Nursing Student Documentation Guidelines

On the Chart Audit Tool we ask for you to check that students are documenting and instructors are signing off the student’s documentation. You should also be making sure that any questionable information was escalated to correct person.

Chart Audit Tool

1. Nursing students will be required to document on the following flowsheets: Vital Signs, Intake/Output, Assessments, Safety Checks, Daily Care (linens, baths, etc), and LDAs.
2. Procedures will be documented on the Procedures flowsheet on a PRN basis based upon the needs of the patient.
3. Narrative notes will be documented within the Notes Activity on a PRN basis based upon the needs of the patient.
4. Verifying Instructor cosignature (Flowsheets): Open the flowsheet report from the "all flowsheets" hyperlink appearing in the Patient Summary Activity.

Educators (or designated person) responsibility for auditing:

* Audits should be done weekly for each group that is on your unit(s)
* 100% audits of charts is NOT required
* You should be spot checking 25% of charts for each instructor
* If it is a new instructor you might do more if you find they are not meeting requirements
* If you continue to have a problem with an instructor/student documentation please escalate to me