   |  |

- Click Submit.
- The note is left in an 'Unauthenticated' status that will still be viewable in ContinousDoc by double clicking on it.



Submit

🗕 Add

#### Note:

When the supervisor signs the Student/AIN Note, the hard-coded text is used as the statement that all other documentation has been sighted and approved. (e.g. iView)

#### Verifying an AIN Document

- 1. Via Message Centre
- Click on Message Centre.

🖃 Message Centre 🔉 Multi-Patient Task List Patient List

Select **Documents** from the Inbox Summary. ۲



• Double click on the **Patient's name** to sign for a student document.

| Documents X    |                 |                    |                    |           |
|----------------|-----------------|--------------------|--------------------|-----------|
| Communicate 👻  | 📴 Open  🎽 Mes   | sage Journal 🔀 For | ward Only   🐘 Sele | ect Patie |
| Patient Name   | From            | Create Date 🛛      | Notification Co    | Descrip   |
| BINKS, Jar jar | Test, MedStud v | 07/09/2016 11:     |                    | Studen    |
| TEST, Pathnet  | Test, MedStud   | 05/09/2016 1       |                    | Stude     |

• Click the **Modify** button to amend the note.

| Documents $\times$ SIGN_DOC | : BINKS, Jarjar X    |                 |                         |        |  |
|-----------------------------|----------------------|-----------------|-------------------------|--------|--|
| 🏹 Forward Only 🗃 Print      | 🛼 Select Patient 🛭 👚 | 🔸 👵 Mark Unread | Inbox View Summary View | 12 🗶 🖪 |  |

- Ensure Sign is selected.
- Add a Comment if required. •
- Click OK & Close or OK & Next. •

| Action Pane   |            |           |
|---|------------|-----------|
| Sign C Refuse Reason:                                     |            |           |
| C Additional To:<br>Forward Action: [Limit 5] [Limit 5] ] |            |           |
| Commersis:<br>(   |            |           |
| Next  | OK & Close | OK & Next |

#### 2. Via ContinuousDoc

- Click on **ContinuousDoc**.
- Filter the documents by Document Status and tick the category 'Unauth'.

Test

| Document Filters | Document List                    |
|------------------|----------------------------------|
| Timeframe        | ✓ Sort By: Time  New             |
| Document Title   | Student Note     Test, NurseStud |
| Document Type    | -                                |
| Document Status  |                                  |
| Unauth           |                                  |

Double click on the • document.

Student/AIN Note (Nursing Progress Note ) \* The registered supervising clinician countersigning this student/AIN progress note has also reviewed and verified any other electronic documentation charted by the student/AIN.

- Click the **Modify** button to amend the note.
- Click on the Verify button to sign the note. The note is now authenticated and visible in ContinuousDoc.

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