

Hospital Sisters Health System Epic Resource

St. Vincent, St. Mary's, St. Nicholas, St. Clare

ACTIVITIES /TABS	INFORMATION ON	NOTES
Log In	<p>Student will receive a login, password, and unit name from their instructor. Select Epic on the desktop to login.</p> <p>Make sure you are on HSHSAD domain when logging into computer.</p>	<p><i>After first log in, the system will require a password change. Call the Help Desk from within the hospital x48000 with any issues.</i></p> <p><i>Enter your instructor or preceptor name for signing off on documentation.</i></p>
Sign In	Pops up at first log in of the day. Enter shift start and end times to ensure treatment teams are accurate.	<i>Make sure to put your end time when you are assigning yourself to your patient(s).</i>
Set Up Patient List	May need to set up unit list If you have been at an HSHS site previously your list probably will be stored, make sure to update to current unit	<p><i>Go to Create List, build list, then drag and drop unit under list. Also drag and drop treatment team under created list.</i></p> <p><i>Additional tabs that are helpful are unacknowledged orders (as a student you cannot acknowledge orders but then you can see new orders being placed) and overdue medications.</i></p>
Cosign	Student needs to choose a cosigner (either instructor or nurse preceptor)	<p><i>Instructor or preceptor to cosign assessments and medication administration. If you are helping in another room and have documented in Epic, let your instructor/preceptor know so it can be cosigned.</i></p>
Patient List vs. Brain	Brain will give a timeline view Brain will not populate if you have not assigned patients to your treatment team.	<p><i>Brain is preferred method of reviewing patient care that is needed, helps to make sure you have not missed anything on your shift.</i></p> <p><i>You may need to click "done" on some items for them to make as complete in the brain.</i></p>
Summary Tab	Provides overview of patient (active orders, history, LDAs, etc.)	<p><i>Nursing encouraged to use SBAR handoff for report.</i></p> <p><i>Use Nursing Clinical Links tab (from Summary) to view active orders and other patient trends</i></p>
Allergies	Located on the Storyboard (left side of patient chart)	<i>Review allergies before giving first medications for shift. Will put your name on the bottom to say you have reviewed the allergies.</i>

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Work List	Similar to the brain, gives an overview of what needs to be completed for your shift.	<i>This is a good place to look to see activities that may need to be completed on your shift (ambulation, glucose, etc.)</i>
Fall Risk	Students <i>cannot</i> document the fall risk assessment score, but it is important to ensure fall risk interventions are in place.	<i>Level of patient risk determines required interventions.</i> <i>If patient is high risk for falls, place yellow falling star outside of the door and stay with the patient while using the rest room or commode.</i>
Avatar	Used to Add/Remove/Assess/Complete Lines/Drains/Airways (LDAs) and Wounds	<i>Assessments can be documented within the Avatar</i>
Flowsheets/Shift Assessment	VS, Simple Assess, IV Assess, I/O, Daily Cares/Safety-all can be documented on. Review row info to view definition for Within defined limits (WDL). Braden Scale should be completed on admission, on day shift, transfer, on discharge, and with significant change in condition.	
MAR	Use side arrows to toggle back and forth in time.	<i>High alert meds such as PCAs, TPN - 2 RNs must witness (students cannot do any high alert medication)</i> <i>Lexicomp (medication resource) link in MAR for medication information and IV compatibility.</i>
Epic Alaris Interoperability	Used to create connection between Epic and Alaris pumps to ensure accurate IV pump programming and intake documentation. Infusion Verify (found on MAR and I/O flowsheet) should be completed at I/O times (0600, 1400, 2200) and at shift change.	<i>Review HSHS Intranet for 'IV Pump & Epic Interoperability' resources and workflows.</i>
Care Plans/Education	Review Care Plan and Education tabs	<i>Students can review care plans and patient education, but cannot document on education</i>
Navigators	Admission, transfer, and discharge information	Located under the <i>admission</i> tab is one way to review PTA Meds (prior to admission medications)
More Activities	Label print and WIR (Wisconsin Immunization Record)	Patient Labels- select print
Unassigning patients	Use treatment team- put end time for 1 hour after clinical shift is finished	<i>If you used treatment team at start of shift, put in start and end time at beginning then you don't need to do this.</i>