

Name: _____

Date Begun: _____

Unit: _____

Completion Date: _____

PowerChart Rehab Services (ST) Orientation Skills Checklist
PC-OR
PC-PF

PowerChart Assignment/Skill	Date of Completion: <i>Preceptor initial and date each skill area taught.</i>	Date of Completion: <i>Preceptor initial and date competency verified.</i>
HealthStream PowerChart Assignments: <ul style="list-style-type: none"> PowerChart Basics Curriculum 		NA
PowerChart Basics-Results, Organizer, Confidentiality		
1. Navigates Clinical Notes/Results Review to view results & reports.		
2. Honors & protects patient confidentiality request & health information privacy.		
3. Uses “refresh” between actions.		
Order Entry		
1. Views orders using standardized approach. Check: <ul style="list-style-type: none"> Orders view PowerPlan view 		
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: <ul style="list-style-type: none"> Verbal Orders uses POE VORB/TORB for verbal orders such as esophogram or ST Eval & Tx. or Enters Providers name followed by per protocol/policy/existing order 		
6. Selects delete/void to remove orders entered incorrectly.		
7. Cancels orders in correct sequence.		
8. Enters Discharge PowerPlan when appropriate.		
Form Documentation		
1. Form documentation-Documents assessment & care using appropriate Ad Hoc forms.		
2. Modifies, uncharts form documentation by going to FORMS tab.		
3. myPatient Views-A7 patients only <ul style="list-style-type: none"> Updates rounding tool. 		
Continued		

4. Charts Co-signature when supervising/reviewing student documentation.		
Discharge Process		
1. Add recommendations to the Discharge PowerPlan when appropriate. Patient instructions added to the Discharge PP will print on the Patient Instructions on discharge. 1a. Communication type: enter provider's name/per protocol/policy/existing order.		
2. Adds patient education materials to the Discharge MPage.		
Downtime		
1. Follows Downtime process ie., uses ad hoc form to doc. downtime.		
2. Follows department downtime/uptime process.		

Plan for Remediation: _____

<u>Preceptor Signature</u>	<u>Preceptor Initials</u>
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.