Paragon Training – Nursing Students

Login – use Network ID/ password. *Will prompt you to enter credentials twice*

Applications – Clinical Care Station

Care Glance – will launch census in order to view patients and access documentation

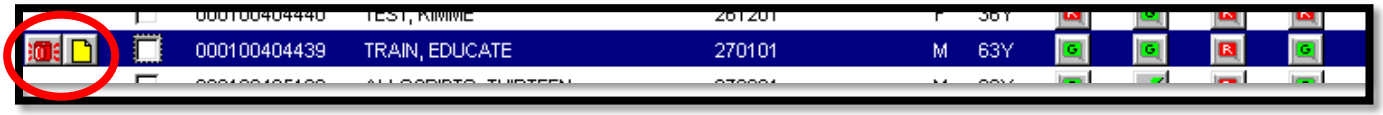
You can organize the patients by name and location by clicking on the gray area. It will arrange them in either alphabetical or numerical order, depending on which you select.

REMINDER – to exit any parts of the system – ALWAYS use the yellow arrow or the door!

Documentation

Select (highlight) the patient

Alerts – **Red alert** – suicide/elopement precautions
Sticky note – nurse to nurse communication/care notes



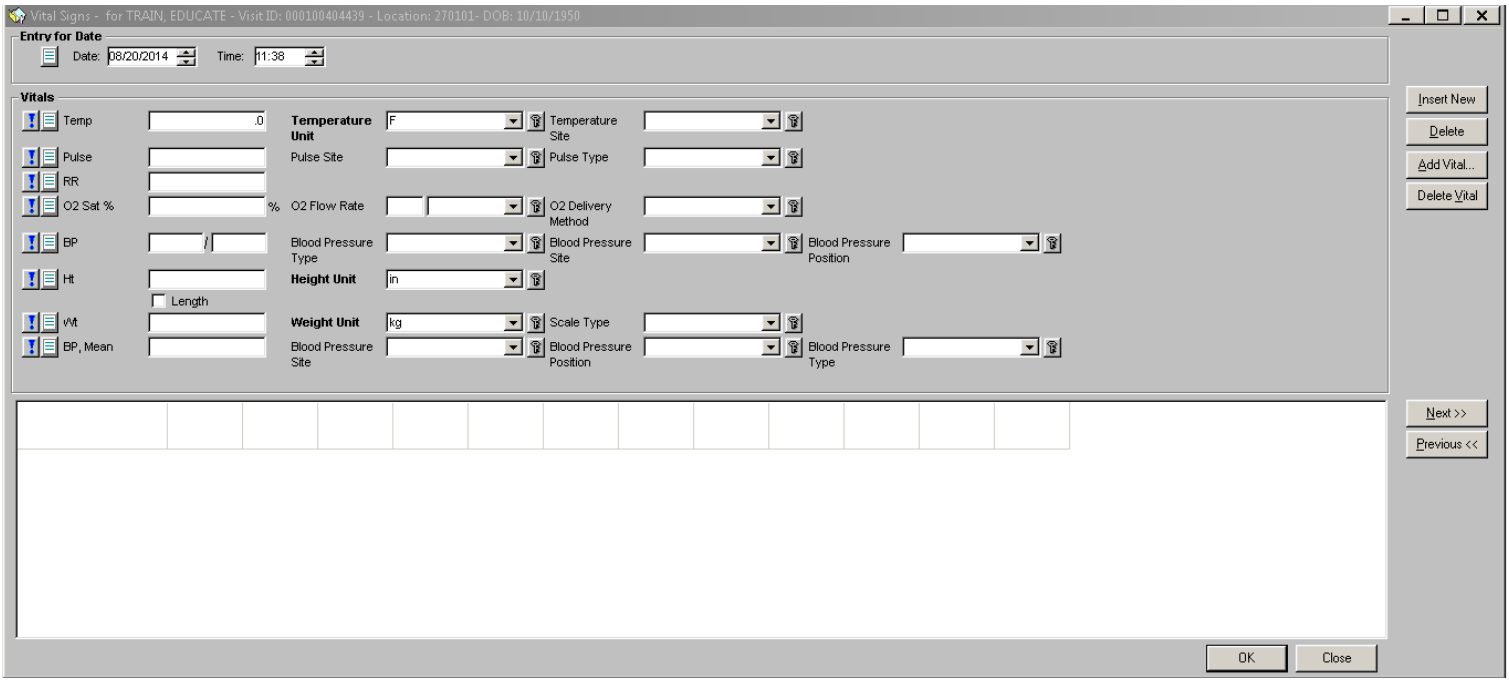
Documenting on the patient flowsheet

Change unit type (file folders) – select appropriate type for unit you are working

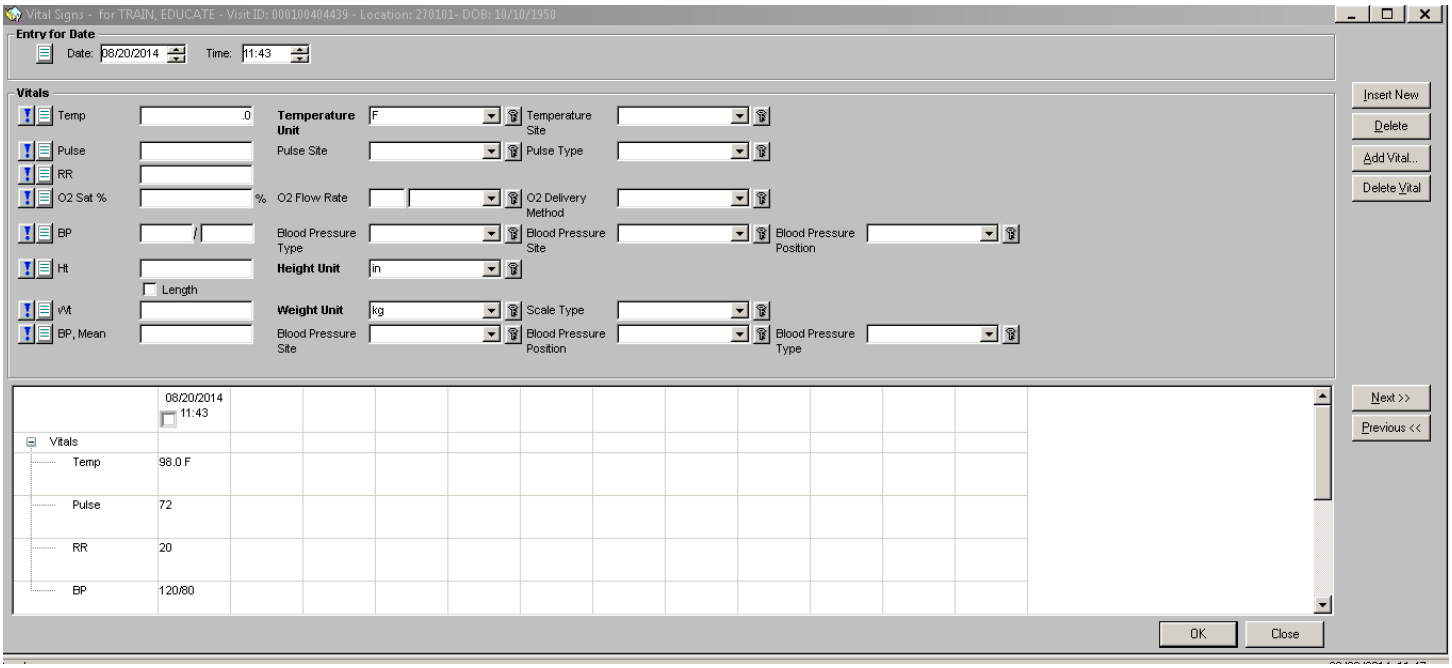
Click on flowsheets (thermometers/hockey sticks)

- When the flowsheet opens up – right click and then hover over “New” to see the categories where you can chart.
- You will select the appropriate category that you want to document (i.e.-“Vital Sign Entry” or “I/O”). The next screen will allow you to document the values. Fill out each area appropriately – including location of

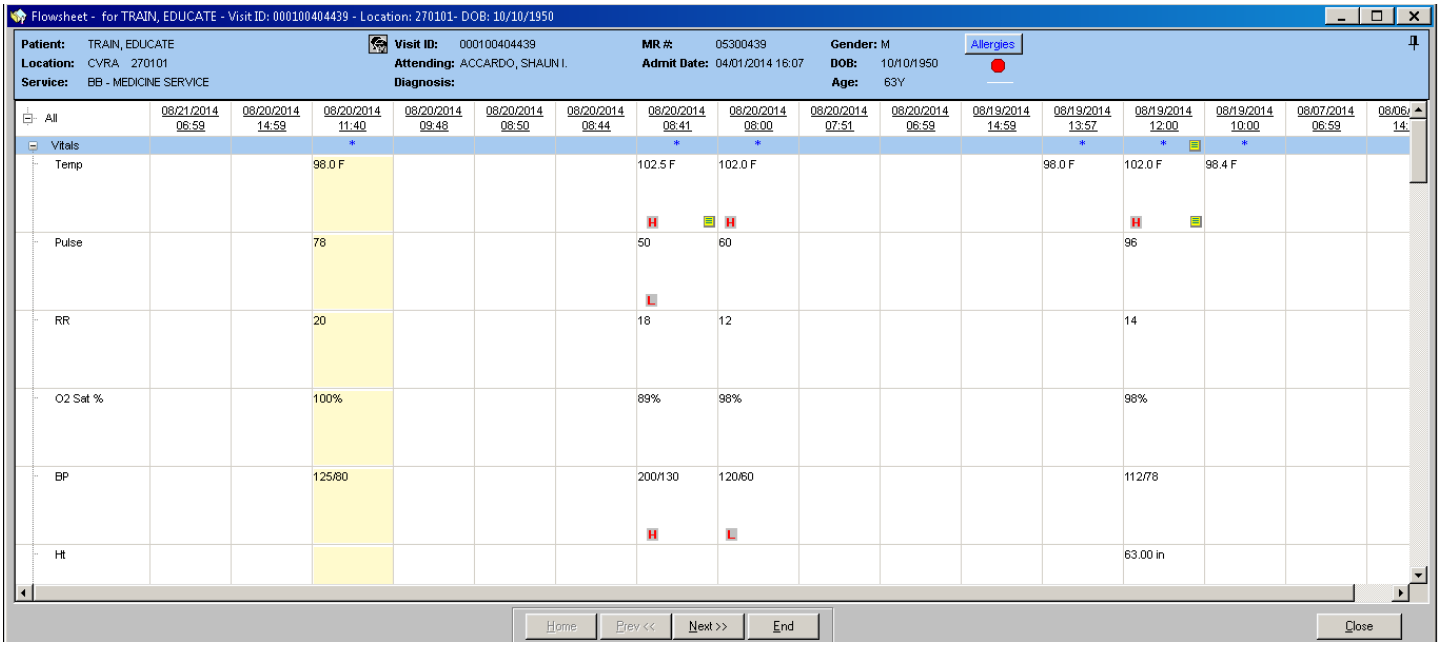
temperature, blood pressure, etc. (see below). You can use the exclamation point to make the entry significant or the noted pad to add additional information concerning the entry - 



- If you need to insert multiple vital signs, click the “insert new” button and it will bring the vitals to the lower portion of the screen (see below). You can edit entries by clicking the box at the top of the entry – it will bring that documentation into the edit fields.



- Once complete, you can click “OK” – it will bring you to the flowsheet screen.



- You can expand (using the small + next to all) and review your documentation which will be highlighted in yellow.
    - ***As long as it is yellow, you can edit/correct information. – to edit, click on the box where the documentation needs to be changed, correct documentation, then click "OK"***
- Once you have completed all documentation, click the yellow arrrow to exit and save the information.

Documenting on the patient assessment sheet –

Assessments

- Highlight the correct patient in Care Glance
- Click on "Change Unit Type" icon
    - Select the unit type where you are working
    - Click "OK"
- Click "Perform Assessment" icon
    - Select "Daily Assessment" to chart your systems assessment
        - "Backdate/time" Box will appear. Adjust the time accordingly (if needed)
        - Select "OK"
    - Click on the tabs to open each area of documentation
    - When finished, Click on the Yellow Arrow to save information and exit

Viewing Labs and Radiology Results:

- Highlight the patient in "Care Glance"
- Click the "NR" (New Results) box on the Care Glance screen
    - "Double" click on the test
    - Review the results
    - Yellow arrow ⇦ to save information

OR

- Highlight patient in "Care Glance"

- Click “Patient Profile” (Black and White Face)
    - Click the “H”
    - Highlight the visit
    - “Single” click and the bottom section will display lab/rad tabs
        - Click on tabs to view results
        - To exit click on the “X” (right corner)

Care Glance

"AA" (Admission Assessment) bubble
- Will be GREEN when the Admission process is complete

"CP" (Care Plans) bubble
- GREEN = Care plans have been initiated

"Rx" (med) bubble
- RED = late med
- YELLOW = med due
- GREEN = no meds due

"FS" (flowsheet) bubble
- Will be GREEN because documentation is present
- Can launch Flowsheet from here

"NR" (new result or Lab) bubble
- WHITE = all results have been viewed
- RED = New unviewed ABNORMAL results
- GREEN = New unviewed NORMAL results

"MR" (med reconciliation or home meds) bubble
- Will be WHITE because no home meds

"DOC" (Medical Records)
- Will be WHITE because used by Medical Records

"INT" (Interventions) bubble
- YELLOW OR RED, MUST BE addressed before you give report
- Click on the "INT" bubble
- Change the "mode" to "set as complete"
- Scroll down to search for any "red" interventions
- Click the ☐ next to the "red" intervention
- After selecting the interventions, Click "close". "INT" bubble will be GREEN

"OM WQ" (Order Management) bubble
- WHITE = no orders to process
- YELLOW/RED = order need to be processed
- Can be YELLOW or RED when waiting for Stool or Urine sample

"RX WQ" (Pharmacy use only) bubble

"ACKN" (Acknowledge orders) bubble
- RED = STAT orders to be acknowledged
- YELLOW = ROUTINE orders to be acknowledged
- WHITE = No orders to be acknowledged