

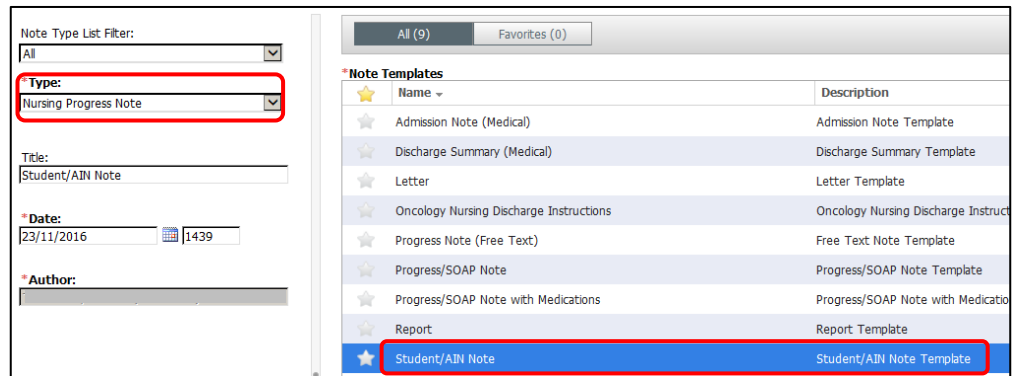
Assistant In Nursing (AIN) Documentation

Creating an AIN Document

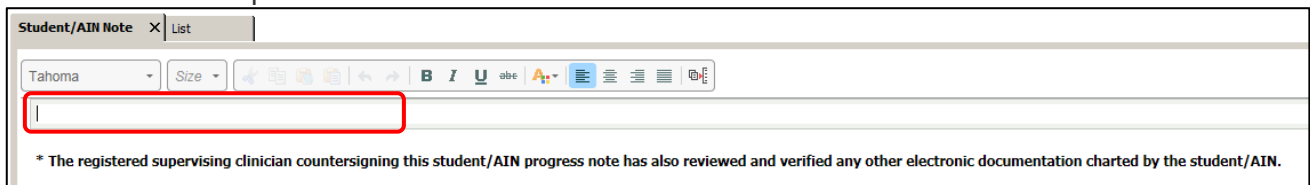
- On the Documentation tab, click **+Add**.



- Select **Nursing Progress Note** in **Type**.
- Click on the **Student/AIN Note** template on the right.
- Click **OK**.



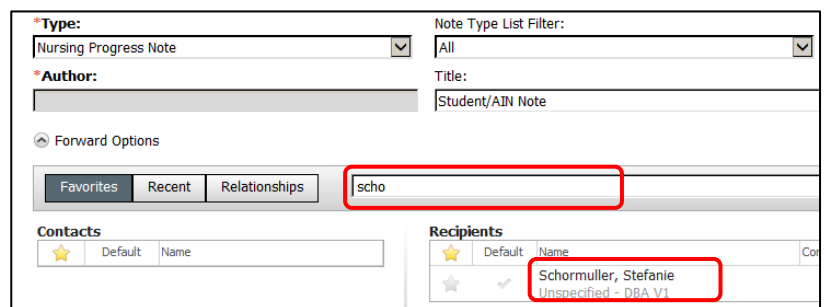
- Enter your information in the textbox.
- The note contains a preset text that can't be deleted.



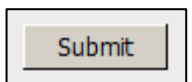
- Click **Sign/Submit**.



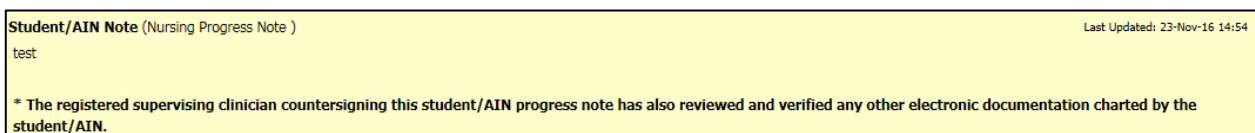
- Enter your **Supervising Clinician** in the search box. Their names are added to the Recipients list for signing.



- Click **Submit**.



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



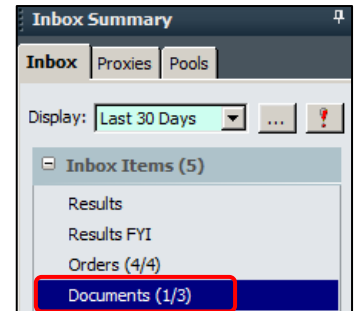
Note:

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)

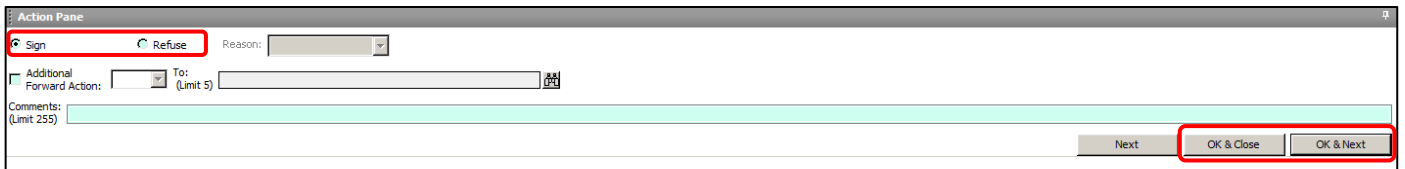
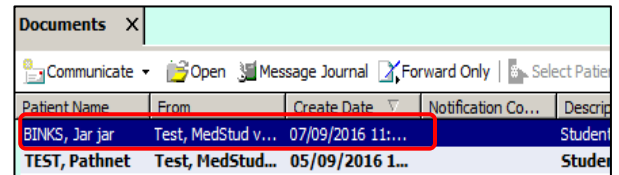
Verifying an AIN Document

1. Via Message Centre

- Click on **Message Centre**.
- Select **Documents** from the Inbox Summary.
- Double click on the **Patient's name** to sign for a student document.

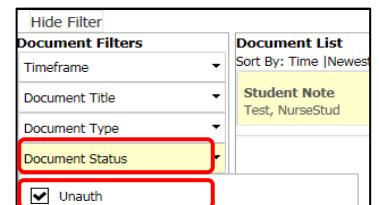


- Click the **Modify** button to amend the note.
- Ensure **Sign** is selected.
- Add a Comment if required.
- Click **OK & Close** or **OK & Next**.



2. Via ContinuousDoc

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



- 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.

