

Maternal/Well Newborn Program Basic Functions of CST Cerner Checklist

Name:

Date:

CST Cerner Skill/Knowledge	Needs Learning & Practice	Competent	Expert/Help Others Learn	N/A
GENERAL				
Open PowerChart <ul style="list-style-type: none"> • From PowerChart tab on top of screen • From 'Enterprise Apps' 				
Open & Use Position Picker				
Locate Help Desk phone number on screen				
Use 'band aid' icon to restart computer if not working				
WOW Power Sources <ul style="list-style-type: none"> • Plug in when finished • Check battery power level when unplugged • Change batteries 				
Restart WOW once per shift <i>(if clinically possible)</i>				
RESOURCES (access in CST Cerner)				
CST Cerner Help Link				
PSLS Link				
SHOP Link				
Access ePOPS Practice Pointers				
TRACKING SHELL				
Open/View Tracking Shell				
Navigate to Correct Tracking Shell Tabs as needed				
Knowledge of different tabs available and their filters <ul style="list-style-type: none"> • Unit/Area Specific Tracking Shell • Greaseboard • All Beds • Recently Discharged 				
Use hover to discover feature				
Locate a patient on tracking shell				
Knowledge of different tracking shell columns, and how the information populates in those columns				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
Add communication icon and remove				
Enter patients chart from tracking shell				
Use of 'Conversation Launcher' to complete a Bed Transfer and Discharge				
Use of OB Triage and Assessment/Newborn Admission History button "Red Cross"				
Use of COVID-19 Patient Screening "Blue Cross" button				
Use of WH Quick Registration "Lightening bolt" button				
Can use "Tear Off" screen function				
PATIENT LIST				
Ability to create a custom list				
Create a location list				
Add and Remove patients from list				
CARECOMPASS				
Open CareCompass				
Can establish patient relationships				
Overview of CareCompass Functions <ul style="list-style-type: none"> • Icons • Flags (Critical, New) • Review Orders and Tasks in CareCompass 				
Enter patients chart from CareCompass				
Aware of refresh function				
Aware to check back to CareCompass throughout shift				
CHART: NAVIGATION				
Identify and read Banner Bar <ul style="list-style-type: none"> • Demographic Information • Allergies • Code Status • Process Alerts (aware of '...' to view multiple alerts if present) (e.g. <i>Special care plan, violence</i>) • Isolation • Disease • Location • Encounter • Attending 				
Familiar with 'Main Menu' location and navigation (dark blue menu)				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
Aware of refresh function				
Demonstrates ability to check encounter type and encounter history				
Able to change between encounters				
Aware all maternal patients must be in an Obstetric Encounter (regardless of provider)				
Can use related records to find linked charts				
Use Conversation Launcher to perform a Bed Transfer				
Use PM Conversation to print labels and add/remove process alerts				
CHART: ADHOC/POWERFORMS				
Open AdHoc Folders and navigate various folders				
Open PowerForms				
Identify mandatory sections of PowerForm (Red Asterisk and Yellow charting box)				
Save PowerForms				
Find saved PowerForm in Documentation and/or Forms and Modify				
CHART: HEALTH OVERVIEW TABS				
Navigate to Workflow Tabs in 'Women's Health Overview'				
Add and Remove Tabs to view				
Re-organization order of information in specific Tab (e.g. Handover Tab)				
Navigating in tab and accessing features, such as documents and labs				
Use of Team Communication				
View Flagged Events in Assessment Tab				
Add a pregnancy/Close a pregnancy				
CHART: Interactive View and I&O				
Open iView				
Add/Remove navigator bands on-view				
Demonstrate ability to navigate through bands/sections				
Demonstrates ability to document and sign for documentation				
Adjust date/time column for charting				
Modify Value				
Unchart Value				
Flag an Event				
View Flagged Events				
Adjust date/time of iView section				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
Adjust preferences (e.g. font size)				
Customize sections within band (e.g. Add/remove on-view sections)				
Dynamic Groups <ul style="list-style-type: none"> • Understand when/how to use dynamic group (e.g. IV, incision, wound) • Open/Close/Re-open dynamic groups 				
Conditional Logic <ul style="list-style-type: none"> • Aware of conditional logic symbol and what it means • Ability to use conditional logic iView sections appropriately 				
Demonstrate ability to use MEOWs and understand what a discern alert is <ul style="list-style-type: none"> • Review and close discern alert • Chart discern alert response 				
Navigate to Intake and Output				
Enter information into intake and output				
Continuous Infusion entry in intake and output				
Aware of shift totals and 24 hour total section				
CHART: SINGLE PATIENT TASK LIST				
Navigate to Single Patient Task List				
Aware of Scheduled Patient Care Tab vs. Nurse Collect Tab and functions				
Mark task Complete/Incomplete				
Reschedule Tasks				
Chart on task required through Single Patient Task List				
Single Patient Task List chart hygiene at shift change, transfer, and discharge				
CHART: MAR				
Navigate to MAR				
Color Codes in MAR <ul style="list-style-type: none"> • Blue: Scheduled • Green: PRN • Red: Overdue or STAT • Grey: Discontinued or Completed • Yellow Background Column: Current Date/Time 				
MAR is in Reverse Chronological Order (Read Left to Right)				
Medication Symbols and their meanings <ul style="list-style-type: none"> • Not Verified by Pharmacy • Order needs Nurse Review • Order is part of a PowerPlan (Ad Hoc) 				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
Can reschedule single doses of medication				
Can reschedule multiple doses with a medication request				
Aware of how to Chart 'not given' or 'not done'				
Perform closed loop medication administration				
Can reconnect scanner when having technical issues				
CHART: MAR SUMMARY				
Navigate to the MAR Summary				
Aware of Color Codes in MAR Summary <ul style="list-style-type: none"> • Blue: Scheduled • Green: PRN • Red: Overdue • Grey: Discontinued or Completed • Yellow Background Column: Current Date/Time 				
Uses drop down menu to apply a filter				
Uses View Navigator to choose the medication types you want to see/hide				
Uses the Navigator Icon to change properties and intervals				
Demonstrates ability to read MAR Summary				
Demonstrate ability to view detailed information about MAR Summary entries				
Uses filter to view infusion rate changes				
CHART: ORDERS				
Navigate to Orders				
View Orders <ul style="list-style-type: none"> • PowerPlans • Order Categories (view AdHoc Orders) <ul style="list-style-type: none"> ○ Note: Review Communication Orders • Medication History • Reconciliation History 				
Recognize Symbols in Orders Section <ul style="list-style-type: none"> • Co-signature Needed by Physician • Order is part of a PowerPlan • Order requires a Nurse Review • Order not reviewed by pharmacy yet • Pending Proposed Order 				
Open Advanced Filters and change orders you are viewing				
Check Reconciliation Status				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
Document Medication by Hx				
Access Pharmanet Profile				
Add an Order <ul style="list-style-type: none"> • Search for order • Add communication details • Modify Details • Sign 				
Complete a Nurse Review of Orders				
Aware of Quick Orders page (Women’s Health Overview) for order entry				
CHART: RESULTS REVIEW				
Navigate to Results Review on main menu				
Can filter by Flowsheet in Recent Results, or navigate using Tabs				
Can change search criteria (date range of results)				
Can view details of charted results				
Aware information in results review crosses encounters				
CHART: NOTES				
Add a Note				
Change Type of Note				
Add Subject and Date				
Add an attachment				
Add smart text to note (“)				
Sign Note				
CHART: DOCUMENTATION				
Add a Document				
Change Note Type Filter List				
Change Type of Document				
Add a Title and Date				
Select a Document Template				
Save a favorite template				
Add smart text to note (“)				
Sign/Submit Document				
View completed documents				
Access/create filters to view completed documents				
Modify or add Addendum to completed documents				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
CHART: ALLERGIES				
Review Allergies and mark as reviewed				
Add an allergy				
CHART: DIAGNOSIS AND PROBLEMS				
View Diagnosis (Problems) being addressed this visit				
View all Problems				
CHART: CARECONNECT				
Access CareConnect profile and navigate				
CHART: FORM BROWSER				
Open Form Browser				
View/Modify completed PowerForms				
CHART: LABOUR AND BIRTH SUMMARY				
Open Labour and Birth Summary				
Review Pregnancy Summary, Problems, Medications and Delivery Summary (if applicable)				
CHART: MEDICATION REQUESTS				
Complete "Medication Request" through MAR				
Complete "Medication Request" through "Medication Request" function in main menu				
Able to view history/progress of request				
Aware to follow up high priority requests with a phone call to pharmacy				
LIAISON FORMS (Postpartum & Newborn)				
Navigate to Liaison Forms on main menu				
Can change pages and print document				
Aware of where information pulls in from chart into liaison forms				
Aware that if liaison forms section states "No data found" to ensure patient is in correct 'Medical Service' in encounter <ul style="list-style-type: none"> • Adult patients MUST be in an Obstetrics Medical Service for all maternity encounters 				
NEWBORN RECORD				
Navigate to Newborn Record on main menu				
Can change pages and print document				
Aware of where information pulls in from chart into liaison forms				
Aware that Part 1 and part 2 of the Newborn Record are in the same section				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
CHART: OTHER				
<ul style="list-style-type: none"> • Appointments <ul style="list-style-type: none"> ○ View associated appointments for patient • Clinical Research <ul style="list-style-type: none"> ○ Clinical Trial/Study Enrollment history for patient • Diabetes Management Workflow <ul style="list-style-type: none"> ○ View GLU POC Testing Results and Insulin given • Growth Chart <ul style="list-style-type: none"> ○ WHO and Fenton Growth Charts • Histories <ul style="list-style-type: none"> ○ Review or Add Family, Procedure, Social, Pregnancy or Implant Histories • Immunizations <ul style="list-style-type: none"> ○ View Previous Immunizations and Future Scheduled Immunizations • Lines/Tubes/Drain Summary <ul style="list-style-type: none"> ○ View a summary of any active dynamic groups for lines/tubes or drains • Patient Information <ul style="list-style-type: none"> ○ Patient Demographics, Visit List, and Relationship Summaries 				
RESULTS COPY				
Complete a Results Copy				
Select association type				
Select available linked records				
How to perform a related records search if baby does not automatically appear				
Complete a results copy for twins				
CLOSE PREGNANCY				
Open Women's Health Overview Tabs and close pregnancy				
Aware to close pregnancy after patient has been discharged				
DISCHARGE				
Aware of applicable forms to complete prior to discharge				
Use Conversation Launcher on tracking shell to complete discharge				
Copy discharge to baby (if applicable)				
FORMFAST				
Open FormFast and search for forms				
Select or search for patient information to attach to form				
Print form				
Save form as a favorite and access favorites list				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
SUNQUEST CLINICAL COLLECT				
Access Sunquest Clinical Collect				
Pair wireless hand held scanner and printer				
Scan printer and patients wrist band				
Aware the collection window of 3 days back, and 12 hours forward				
Can confirm site of collection and additional details				
Print labels <ul style="list-style-type: none"> • Reprint labels as needed 				
MEDICATION ADMINISTRATION WIZARD (MAW)				
Open MAW				
Complete closed loop medication administration				
Aware that medication time window is medications due within the next hour, and overdue for last 7 days and PRN's				
FETALINK				
Open FetaLink application				
Navigate tabs/locations in application				
Can associate patient to FetaLink (scan and manually)				
Can associate monitor (scan and manually)				
Can modify association start time				
Add, hide and modify annotations				
Document reason for monitoring				
Can use extended view mode				
Aware of alert settings, and how to view adjusted parameters				
Transfer to a new room and re-associate monitor				
View multiple tracings on single screen				
Finalize Tracing				
View finalized tracings				
Send antenatal testing note to provider				
Print out mounting paper and mount paper tracing				
SAFETY AND ATTENDANCE FUNCTION (FIR)				
Navigate to Safety and Attendance button in grey menu bar				
Can select patients to view <ul style="list-style-type: none"> • Select patient list • Select facility filter 				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
Can change time intervals for columns				
Can change time range on view				
Add Location, Activity, Affect, Motor Activity, and Behaviour During Interaction				
Can sign changes to chart				
Aware of where in iView to view information (Behaviour Log)				
PARTOGRAM				
Initiate partogram in iView				
Open and view partogram				
Aware that partogram is view only, all documentation in iView				
PERIO OP TRACKING				
Open peri-op tracking				
Change filter (time)				
Open chart through tracking board				
Set an event				
Modify/remove an event				
Familiar with icons on peri-op tracking				
PERIOPERATIVE DOC				
Open Perioperative Doc and choose location				
Check-in Patient				
Document Case Attendees and Times				
Can add secondary procedures as needed				
Add/remove and navigate segments as needed				
Complete Pick List <i>(if applicable)</i>				
Finalize report				
NEWBORN QUICK REG & PRE-REG				
Aware to only use it baby is NOT pre-registered (quick reg and pre-reg, this will generate two PHN's)				
Completes a newborn quick reg				
Familiar with newborn quick reg for multiples				
F/U after birth to ensure pre-registered newborn has been full registered				
LIST OF SKILL SHARPENERS REVIEWED				
Pathology for Placenta				
Document Antenatal Testing				

Skill/Task	Needs Learning &/or Practice	Competent	Expert/Help Others Learn	N/A
Invasive Prenatal Procedures in TACC				
Antenatal Transcription – Adding a Pregnancy				
Antenatal Transcription – Transcribing Antenatal Records				
Epidural				
IVIG (Day of Treatment)				
Liaison Records				
Newborn Quick Reg				
Perinatal Loss				
Phototherapy				
RhiG				
Section Recovery				
WH Quick Reg				
DOWNTIME				
Aware of 724 Access Viewer and how to access				
Aware of procedure for when systems go down				