

This reference will show the nursing student, the Clinical Instructor, and the bedside preceptor the steps to co-sign student nurse documentation in the Epic system. When the nursing student logs in and accesses the Flowsheet tab to begin documentation, the system will force them to indicate the licensed person that will be co-signing their documentation. If the student is in the facility with an instructor, the cosigner should always be the instructor. If the student is in the facility without an instructor, the bedside preceptor should be the cosigner. This alert will be shown each time they re-enter into the flowsheet tab.



Begin typing the co-signer's name and the system will give options. Be sure to choose the correct co-signer and click the accept button.



As the student completes the documentation and FILES the entry, the audit trail will indicate the student's name as the documenter and the cosigner's name will appear under the cosign requested.



When there is documentation to be cosigned, there is a yellow button for Cosign Report visible on the flowsheet. Clicking on the button will display the documentation that needs cosigned. Another option is to look for the icon in the column "Flow Cosign/RX Message/New Result"

Flowsheets	-			0 r	Summary 👻								
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The pop-up box will display the documentation that must be co-signed, the licensed staff member can cosign all or cosign one item at a time by clicking the appropriate button to the right.

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ITAL SIGNS	≈√		Et Nanda Con	ian							
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Blood Pressure		Patient Activity	ICU Freq VS	/Asmt	01/03/19						
	× 🗖	Activity	Row Name		1106						
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AIN/SEDATION	× •	Tomp	Patient Acti	Cosign	Asleen:Calm						
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ESTRAINTS	\mathbf{V}	MAP (mmHg)									
ORAL CARE	\approx	BP Location BD Cuff Size									
DDITIONAL ASSESSMENT RO.		BP Cuff Size Changed Why?									
INES	\mathbf{V}	BP Patient Position									
ARE PROGRESSION	\mathbf{V}	Oxygenation									
IEASUREMENTS	\mathbf{V}	SnO2			yu i		4×				
		F Pulse Ox Site (#1)					30				

The audit trail now shows that the information was documented by the student and co-signed by the licensed staff member.



Freq VS/Asmt I / O	Procedu	ures Crit Value/Event/Esca Daily Care	s ICU-S	afety Checks	ICU-Assess Dra	ains/Tubes/Wounds	Vitals IV Assess	Contact/Visit Info E	ICU Freq VS/Asmt
p To (Alt+Comma)	2	Cosign Report Accordion Expande	ed Vie	w All					01/03/19 1106
Hide All SI	now All		<	1m 5m	10m 15m	30m 1h 2h 4	h 8h 24h B	ased On: 0700 Reset Now	Pulse
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litional Vital Signs	\checkmark			1100		1/3/19	I.		Comment (F6)
ent Activity	\checkmark			1106	1115	1119	1145	1220	· · ·
perature	\checkmark	Additional Vital Signs						<u> </u>	Value Information $ pprox $
rt Rate	\checkmark	Additional VS Rows Needed?							110
piratory Rate	✓	Additional Drip Dose Rows?							Taken by: Sara Adrenal at 01/03/19 1106 (todav)
od Pressure	✓	Patient Activity							Recorded by:
/MONITORS	⊗ 🗸	Activity	A	sleep;Calm					Sidney Apple, RN at 01/03/19 1117 (today) Cosign by:
	×▼	Temperature							Sidney Apple, RN at 01/03/19 1117
DATION	≈⊽	Temp		39 (102.2)				9 38.2 (100.8)	
VER INVOLVMENT	≈ 🗸	Temp Source		Tympanic				*Temporal	Mins/Maxes
LOGICAL	≈ 🗸	Temp Interventions						None indicated	warn Max:
ATORY	\mathbf{V}	Heart Rate							Warn Min:
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DINTESTINAL	×▼	Respiratory Rate						/	Cosigners ≈
URINARY	×√	Respiratory Nate		24					Sidney Apple, RN 01/03/19 1117
IMENTARY	≈ 🗸	Resp		24					
LOSKELETAL	\mathbf{V}	Blood Pressure							Last Filed Values (24 hours)
AR MAINTENANCE	\gg	BP MAD (mmHz)		120/80				T 115 60	by Cherry Ames, RN at 01/03/19 1440
NTS	\leq	BP Location						*Arm Right	112 !
ARE	\mathbf{V}	BP Cuff Size	-						110
ONAL ASSESSMENT RO	\gg	BP Cuff Size Changed, Why?							by Sara Adrenal at 01/03/19 1106
	\leq	BP Patient Position						Sitting	114 1 by Deb Gurney, RN at 01/03/19 1042
ROGRESSION	≈ 🗸	Oxygenation	110 by Clader K Manipas, DNI at 01/02/10 0700						
KEIVIEN I S	≪ 🖌	SpO2						99	by Gladys K Wambaa, KN at 01/05/19 0/00

When all documentation is cosigned, the button disappears on the flowsheet. This is an easy way for the instructor or bedside preceptor to validate that all documentation has been cosigned.