

# AUTHORISING STUDENT AND HCA DATA

1. Log in to Powerchart and open your patients record.

**LAWLER, MARGARET**  
Age: 55 years, Sex: Female, Loc: RDB-GH Ward 20; Bay 01; Bed 12  
DOB: 01/May/62, MRN: 512222, NHS No: 965-687-7640  
Resusc: No, Clinical Staff: O'hara, Richard James

**Presenting Complaint**  
No results found

**Problem List**  
No Chronic problems documented. Document No Chronic Problems or add a problem

Name	Classification	Actions
COPD - Chronic obstructive pulmonary disease	No flag	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic

**Past Medical History**  
No Chronic problems documented. Document No Chronic Problems or add a problem

**Handover Documentation**  
No results found

**Allergies**  
No results found

Substance	Reactions	Category	Status	Severity	Reaction Type	Source	Comments
No Known Allergies	--	Drug	Active	--	Allergy	--	--

2. To authorise clinical notes/documentation, go to the Documentation main menu option.

**LAWLER, MARGARET**  
Age: 55 years, Sex: Female, Loc: RDB-GH Ward 20; Bay 01; Bed 12  
DOB: 01/May/62, MRN: 512222, NHS No: 965-687-7640  
Resusc: No, Clinical Staff: O'hara, Richard James

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Substance	Reactions	Category	Status	Severity	Reaction Type	Source	Comments
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3. From here, look down your list of clinical notes to see if any have been completed by a student nurse or HCA. For quick reference, you can look in the status column for any that are set to 'Unauth'.

Service Date/Time	Subject	Type	Facility	Author/ Contributor(s)	Status	Diagnosis
05/Mar/2018 14:42:00 G...	Anticoagulant Review	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:42:00 G...	Pharmacy Oxygen Therapy	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:42:00 G...	Pharmacy Oxygen Therapy	Oxygen Therapy	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Allergy Recording	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:39:00 G...	VTE Risk Assessment	VTE Risk Assessment Forms	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 08:47:00 G...	Relative Update	Nursing Phone Message	RDB-GH	Nursing Student, Train Two	Unauth	

4. Click on the unauthorised documentation and then click the sign icon to authorise this:

Service Date/Time	Subject	Type	Facility	Author/ Contributor(s)	Status	Diagnosis
05/Mar/2018 14:42:00 G...	Anticoagulant Review	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:42:00 G...	Pharmacy Oxygen Therapy	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:42:00 G...	Pharmacy Oxygen Therapy	Oxygen Therapy	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Allergy Recording	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Allergy Recording	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	VTE Risk Assessment	VTE Risk Assessment Forms	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 08:47:00 G...	Relative Update	Nursing Phone Message	RDB-GH	Nursing Student, Train Two	Unauth	

Result type: Nursing Phone Message  
Result date: 05 March 2018 08:47 GMT  
Result status: Unauth  
Result title: Relative Update  
Performed by: Nursing Student, Train Two on 24 January 2018 08:47 GMT  
Visit info: 3611702, RDB-GH, Inpatient, 22/Jan/18

Patients mother rang the hospital wanting to speak to the Doctor. He was unavailable, however invited the mother to attend appointment with him at 5.30PM 25/01/2018. She has confirmed attendance.

5. You will see that the document will now turn to Auth (Verified), after you have refreshed the page.

Service Date/Time	Subject	Type	Facility	Author/Contributor(s)	Status	Diagnosis
05/Mar/2018 14:42:00 G...	Anticoagulant Review	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:42:00 G...	Pharmacy Oxygen Therapy	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:42:00 G...	Pharmacy Oxygen Therapy	Oxygen Therapy	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Note	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Allergy Recording	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 14:40:00 G...	Pharmacy Allergy Recording	Pharmacy Allergy Recording	RDB-GH	Clinical Practitioner, Train Four	Auth (Verified)	
05/Mar/2018 08:47:00 G...	Relative Update	Nursing Phone Message	RDB-GH	Nursing Student, Train Two, Nurse, Train Eleven	Auth (Verified)	

6. Alternatively, any documents for authorisation that have been sent to you directly to sign will be available to view in Message Centre.

Patient Name	Patient Inform	Create Date	Subject	Due Date	From	Author	Description	Description-Su	Location	Notification C	Result Status	Status	Type	Update Date	Assigned
SMITH KAREN	Admit Date: 2...	06/Mar/2018 ...	Progress Note ...		Nursing Stude...	Nursing Stude...	Nursing Progr...	Nursing Progr...	RDB-GH Ward...		Unauth	Pending	FORWARDED ...	06/Mar/2018 ...	Nurse, Train T...

7. Double click the message and you will see the documentation in full. You have the option to either Sign or Refuse. Once you have made your decision click OK & Close or OK & Next depending on your inbox. If you click Next, anything you have chosen will not save.

**SMITH, KAREN**  
Age: 55 years  
DOB: 08/Sep/62  
Resus: Full Resuscitation  
NHS: 555 687 9414  
MRN: 512383  
Sex: Female  
Loc: R08 GH Ward 21: Bay 05: 01  
Inpatient (23/Jan/2018 11:40 ->No Discharge date-)  
Consultant: O'hara, Richard James

**Examination Findings**  
Respiratory Rate: 25 b/min High (05/03/18 10:52:29)  
SpO2: 98 % (05/03/18 10:52:29)  
Oxygen Therapy: Room air (05/03/18 10:52:29)  
Systolic Blood Pressure: 80 mmHg Critical (05/03/18 10:52:29)  
Diastolic Blood Pressure: 180 mmHg Critical (05/03/18 10:52:29)  
Heart Rate Monitored: 40 bpm (05/03/18 10:52:29)  
AVPU Conscious Level: A - Alert (05/03/18 10:52:29)  
No qualifying data available.

**Reason for Review / Patient Progress**  
Patient is doing well after the surgery, initial conversation was good and patient is not presenting any complications or complaining about pain.

**Problem List/Past Medical History**  
Obesity  
At risk of falls  
Historical  
No qualifying data

**Medications**  
Insulin  
Paracetamol, 500 mg, oral, FOUR times a day, PRN  
Home  
No active home medications

**Allergies**  
Penicillin -class of antibiotic- (Vomiting)

**Action Pane**  
Sign Refuse Reason: [Dropdown]  
Additional Forward Action: [Dropdown] To: [Limit 5]  
Comments: [Text Area] (Limit 212)  
Next OK & Close OK & Next

8. To Authorise data entered, go to Assessments/Fluid balance from the main menu. You can spot unauthorised data by the green tick/red cross overlapping each other next to each cell. (Example below).

**LAWLER, MARGARET**  
Age: 55 years  
DOB: 01/May/62  
Resus: [Blank]  
NHS No: 965-687-7640  
Loc: R08 GH Ward 20: Bay 01: Bed 12  
Inpatient (22/Jan/2018 15:08 ->No Discharge date-)  
Clinical Staff: O'hara, Richard James

**Assessments/Fluid Balance**

Assessment	Date	Time	Status
Waterflow Assessment	06/Mar/18	05/Mar/18 14:40 GMT	Obes... Broken... Pres... Female... Age 50.64... Urin... Mobility Bedb... Tissue Malnutrition N/A... Neurological Deficit Diab... Major Surgery / Trauma On Tra... Medication N/A... Recent Weight Loss Yes... Weight Loss Yes... Waterflow Score 16

9. In order to authorise this data, look for the green tick/red cross overlapping each other near your sign button in the top left hand corner. Click on this icon.

The screenshot shows the eCARE system interface for patient LAWLER, MARGARET. The 'Assessments/Fluid Balance' section is active, and a 'Waterlow Assessment' form is displayed. The form contains various assessment items with their results. A red box highlights a small icon in the top left corner of the assessment window, which is the green tick/red cross mentioned in the text.

Item	Result	Date/Time	Clinical Staff	Authenticate
Waterlow Assessment				
WL - Waterlow Score	16	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
Weight Loss	Yes	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Recent Weight Loss	Yes	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Medication	N/A	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Major Surgery / Trauma	On table for more than 2 hours	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Neurological Deficit	Diabetes, MS, CVA	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Tissue Malnutrition	N/A	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Mobility	Bedbound (e.g. traction)	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Continence	Urine incontinence	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Age	50-64	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Gender	Female	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Broken Type	Pressure ulcer	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Skin Type	Broken	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>

10. The authorisation window will pop up to show all the data that has been entered and needs authorising. By default, all boxes will be ticked so when you click Sign, you will be authorising all data. If you are not happy authorising a certain data entry then you can untick this box.

The screenshot shows the 'Authenticate' window in the eCARE system. The window displays a table of assessment items with their results and a column for 'Authenticate' with checkboxes. A red box highlights the 'Authenticate' column.

Item	Result	Date/Time	Clinical Staff	Authenticate
Waterlow Assessment				
WL - Waterlow Score	16	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
Weight Loss	Yes	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Recent Weight Loss	Yes	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Medication	N/A	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Major Surgery / Trauma	On table for more than 2 hours	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Neurological Deficit	Diabetes, MS, CVA	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Tissue Malnutrition	N/A	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Mobility	Bedbound (e.g. traction)	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Continence	Urine incontinence	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Age	50-64	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Gender	Female	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Broken Type	Pressure ulcer	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>
WL - Skin Type	Broken	05/Mar/18 15:10 GMT	Nursing Student, Train	<input checked="" type="checkbox"/>

11. You can, if you wish, change the entry yourself by clicking the relevant data result and clicking modify. Although the individual who entered the data should modify themselves if something needs changing.

Item	Result	Date/Time	Clinical Staff	Authenticate
<b>Waterlow Assessment</b>				
WL - Waterlow Score	16	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
Weight Loss	Yes	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Recent Weight Loss	Yes	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Medication	N/A	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Major Surgery / Trauma	On table for more than 2 hours	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Neurological Deficit	Diabetes, MS, CVA	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Tissue Malnutrition	N/A	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Mobility	Bedbound (e.g. traction)	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Contenance	Urine incontinence	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Age	50-64	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Gender	Female	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Broken Type	Pressure ulcer	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>
WL - Skin Type	Broken	05/Mar/18 15:10 GMT	Nursing Student, Train C	<input checked="" type="checkbox"/>

Buttons: Select All, Deselect All, View Result Details, **Modify**, **Sign**, Cancel

12. The data will now show as authorised.

Menu: Nurse Workflow, Results Review, Requests/Care Plans, Drug Chart, Task List, Assessments/Fluid Balance, Clinical Notes, Allergies, Problems and Diagnoses, Form Browser, Histories, Documentation, Appointments, Drug Chart Summary, Procedures and Diagnoses, Medication Supply, Quick Orders, HIE Community View

Assessments/Fluid Balance

**Waterlow Assessment**

Find Item	05/Mar/18 15:24 GMT	05/Mar/18 15:10 GMT
Waterlow Assessment		
Build/Weight for Height	Obese B...	
Skin Type	Broken	
Broken Type	Pressure...	
Gender	Female	
Age	50-64	
Contenance	Urine inc...	
Mobility	Bedbou...	
Tissue Malnutrition	N/A	
Neurological Deficit	Diabetes...	
Major Surgery / Trauma	On table...	
Medication	N/A	
Recent Weight Loss	Yes	
Weight Loss	Yes	
Waterlow Score	16	

Footer: T0485 55505221208 06 March 2018 15:24 GMT