Name: _____ **Date Begun:** _____

Unit: _____ **Completion Date:** _____

PowerChart Rehab Services (PT) Orientation Skills Checklist

PowerChart Assignment/Skill	Date of Completion: *Preceptor initial and date each skill area taught.*	Date of Completion: *Preceptor initial and date competency verified.*
HealthStream PowerChart Assignments: • **PowerChart Basics Curriculum**		*NA*
Order Entry		
1. Views orders using standardized approach. Check: • Non-categorzed-Obs. Bed status • ADL-activity • Rehab Therapy orders • Post-operative orders, etc.		
2. Sets filter view for proper view of order display.		
3. Reviews current orders prior to placing new orders.		
4. Adds, modifies, completes, and discontinues orders via single order format.		

5. Order Entry Communication type:
 • Verbal Orders uses POE VORB/TORB
 • Uses Provider name/POE CoSign to DC orders due to acuity or recommend therapy.
 • Uses Provider name/Per protocol when placing orders on Admission Hemorrhagic Stroke or Ischemic Stroke PowerPlans
 • Order modification
    o Check for current PT order
    o Enter provider's name in communication field
    o Click POE Cosign.Power		

6. Selects delete/void to remove orders entered incorrectly.		
7. Cancels orders in correct sequence.		
8. Enters Discharge PowerPlan when appropriate. • Selects PT Recommendations order. • Enters Wound Vac settings for pt.'s transferring to SNF.		
Form Documentation		
1. Form documentation-Documents assessment & care using appropriate Ad Hoc forms.		
2. Modifies, uncharts form documentation by going to FORMS tab.		
3. Charts Co-Signature form when appropriate		
Continued		

Downtime		
1. Follows Downtime process ie., uses ad hoc form to doc. downtime.		
2. Follows department downtime/uptime process.		

Plan for Remediation:_____

_____

_____

Preceptor Signature	Preceptor Initials
1.	
2.	
3.	
4.	

When completed:
1. Manager or coordinator:
    a. Fax the completed skill checklist to Lisa Beckwith in staff development: FAX: 935-2592.
    b. Manager or coordinator keeps a copy.
    c. Orientee keeps a copy for proof of completion.