**PCC Training /Night Shift PCC Duties & Checks for Nurses**

[ ]  **Orders**

 **Orders Portal**

* Orders Search: Select the order date of the day you started your shift, pick your unit, resident status current, Order Status: active, complete and discontinued and Run the report.

(The reason you are running this report is because you are checking to ensure all orders are complete Example: Labs- Lab process complete including duties outside of PCC /Consults- The process complete including duties outside of PCC. Insuring Medications that require monitoring are on report New, Discontinued and Completed

* Check Orders in Queue ( Ensure all orders are complete)
* Check Order pending Confirmation (Ensure all orders are complete)
* Check Medications waiting to be received and Ensure all medications that have been delivered are received

[ ]  **Dashboard**

* Monitor POC and ensure completion
* Monitor eMar/eTar and ensure completion
* Monitor and address alerts : Stop & Watch, Order Alerts & Clinical Alerts
* Monitor and follow up on Labs (if integrated)

[ ]  **Weights/Vitals Portal**

* Monitor , address and clear abnormal Vital Signs (RD is responsible for weights)

[ ]  **User Defined Assessments (UDA’s)**

* Select your Unit, change “Show Assessments due in next” to 0 days, complete all UDA’s due for you. Be sure to click the filter box to the far left to see all assessments scheduled.

Remember just because it is overdue, does not mean it is not for you. Assessments are scheduled and the UDA portal will only show the most overdue note. You may need to change the date and time to write your note so that you are in compliance and following standards of practice/policy and procedure

[ ]  **Point of Care (POC)**

* Monitor POC and Insure 100% completion prior to end of shift (May be checked from Dashboard)

[ ]  **eMar/eTar**

* Insure 100% completion prior to end of shift (May be checked from Dashboard)

[ ]  **Admission Chart Check**

* See New Admission Chart Check list

[ ]  **Discharge Chart Check**

* See Discharge Reconciliation Check list

[ ]  **Labs (Integration w/ PCC)**

* Labs may be viewed on your dashboard but it is easier to see complete lab listings from the lab portal
* Ensure all labs are received and reported prn to Physician Services
* Match any unmatched labs
* Print Lab/Diagnostic Record Daily for lab technician

Employee Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_