

UCHC Competency Checklist: ORIENTATION to ED CHARTING (IBEX)

Position Title: Registered Nurse, JDH Employee Name: _____

Unit: ED

Cluster Area: Critical Care: ED, ICU, PACU, CSDU, Critical Care Float Pool

Method of Instruction Key: P = Protocol/Procedure Review E = Education Session S = Self Learning Package C = Clinical Practice D = Demonstration	Method of Evaluation Key: O = Observation (in clinical setting) RD = Return Demonstration T = Written Test V = Verbal Review	Validation of Competency		
		Method of Instruction (Use Instruction Key on Left)	Date	Initials
IBEX Charting in the ED (To be completed by ED and Critical Care Float Staff)				
A. Log In / Out: UConn Password				
Change password- Help Desk				
Signing charts: my charts				
Ibex Password				
Display & Toll Bar				
Mail				
B. Main Tracking Board				
Bed Assignments: Transferring to another bed				
Sharing room				
Reserving room				
Nursing assignments: Signing up for patients				
Shift change				
Orders				
Lab results				
Comments				
Vital signs				
RN timer				
Custom codes				
Name Alert				
Dispo (taking patient off board)				

Initials	Signature	Initials	Signature	Initials	Signature

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C. Triage				
Greet				
Full Triage / Quick Triage:				
Medication quick list				
Searching for meds				
Allergy quick list				
Fall Risk				
Domestic violence				
Data: Urgency				
History (editing previous visits)				
Complaint-based assessment				
D. Documentation				
Assessments and Re-Assessments:				
Complaint based				
RN Procedures: (billing of supplies):				
Belongings list				
Admission: Core data elements / repeat vital signs				
Discharges (LWBS / AMA / transfers)				
Expiration				
Discharge instructions				
Time out				

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E. Process of Care				
Flowsheet (VS, I&O)				
Macros: make, edit, append				
Medications: administer, follow-up link				
Change or delete an entry				
Scanning / imaging				
Correcting documentation errors				
F. Tool Bar				
Archives				
Mail				
Patient data				
Labels				
Visits				
Change view				
G. Access:				
LCR				
EKG				
Radiology				

Initials	Signature	Initials	Signature	Initials	Signature