




NA /Tech/Unit Clerk FirstNet Skills Check List

Staff Name:		Preceptor	
ED Position		Completion Date:	
Skill			Date of completion and Preceptor Initial
Patient Security and Confidentiality			
1. Honor and protect patient confidentiality requests and health information privacy.			1.
2. Tap out or lock when every time leaving a computer.			2.
Tap and Go (system optimization)			
1. Tap in and log in to applications at the beginning of the shift.			1.
2. At end of shift close all applications, exit FirsNet  , and Tap out.			2.
Tracking List			
1. Familiar with Tracking Board tabs, icons, and columns able to 'track 'patient's care from the waiting room through depart.			1.
2. Manages Tracking board events: request, complete, and cancel (EKG: complete from Orders).			2.
3. Navigates EHR to view results, charting, and reports.			3.
4. Uses "refresh " as needed between actions.			4.
Form charting			
1. Accesses forms through Tracking board toolbar buttons  or AdHoc button  AdHoc.			1.
2. Use a variety of forms to chart; ensuring "right patient", "right time" "right information before signing.			2.
3. Modify, un-charts form documentation by going to the Form Browser tab in the pt. chart.			3.
4. Opens chart to view charting and other patient information.			4.
IView charting			
1. Charts in IView (Vital Signs, I&O, etc.): double click time or cell to begin charting.			1.
2. Verifies the right time and patient before charting: Insert date time for back charting.			2.
3. Sets time interval for serial charting (q 15" vital signs).			3.
4. Corrects IView charting errors in IView.			4.
Order Entry and Order Management (Unit Clerks)			
1. Uses standard viewing approach "Orders" view & "PowerPlan" order tree.			1.
2. Notifies nurse of Pending status PowerPlans.			2.
3. Use filters and 'customize view' for the appropriate display of orders.			3.
4. Reviews current orders before placing new orders.			4.
5. Cancel orders in correct sequence 'cancel sign' 'order sign'.			5.
Depart (#3&4 Unit Clerks)			
1. Pulls last set of VS and Disassociates from the bedside monitor in IView.			1.
2. Verifies correct discharge disposition (home or self-care, expired, etc.).			2.
3. Uses Departed Tracking tab to 'Reactivate' patient to correct discharge disposition errors.			3.
Spacelabs monitor and Clinical access			
1. Admits patient to Spacelabs bedside monitor on admission with patient-scan or manually enters 10-digit M number.			1.
2. Associates patients to bedside monitor number in Interactive view (Patient chart).			2.
3. Dissociates patients from the monitor in Interactive view (Patient chart) when pt. leaves ED. Failure to do so will end in charting errors (ex. wrong information on wrong chart).			3.
4. Discharges from Spacelabs monitor before removing leads or transferring to inpatient unit.			4.
Downtime			
1. Follows the ED Downtime processes. Checks email for instructions and updates.			1.
2. Locates the ED downtime cart.			2.
3. Logs into 724 access for patient information during PowerChart downtime.			3.
Resources			
1. Locate intranet and unit resources (Lippincott, Lexicomp, Clinical EHR education website).			1.